

MINISTRY OF PLANTATION



SRI LANKA TEA BOARD VACANCY

Sri Lanka Tea Board, the Apex Body of the Tea Industry in Sri Lanka is looking for dynamic and result oriented individuals who possess the following qualifications to be recruited for the post of Administrative Officer.

The Post of Administrative Officer Grade II - JM (1-1)

Job Description :

All administrative and human resources / personnel activities, specially delegated in a manner supplementary to and facilitating the discharging of duties by an Authorized Officer of the Board.

Qualifications & Experience :

External (a). A Degree preferably in Business/Public Administration or Human Resources Management or Commerce or Economics or Law from a University recognized by the University Grants Commission of Sri Lanka

AND

At least One (01) year post qualifying experience in the relevant field in a public or reputed private sector organization.

Internal (a). A minimum of Five (05) years satisfactory service in the capacity of Management Assistants - Grade I - Non Tech Category of Sri Lanka Tea Board with G.C.E. (A/L) Examination in three subjects in one sitting.

Note : Computer literacy and English Knowledge are essential.

Salary Scale : JM 1-1 -02/2006 : Rs. 42,600 - 10xRs.755 - 18 x Rs. 1135 - Rs.70,580

The applicable initial salary step is Rs. 42,600/= p.m. In addition, cost of living allowance of Rs. 7800/= p.m. as per the Department of Management Services Circular No. 02/2016 will also be paid.

Age :

Should be not less than 22 years and not more than 45 years. Upper age limit will not apply to Internal Candidates.

Selection : by a Structured Interview.

BENEFITS :

- Medical benefits according to the prevailing rules of the Board.
- Provident Fund: the selected candidates 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 candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to an trial period of one year.
- Persons 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 Clause 4 of the Chapter VII of the Establishment Code.

APPLICATIONS :

Applications should be made on prescribed forms obtainable from this office or downloaded from our website <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 undermentioned address on or before **10th March 2021**.

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.**