MINISTRY OF PLANTATION & COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD

Contract Basis 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 **on Contract basis for 01 year.**

1. Post of Management Assistant (Bookkeeping) (Grade III)-MA-1-1 - 01

Job Description

Performance of functions /activities in connection with recording, updating and maintaining the accounting records of the Tea Board in accordance with the directions and guidance of the Authorized Officer

Qualification & Experience

Having passed G.C.E. (A/L) in three subjects in Commerce stream 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.

Any other qualifications in Book-keeping/ Accountancy would be an added qualification

Selection : By a Competitive Examination followed by a 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) (011/2 hours)-	English & Sinhala proficiency will be tested
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• General Knowledge	(100 marks)(01 hour)	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 :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. 43,312/= p.m. and approved allowances will be paid.

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

2. Post of Driver (Grade III)-PL3 - 02 Vacancies

Contract Period: 01 Year

Job Description

Driving, maintenance and safety of the vehicles of Sri Lanka Tea Board and attending to duties relating to providing of transport needs of the Board.

External

a). G.C.E.(O/L) in six subjects not more than in two sittings including Sinhala / Tamil and Mathematics.

b). A valid License to drive heavy vehicles and minimum of three(03) years satisfactory experience in driving heavy vehicles at a reputed establishment

Age: Should not be less than 18 years and not more than 45 years. The maximum age limit will not apply to the internal candidates.

Selection : By a Practical Test followed by a Structured Interview

Salary Scale applicable : 43,280 - 10‹490 - 10‹540 - 10‹590 - 12‹630 - 67,040

As per the DMS 01/2025 schedule II, salary step of Rs. 40,834/= p.m. and approved allowances will be paid.

Contract Period: 01 Year

BENEFITS

- 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.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website **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 **17th November 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
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COLOMBO 03