



**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 Accounts Assistant and Management Assistant at the Paddy Marketing Board.

### **Accounts Assistant – No. of Posts - 01**

#### **a) Qualifications for External / Internal Applicants**

Should have obtained a Proficiency Certificate of not less than NVQ Level Five (05) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission relevant to the subject of Accounting

#### **b) Monthly Salary Scale:**

MA 2-1 – 2025 – Rs. (50,540 – 10 x 540 – 7 x 630 – 4 x 890 – 20 x 1,190 – 87,710)  
(As per Management Services Circular No. 01/2025 dated 25.03.2025)

### **Management Assistant – No. of Posts - 10**

#### **(a) Recruitment of External Applicants**

##### **Qualifications for Recruitment**

- I. Should have passed in six (06) subjects in one sitting with four (04) credit passes for subjects including
  - i. Sinhala / Tamil
  - ii. Mathematics
  - iii. English Languageat the General Certificate of Education (Ordinary Level) Examination
- II. Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

#### **(b) Recruitment of Internal Applicants**

Primary Grade – Employees having the following qualifications in the Unskilled and Skilled categories.

- Should have passed in six (06) subjects in one sitting with four (04) credit passes for subjects including
  - i. Sinhala / Tamil
  - ii. Mathematics
  - iii. English Languageat the General Certificate of Education (Ordinary Level) Examination
- Should hold a permanent appointment in service and should have been confirmed in that appointment
- Should have completed a continuous satisfactory service period of at least five (05) years in a permanent appointment prior to the specified date.

#### **(c) Monthly Salary Scale :**

MA 1-1 – 2025 - Rs. (46,220 – 10 x 540 – 7 x 630 – 4 x 890 – 20 x 1,190 – 83,390)  
(As per Management Services Circular No. 01/2025 dated 25.03.2025)

#### **General Matters**

- Age Limit : Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.
- Every applicant should be a citizen of Sri Lanka. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island and should bear an excellent moral character.
- 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 government service, government business service, statutory boards and other state institutions should direct their applications through the heads of the respective departments / institutions.
- Self prepared applications including the bio-data along with certified copies of Certificates to prove the 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 **26.01.2026**.
- 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 a written competitive examination and a structured interview.
- 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**

**Housing Secretariat Building, 6th Floor,  
Sir Chittampalam A. Gardiner Mawatha,  
Colombo 02.**