



# Ministry of Agriculture and Plantation Industries Tea Small Holdings Development Authority

## VACANCIES

Applications are invited from qualified citizens of Sri Lanka for the following vacancies that exist in the Tea Small Holdings Development Authority.

### Manager (Human Resources and Administration) – 01 Post

- Service Category** : Managerial Service Category
- Grade** : (MM 1-1) – Grade II
- Qualifications** : **(a) External Applicants**  
Should have obtained a Degree in Human Resources Management / Public Management / Business Administration or Management recognized by the University Grants Commission  
**And**  
Should have at least five (05) years experience at a management level post relevant to Administration / Human Resources Management field in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution.  
**(b) Internal Applicants**  
Qualifications relevant to recruitment of above external applicants  
**Or**  
Should have completed five (05) years of active service in a post relevant to Human Resources and Administration activities in MM 1-1 Grade II of the Tea Small Holdings Development Authority
- Salary Scale** : Entitled to a salary scale of Rs. 53,175 – 10x1,375 – 15x1,910 = 95,575/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above, government approved allowances will be paid.
- Method of Recruitment** : **Will be selected through a structured interview and marks will be given as follows:**

01. Relevant Experience	- 30 Marks
02. Relevant Additional Educational Qualifications	- 30 Marks
03. Other Performances and Skills	- 15 Marks
04. Performance at the Interview	- 25 Marks
<b>Total</b>	<b>- 100 Marks</b>

Will be selected as per the order of merits obtained at the interview

### Administrative Officer – 03 Posts

- Service Category** : Junior Manager
- Grade** : (JM 1-1 – II)
- Qualifications** : **For the recruitment of External Applicants**  
Should have obtained a degree in Human Resources Management / Public Management / Business Administration or Management recognized by the University Grants Commission  
**For the recruitment of Internal Applicants**  
Qualifications relevant to the recruitment of external applicants as above  
**Or**  
Should have completed not less than five (05) years active service period in a post in Grade ii of the Management Assistant (Non Technical) MA 1-2 service category of the Tea Small Holdings Development Authority relevant to Administration subject.
- Salary Scale** : Entitled to a salary scale of Rs. 42,600 – 10x755 – 18x1,135 = 70,580/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above, government approved allowances will be paid.
- Method of Recruitment** :  
Recruitment will be made based on a written competitive examination after calling for application as per the decision of the Appointment Authority and / or as per the results of a structured interview conducted by a board appointed by the Appointment Authority.  
**Written Competitive Examination**  
**Syllabus for the written competitive examination is given below:**
  - Language Proficiency
  - Aptitude Test
  - Subject knowledge as relevant to the post**Language Proficiency :**  
A question paper for testing the knowledge of the candidate regarding Expression, Understanding, Spelling, usage of simple grammar rules.  
**Aptitude Test**  
A question paper to test the aptitude and capability of the candidate in discharging the official duties  
**Subject knowledge as relevant to the post**  
A question paper to test the candidate's knowledge regarding subject matters as relevant to the post  
  
A candidate should obtain at least 40% marks per subject and a total average of 50% should be obtained to pass the examination  
**Recruitment through structured interview**  
Marks given at the interview are as follows:

01. Relevant Experience	- 30 Marks
02. Relevant Additional Educational / Professional Qualifications	- 30 Marks
03. Other Performances and Skills	- 15 Marks
04. Performance at the Interview	- 25 Marks
<b>Total</b>	<b>- 100 Marks</b>

  - When recruitment is made through a written competitive examination and a structured interview, selection will be made in the order of merits based on a total 60% marks in the written competitive examination and 40% marks obtained at the interview.
  - When recruitment is made only through the structured interview, selection will be made based on the order of merits obtained at the interview.

#### Age limit for Posts 01 and 02

Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

**Others** - Provisions of the Establishment Procedure Code will be applicable regarding all recruitments.

**Additional Benefits** - Facilities under In-house and outdoor medical care scheme  
Selected Applicant should contribute not less than 10% of the total monthly salary during the period of service with the Tea Small Holdings Development Authority to the Employees' Provident Fund or any other Provident Fund of Employees under the Employees' Provident Fund Act No. 15 of 1958 and the Authority will contribute not less 15% as membership fee.  
In addition to the above, the Authority will contribute 3% to the Employees' Trust Fund.

**Applications** - Applicants should send their applications consisting of all details along with the Certificate of Birth and copies of the educational certificates and service experience certificates and other certificates related to skills and performances under registered post to the address given below. Relevant post should be mentioned on the left-hand top corner of the envelope containing the application. Applications of those already in government / government corporation / Statutory Board should be directed through their respective service heads with his/her recommendation.

#### Closing Date of Applications

Applications should be submitted to reach the undermentioned on or before 14<sup>th</sup> December 2023.

**Chairman**  
**Tea Small Holdings Development Authority**  
**No. 70, Parliament Road,**  
**Pelawatta, Battaramulla.**