

# MINISTRY OF PLANTATION & COMMUNITY INFRASTRUCTURE



## SRI LANKA TEA BOARD

### Vacancies

The Sri Lanka Tea Board, the apex body of the Tea industry in Sri Lanka is looking for a dynamic and result oriented individuals to be recruited for the following vacancies.

#### 1. Post of Tea Inspector/Instructor – MA-2-1 Grade III- 06 Vacancies

##### Job Description

Performance of duties entrusted by the Authorized Officer pertaining to implementation of regulations and development activities of producers, dealers of green leaves, manufacturers and factories, disposal of made teas and by-products.

##### Qualification & Experience

##### External & Internal Candidates

- a) A two year Diploma in Agriculture not below the National Vocational Qualification level 05 (NVQ 05) obtained from an Institution recognized by the Tertiary and Vocational Education Commission of Sri Lanka and having passed G.C.E.(A/L) examination in three (03) passes in Science stream in one sitting and G.C.E.(O/L) examination at least in 05 credits including Mathematics, Sinhala / Tamil and English in one sitting.

#### 2. Post of Technical Assistant( Maintenance) – MA-2-1 Grade III- 01 Vacancy

##### Job Description

Performance of duties entrusted by the Authorized Officer pertaining to technical aspects relating to maintenance of the buildings, vehicles, equipment, plant & machinery

##### Qualification & Experience

##### External Candidates ( a or b)

a) A Diploma in a relevant field not below the N.V.Q. Level 5 from a recognized Institution and having passed G.C.E. (O/L) Examination at least in 4 Credits including Mathematics, Sinhala /Tamil in not more than two sittings

b) B.Sc. (Engineering in Civil/ Mechanical / Electrical) Level III at the Open University of Sri Lanka and having passed G.C.E. (O/L) Examination at least in 4 Credits including Mathematics, Sinhala /Tamil in not more than two sittings

##### Internal Candidates

Employees of the Categories of Primary Level( Skilled./Semi-skilled/Unskilled), having completed a minimum of five (05) years satisfactory service in a permanent Post who possess a Diploma in a relevant field not below the N.V.Q. Level 5 from a recognized Institution and having passed G.C.E. (O/L) Examination at least in 4 Credits including Mathematics, Sinhala /Tamil in not more than two sitting

### 3. Post of Assistant Tea Taster – MA-2-1 Grade III- 01 Vacancy

#### **Job Description**

Execute the duties related to Tea Tasting and Panel evaluation activities and preparation of reports on the instruction of an Authorized Officer.

#### **Qualification & Experience**

##### **External & Internal Candidates**

a) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 (NVQ 5), issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the fields of Agriculture, Food Science or Science

#### **Tea Inspector/Instructor, Technical Assistant (Maintenance) & Assistant Tea Taster Positions**

**Selection :** By a Competitive Examination and Structured Interview

(Subjects for the competitive examination, the marks allocated for each subject and Medium of Examination as follows)

<b>Subject</b>	<b>Marks &amp; Time Allocation</b>	<b>Medium of the Paper</b>
• Language Proficiency	(100 marks) (01 1/2 hours)-	English & Sinhala Medium
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• Subject Knowledge	(100 marks)(03 hours)	Sinhala or Tamil Medium

Medium for the Aptitude Test should be mentioned in the application.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the competitive examination.

#### **Salary Scale applicable to Management Assistant (Technical) Positions**

**MA2- 1** -Rs.( 50,540 – 10 x540 – 7x630 – 4x890 – 20x1,190 - 87,710 ) per month.

As per the DMS 01/2025, Schedule II , salary step of Rs43,379/= p.m. and approved allowances will be paid. Accordingly gross salary will be approx. **Rs. 61,179/=**

#### **Age limit applicable to Management Assistant (Technical) Positions**

Should be not less than 18 years and more than 45 years. The upper age limit will not apply to internal candidates.

### 4. Post of Management Assistant( Non Technical) – MA-1-1 Grade III- 01

#### **Job Description**

Performance of functions /activities of non - technological nature under the supervision and guidance of the Authorized Officer and to facilitate / support / supplement the discharging of duties of the Managerial, Administrative and Executive Grades of the organization.

#### **Qualification & Experience**

##### **External Candidates**

Having passed G.C.E. (A/L) in three subjects in one sitting **and** passed the G.C.E. (O/L) examination in not more than two sittings together with six subjects and four credit passes including Mathematics, Sinhala / Tamil and English language

## Internal Candidates

Employees of the Categories of Primary Level (Skilled./Semi-skilled/Unskilled), having completed a minimum of five (05) years satisfactory service in a permanent Post who passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including first language and Mathematics in not more than two sittings.

**NOTE:** 30% of the vacancies will be filled on the results of a separate examination conducted by the Sri Lanka Tea Board or its nominee for the promotion of Primary Level - Skilled, Primary Level - Semiskilled and Primary Level - Unskilled Employees of Sri Lanka Tea Board

## 5. Post of Personal Assistant – MA-1-1 Grade III- 04 Vacancies

### Job Description

Performance of functions /activities of non - technological nature under the supervision and guidance of the Authorized Officer and to facilitate / support / supplement the discharging of duties of the Managerial Grades of the organization.

### Qualification & Experience

#### **External & Internal Candidates**

a) Having passed G.C.E. (A/L) in three subjects in one sitting and passed the G.C.E.(O/L) examination in not more than two sittings together with six subjects and four credit passes including Mathematics, Sinhala / Tamil and English language.

Experience and qualifications in English stenography would be an added qualification

### **Management Assistant (Non -Technical) & Personal Assistant Positions**

**Selection :** By a Competitive Examination and Structured Interview

(Subjects for the competitive examination, the marks allocated for each subject and Medium of Examination as follows)

<b>Subject</b>	<b>Marks &amp; Time Allocation</b>	<b>Medium of the Paper</b>
• Language Proficiency	(100 marks) (01 1/2 hours)-	English & Sinhala Medium
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• Subject Knowledge	(100 marks)(03 hours)	Sinhala or Tamil Medium
• Computer Literacy	(100 marks)(01 hour)	English Medium only

Medium for the Aptitude Test should be mentioned in the application.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the competitive examination.

### **Salary Scale applicable to Management Assistant (Technical) Positions**

**MA1- 1** -Rs.( 46,220 – 10x540 – 7x 630 – 4x890 – 20x1,190 - 83,390) per month.

As per the DMS 01/2025 schedule II, salary step of Rs. 40,403/= p.m. and approved allowances will be paid. Accordingly gross salary will be approx. **Rs. 58,203/=**

### **Age limit applicable to Management Assistant (Technical) Positions**

Should be not less than 18 years and more than 45 years. The upper age limit will not apply to internal candidates.

## **BENEFITS**

- Medical benefits according to the prevailing rules of the Board.
- Provident Fund: the selected candidate will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

## **GENERAL CONDITIONS**

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidate will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidate who are already confirmed will be subjected to a trial period of one year.
- Person recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.
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## **APPLICATIONS**

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website **[www.srilankateaboard.lk](http://www.srilankateaboard.lk)** and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **24<sup>th</sup> July 2025**.

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

**DIRECTOR GENERAL  
SRI LANKA TEA BOARD  
574, GALLE ROAD,  
COLOMBO 03**