

# MINISTRY OF PLANTATION

STATE MINISTRY OF COMPANY ESTATE REFORMS, TEA & RUBBER ESTATES RELATED CROPS CULTIVATION, FACTORIES MODERNIZATION AND TEA & RUBBER EXPORT PROMOTION

## TEA SMALL HOLDINGS DEVELOPMENT AUTHORITY

### VACANCIES

Applications are invited from qualified citizens of Sri Lanka for the following vacancies that exist in the Tea Small Holdings Development Authority.

**Post** - **Deputy General Manager (Development)**  
**Senior Management Service Category (HM 1-1)**

**Age:** - Should be not less than 35 years and not more than 55 years. (Maximum age limit is not applicable to Internal Applicants)

**Salary Scale** - Entitled to a salary scale of Rs. 80,295 - 15x2,270 - 114,345/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above government approved allowances will be paid.

**Qualifications** -

**External Applicants (1 or 2 below)**

01. Should have obtained a Bachelor's Degree in Science, Agriculture, Plantation Management, Business Administration / Management recognized by the University Grants Commission

**And**

Should have obtained a postgraduate (Masters) degree compatible to the subject field relevant to the post / Should have obtained the Associate Membership of a recognized Chartered Professional Institute

**And**

Should have at least fifteen (15) years experience in a management level post relevant to Agricultural Development / Agricultural Extension activities in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution.

02. Should have obtained the Full Membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have at least fifteen (15) years experience in a management level post relevant to Agricultural Development / Agricultural Extension activities in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution.

**Internal Applicants (1 or 2 below)**

01. Should have fulfilled the qualifications for the external applicants mentioned above.

02. Should have completed a satisfactory service period of five (05) years in a Grade 1 post in Management (MM 1-1) Service Category in Development / Extension activities at the Tea Small Holdings Development Authority

**Post** - **Deputy General Manager (Extension)**  
**Senior Management Service Category (HM 1-1)**

**Age:** - Should be not less than 35 years and not more than 55 years. (Maximum age limit is not applicable to Internal Applicants)

**Salary Scale** - Entitled to a salary scale of Rs. 80,295 - 15x2,270 - 114,345/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above government approved allowances will be paid.

**Qualifications** -

**External Applicants (1 or 2 below)**

01. Should have obtained a Bachelor's Degree in Agriculture or Plantation Management recognized by the University Grants Commission

**And**

Should have obtained a postgraduate (Masters) degree compatible to the subject field relevant to the post / Should have obtained the Associate Membership of a recognized Chartered Professional Institute

**And**

Should have at least fifteen (15) years experience in a management level post relevant to Agricultural Extension activities in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution.

**or**

02. Should have obtained the Full Membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have at least fifteen (15) years experience in a management level post relevant to Agricultural Extension activities in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution.

**Internal Applicants (1 or 2 below)**

01. Should have fulfilled the qualifications for the external applicants mentioned above.

02. Should have completed a satisfactory service period of five (05) years in a Grade 1 post in Management (MM 1-1) Service Category in Development / Extension activities at the Tea Small Holdings Development Authority

**Method of Recruitment** -

Will be selected through a structured interview and marks will be given as follows.

Relevant Experience	- 30 Marks
Relevant Additional Educational/Professional Qualifications	- 30 Marks
Other Performances and Skills	- 15 Marks
Performance at the Interview	- 25 Marks
Total	- 100 Marks

Will be selected as per the order of merits obtained at the interview

**Post** - **Assistant Manager (Administration)**  
**Management Service Category (MM 1-1)**

**Age:** - Should be not less than 22 years and not more than 45 years. (Maximum age limit is not applicable to Internal Applicants)

**Salary Scale** - Entitled to a salary scale of Rs. 53,175 - 10x1,375 - 15x1,910 - 95,575/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above government approved allowances will be paid.

**Qualifications** -

**External Applicants**

Should have obtained a degree in Human Resources Management / Public Management / Business Administration or Management recognized by the University Grants Commission

**And**

Should have at least one (01) year's experience administration / Human Resources Management in Government, Government Corporation, Board, Statutory Institution or in a reputed private sector institution after obtaining the degree

**(b) Internal Applicants**

Qualifications relevant to the recruitment of external applicants as above

**Or**

Should have completed not less than five (05) years active service period in a post relevant to Human Resources and Administration in the Junior Management JM service category of the Tea Small Holdings Development Authority

**Method of Recruitment** - Will be selected through a structured interview and marks will be given as follows.

Relevant Experience	- 30 Marks
Relevant Additional Educational/Professional Qualifications	- 30 Marks
Other Performances and Skills	- 15 Marks
Performance at the Interview	- 25 Marks
Total	- 100 Marks

Will be selected as per the order of merits obtained at the interview

**Post** - **Administrative Officer**  
**Junior Management Service Category (JM 1-1)**  
**Number of Vacancies 02**

**Age:** - Should be not less than 22 years and not more than 45 years. (Maximum age limit is not applicable to Internal Applicants)

**Salary Scale** - Entitled to a salary scale of Rs. 42,600 - 10x755 - 18x1,135 - 70,580/- (per month) as per Management Services Circular No. 02/2016 for this post. In addition to the above government approved allowances will be paid.

**Qualifications**

**External Applicants**

Should have obtained a degree in Human Resources Management / Public Management / Business Administration or Management recognized by the University Grants Commission

**(b) Internal Applicants**

Qualifications relevant to the recruitment of external applicants as above

**Or**

Should have completed not less than five (05) years active service period in a post in Grade ii of the Management Assistant (Non Technical) MA 1-2 service category of the Tea Small Holdings Development Authority relevant to Administration subject.

**Method of Recruitment** -

Recruitment will be made based on a written competitive examination after calling for application as per the decision of the Appointment Authority and / or as per the results of a structured interview conducted by a Board appointed by the Appointment Authority.

Written Competitive Examination

Syllabus for the written competitive examination is given below.

- Language Proficiency
- Aptitude Test
- Subject knowledge as relevant to the post

**Language Proficiency :**

A question paper for testing the knowledge of the candidate regarding Expression, Understanding, Spelling, usage of simple grammar rules.

**Aptitude Test**

A question paper to test the aptitude and capability of the candidate in discharging the official duties

Subject knowledge as relevant to the post

A question paper to test the candidate's knowledge regarding subject matters as relevant to the post

A candidate should obtain at least 40% marks per subject and a total average of 50% should be obtained to pass the examination

Recruitment through an interview

Marks given at the interview are as follows

1. Relevant Experience	- 30 Marks
2. Relevant Additional Educational/Professional Qualifications	- 30 Marks
3. Other Performances and Skills	- 15 Marks
4. Performance at the Interview	- 25 Marks
Total	- 100 Marks

- When recruitment is made through a written competitive examination and a structured interview, selection will be made in the order of merits based on a total 60% marks in the written competitive examination and 40% marks obtained at the interview.

- When recruitment is made only through the structured interview, selection will be made based on the order of merits obtained at the interview.

**Others**

Establishment Procedure Code will be applicable regarding all recruitments.

**Additional Benefits**

Facilities under In house and outdoor medical care scheme

Selected Applicant should contribute not less than 10% of the total monthly salary during the period of service with the Tea Small Holdings Development Authority to the Employees Provident Fund or any other Provident Fund of Employees under the Employees Provident Fund Act No. 15 of 1958 and the Authority will contribute not less 15% as membership fee.

In addition to the above, the Authority will contribute 3% to the Employees Trust Fund.

**Applications**

Applicants should send their applications consisting of all details along with the Certificate of Birth and copies of the educational certificates and service experience certificates under registered post to the address given below. Relevant post should be mentioned on the left-hand top corner of the envelope containing the application. Applications of those already in Government / Government Corporation / Statutory Board should direct their applications through their respective heads with his/her recommendation.

**Closing Date of Applications**

Applications should be submitted to receive the undermentioned on or before 26<sup>th</sup> February 2022.

**Chairman**

**Tea Small Holdings Development Authority**  
**No. 70, Parliament Road**  
**Pelawatta,**  
**Battaramulla**