



Ministry of Plantation and 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.

### 01. Post of Analyst – JM-1-1 Grade II - 02 Vacancies

#### Job Description

Maintenance of laboratory quality procedures and other activities related to the Good Laboratory Practice (GLP), specially delegated in a manner supplementary to and facilitating the discharging of duties by an authorized officer in respective laboratory unit of the Board.

#### Qualification & Experience

##### External & Internal Candidates

- a). A Degree in Science with Chemistry or Microbiology (as one of the subjects) which is recognized by University Grant Commission of Sri Lanka and at least one (01) year post qualifying experience in Laboratory in a public or reputed private sector organization (ISO 17025 accredited)

**Selection : By Structured Interview**

### 02. Post of Market Analyst – JM-1-1 Grade II- 01 Vacancy

#### Job Description

Collecting data relating to markets which Ceylon teas are predominant and analyzing them to evaluate opportunities and strategies with market forecast, specially being supplementary to and facilitating the discharging of duties entrusted by the Authorized Officer of the Board.

#### Qualification & Experience

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

- a) A Degree from a University which is recognized by the University Grant Commission of Sri Lanka preferably in Economics / Marketing Management/ Commerce / Business/Public Administration or Agriculture and at least One (01) year post qualifying experience in the relevant field in the public or reputed private sector organization.

##### Internal Candidates

- a) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade I. - Non Tech Category of the Sri Lanka Tea Board with a qualification in Marketing at Diploma or higher level from a recognized institute.

**Note :** Computer literacy and English Knowledge are essential for the post

**Selection : By Structured Interview**

### 03. Post of Confidential Secretary – JM-1-1 Grade II- 01 Vacancy

#### Job Description

Assist the Director General in arranging Board meetings, Senior Management Committee Meetings and Audit Committee Meetings, Stakeholder Meetings, Preparation of minutes of meetings and submitting relevant documents to the Board, Follow-up on Board decisions, Provide internal and external information/data/details to the Board members as instructed by the Director General & attend the Secretarial work of the Chairman of the Board.

#### Qualification & Experience

##### External Candidates (1 or 2)

- 1). Bachelor's Degree from a University recognized by the University Grant Commission of Sri Lanka with minimum of 01 year post qualifying experience as a Confidential Secretary in a reputed public sector or private sector organization.
- 2). Advanced Diploma in Company Administration & Secretarial Proficiency not below than the National Vocational Qualification (NVQ) Level 6 issued by a technical/vocational training institute accepted by the Tertiary and Vocational Education Commission with minimum of 06 years post qualifying experience as a Confidential Secretary in a reputed public sector or private sector organization.

##### Internal Candidates (1 or 2)

- 1). Having obtained the qualifications required by the external candidates.
- 2). A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade II. - Non Tech Category of the Sri Lanka Tea Board with a Certificate Course in Secretarial proficiency from a recognized Technical Institute.

#### 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)

Subject	Marks & Time Allocation	Medium of the Paper
✦ 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)	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

JM 1-1 -Rs.( 72,650-10x 1360- 18x 2040- 122,970) per month.

As per the DMS 01/2025, salary step of Rs. 65,633/= p.m. and approved allowances will be paid. Accordingly gross salary will be approx. Rs. 83,433/=

#### Age limit applicable to Junior Manager JM 1-1

Should be not less than 22 years and more than 45 years. The upper age limit will not apply to internal candidates.

### 04. Post of Investigation Officer – MA-5-2 Grade II- 03 Vacancies

#### Job Description

Conduct the investigations in regulatory & Development functions under the provisions of Tea Control Act No. 51 of 1957 and 16 of 1959, relevant functions assigned under the Sri Lanka Tea Board Law No. 14 of 1975 and regulations framed under Section 25 of the Sri Lanka Tea Board Law No. 14 of 1975 subject to the control, direction and supervision of the Authorized Officer

#### Qualification & Experience

##### External & Internal Candidates

- a). A Bachelor's Degree in Agriculture/ Plantation Management/ Tea Value addition with appropriate subject combination which is recognized by the University Grant Commission of Sri Lanka with a Postgraduate Diploma in the relevant field

**Selection : By Structured Interview**

#### Salary Scale applicable to Enforcement Officer (MA5-2) positions

MA 5-2 - Rs.( 62,310-10x 1360-15x 1670-5x 2040- 111,160) per month.

As per the DMS 01/2025, salary step of Rs. 51,488/= p.m. and approved allowances will be paid. Accordingly gross salary will be approx. Rs. 74,699/=

#### Age limit applicable to Enforcement Officer (MA 5-2)

Should be not less than 22 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.

#### 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 **05<sup>th</sup> February 2026**.

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.**