



MINISTRY OF AGRICULTURE, LIVESTOCK,
LANDS AND IRRIGATION

PADDY MARKETING BOARD



VACANCIES

Applications are invited from applicants who fulfill the following qualifications for filling the Posts of Deputy General Manager (Administration), Legal Officer/Board Secretary, Accountant and Assistant Accountant at the Paddy Marketing Board.

Deputy General Manager (Administration) - (HM 1-1) - 01 Post

(a) Recruitment of External Applicants

Qualifications (1 or 2 below)

1. Should have obtained a degree in Management, Public Enterprise or Public Administration, B.Com., Economics recognized by the University Grants Commission

With

A postgraduate degree in the relevant field / Associate Membership of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

And

at least fifteen (15) years experience in the relevant field in a "managerial" level post in Government, Government Corporation, Board, Statutory Institution or reputed private sector institution.

2. Should have obtained the Full membership of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

And

at least fifteen (15) years experience in the relevant field in a "managerial" level post in Government, Government Corporation, Board, Statutory Institution or reputed private sector institution.

Or

Being an Officer in First Class of Sri Lanka Administrative Service.

(b) Recruitment of Internal Applicants

Qualifications

1. Should have fulfilled the qualifications for the external applicants
- Or**
2. Should have completed a satisfactory service period of five (05) years in the relevant subject field in a Grade I post of the "Managerial" (MM) Service Category.

Mandatory Qualification

Should have earned all salary increments on the specified date during the service period of qualification and should not have been subjected to any disciplinary action during that period.

(c) Salary Scale: HM 1-1 – 2025 – Rs. (140,640 – 15 x 4,100 – 202,140)

(As per Management Service Circular No. 1/2025 dated 25.03.2025)

(d) Age Limit: Should be not less than 35 years and not more than 55 years. Maximum age limit will not be applicable to the internal applicants.

(e) Other Qualifications

Every applicant;

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- iii. Should bear an excellent moral character

Legal Officer / Board Secretary - (MM 1-1) (Grade II) - 01 Post

(a) Qualifications

Should have obtained a L.L.B. degree from a university recognized by the University Grants Commission and should have followed an Attorney's course offered by the Sri Lanka Law College and should have taken oaths as an Attorney at Law of the Supreme Court

And

Should have two (02) years' experience in the relevant field in Government, Government Corporation, Board, Statutory Institution or reputed private sector institution

Or

Should have completed a service period of three (03) years as a professional Attorney-at-Law

NOTE:

Special attention would be focused on the good usage of English language and Computer proficiency

(b) Salary Scale - MM 1-1 2025 – Rs. (91,690 – 10 x 2,400 – 15 x 3,450 – Rs. 168,240)

(As per Management Service Circular No. 1/2025 dated 25.03.2025)

(c) Age Limit - Should be not less than 25 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants)

Accountant – (MM 1-1) – 01 Post

(a) Qualifications

- Should have passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL)

Or

- Should have passed the Intermediate Examination of the Chartered Institute of Management Accountants (CIMA) of the United Kingdom

Or

- Should have passed the Intermediate Examination of the Association of the Chartered Certified Accountants (ACCA) of the United Kingdom

Or

- Should have obtained a degree in Management or B. Com. Degree from a university recognized by the University Grants Commission

Or

Should have obtained the Advanced National Diploma in Accountancy

With

Not less than three (03) years' experience in Accounts and Financial Activities in Government, Government Corporation, Board, Statutory Institution or reputed private sector institution

NOTE:

Special attention would be focused on good usage of English language, proficiency in the use of Computer and knowledge in the subjects of Administration, Management, Sales Promotion and Advertising

(b) Salary Scale - MM 1-1 2025 – Rs. (91,690 – 10 x 2,480 – 15 x 3,450 – Rs. 168,240)

(As per Management Service Circular No. 1/2025 dated 25.03.2025)

(c) Age Limit - Should be not less than 25 years and not more than 45 years. (Maximum age limit will not be applicable to internal applicants)

Assistant Accountant - (JM 1-1) – 02 Posts

(a) Recruitment of External Applicants

Qualifications (1 or 2 below)

1. Should have obtained a Bachelor's Degree in the subject field of Management or Commerce with Accounting subject recognized by the University Grants Commission with one year's experience in a government department, corporation, statutory board or reputed private institution after obtaining the degree qualification.
2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post with one year's experience in the relevant subject field

(b) Recruitment of Internal Applicants

Qualifications (1 or 2 below)

1. Five (05) years experience in Grade II relevant to accounting activities in the post of Accounting Assistant or Management Assistant category relevant to the subject.
2. Should have fulfilled the qualification for external applicants mentioned above.

(c) Salary Scale:

JM 1-1 – 2025 Rs. (72,650 – 10 x 1,360 – 18 x 2,040 – 122,970)

(As per Management Service Circular No. 1/2025 dated 25.03.2025)

(d) Age Limit - Should be not less than 22 years and not more than 45 years. (Maximum age limit will not be applicable to internal applicants).

GENERAL MATTERS

- These posts are permanent with entitlement to Employees Provident Fund and Employees Trust Fund.
- Should have fulfilled the required qualifications as at the closing date of applications in every way.
- Applicants who are already serving in state institutions should direct their applications through the heads of the institutions.
- Self prepared applications including the bio-data along with certified copies of Certificates of educational and professional qualifications and the information regarding non related referees should be sent by registered post to the address given below to receive before 03.11.2025.
- Name of the Post applying for should be mentioned on the left hand top corner of the envelope containing the application.
- Recruitments will be made based on the results of the structured interview and / or a written examination.
- Canvassing regarding appointment / submission of false information will be a disqualification.
- Board of Directors of the Paddy Marketing Board reserves the right to take the final decision regarding these appointments.

Chairman,
Paddy Marketing Board,
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