

MINISTRY OF PLANTATION & COMMUNITY INFRASTRUCTURE



SRI LANKA TEABOARD

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.

1. Post of Assistant Tea Commissioner (Grade II) – MM-1-1 01 Vacancy

Job Description

Assistant Tea Commissioners are responsible for implementation of 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 Tea Commissioner.

Qualification & Experience

External Candidates

a). A Degree obtained from a University recognized by the University Grant Commission of Sri Lanka preferably in Agriculture or Science or Commerce or Economics or Public/Business Administration and at least Three (03) years post qualifying experience in a public sector / reputed private sector organization.

Internal Candidates

a). A minimum of Five (05) years satisfactory service in the Junior Manager category Grade I in the services of the Sri Lanka Tea Board.

b). Tea Inspector/Instructors Grade I with a minimum of Ten (10) years satisfactory services of Sri Lanka Tea Board

Selection : External candidates will be selected through a structured interview. Internal applicants will be selected under two provisions:(a) structured Interview for those applying under provision ; through a competitive examination and a structured interview, for those applying under provision(b)
(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 proficiency will be tested
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• Subject Knowledge	(100 marks)(03 hours)	Sinhala or Tamil Medium

Medium for the Aptitude Test should be mentioned in the application.

Salary Scale applicable : MM 1-1 -Rs.(91,690-10x2480-15x3450-168,240) per month.

As per the DMS 01/2025, salary step of Rs81,710/= p.m. and approved allowances will be paid. Accordingly gross salary approx. **Rs 124,510/=**

Age limit : Should be not less than 22 years and not more than 45 years. Upper age limit will not apply to the Candidates from the Public Sector.

2. Post of Market Promotion Officer – (Grade II)- JM-1-1 - 01 Vacancy

Job Description

Gathering, analyzing market profile information of different segments, different market forces and their performance related to the tea industry for the Uni-national and Generic promotion campaigns, specially being supplementary to and facilitating the discharging of duties by the authorized officer

Qualification & Experience

External Candidates : (a or b below)

a) A Bachelor's Degree in Marketing / Commerce / Management / Business Administration which is recognized by the University Grant Commission of Sri Lanka and at least One (01) year post qualifying experience in the relevant field in the public or reputed

private sector organization.

b) Full membership of the Institute of Chartered Marketing- (CIM- UK) and at least One (01) year post qualifying experience in the relevant field in the public or reputed private sector organization.

Internal Candidates :(a or b below)

a) Having obtained the qualifications required by the external candidates above.

b) 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 Diploma or higher level qualification in Marketing obtained from a recognized institute.

Selection : By Structured Interview

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

3. Post of Tea Inspector/Instructor – (Grade III) -MA-2-1 - 06 Vacancies

Job Description

Performance of duties entrusted by the Authorized Officer pertaining to implementation of regulations and development activities of producers, dealers of green leaves, manufacturers and factories, disposal of made teas and by-products.

Qualification & Experience

External & Internal Candidates

a) A two year Diploma in Agriculture not below the National Vocational Qualification level 05 (NVQ 05) obtained from an Institution recognized by the Tertiary and Vocational Education Commission of Sri Lanka and having passed G.C.E.(A/L) examination in three (03) passes in Science stream in one sitting and G.C.E.(O/L) examination at least in 05 credits including Mathematics, Sinhala / Tamil and English in one sitting.

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 proficiency will be tested
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• Subject Knowledge	(100 marks)(03 hours)	Sinhala or Tamil Medium

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 :MA2- 1 -Rs.(50,540 – 10 x540 – 7x630 – 4x890 – 20x1,190 - 87,710) per month.

As per the DMS 01/2025, Schedule II , salary step of Rs46,960/= p.m. and approved allowances will be paid. Accordingly gross salary will be approx. **Rs. 64,760/=**

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

4. Post of Personal Assistant – (Grade III) -MA-1-1 - 01 Vacancy

Job Description

Performance of functions /activities of non - technological nature under the supervision and guidance of the Authorized Officer and to facilitate / support / supplement the discharging of duties of the Managerial Grades of the organization.

Qualification & Experience

External & Internal Candidates

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

Experience and qualifications in English stenography would be an added qualification

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 proficiency will be tested
• Aptitude Test	(100 marks) (45 minutes)	Sinhala or Tamil Medium
• Subject Knowledge	(100 marks)(03 hours)	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. Accordingly gross salary will be approx. **Rs. 61,112/=**

Age limit Should be not less than 18 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 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 **15th July 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**



Sri Lanka Tea Board

Application for the Post of

1. Name in Full

 a) Surname :
 b) Other Names
2. Postal Address
 Contact Tel No
 Email
3. National Identity Card No..... Date of Issue
4. Nationality
5. a) Date of Birth
 b)Age on the closing date of application Years - Months-
6. Gender Male/Female/Other
7. Civil Status Married/ Unmarried

8. Details of Academic, Professional & Other Qualifications (Certificates

Academic Qualifications

Academic Qualification	Qualification obtained University/Institute	Effective date of the Qualification

Professional Qualifications

Professional Qualification	Qualification obtained University/Institute	Effective date of the Qualification

Diploma/ Certificates

Diploma /Certificate	Certificate obtained University/Institute	Duration of the Diploma/Certificate	Awarded Date

9. Proficiency in

Sinhala:

English :

Tamil :

10. Whether convicted of any criminal offences in a Court of Law : YES/NO

11. Job experience (Career History)

Name of the Organization	Designation	Period	Service Period
Total years of experience after obtaining 1 st degree as at the closing date of applications (only for the relevant posts)			

12. Any other Particulars which you feel are relevant to the post applied for

Area of Achievement/Contribution	Achievement/ Contribution	Year of Achievement
Sports		
Performing Arts		
Publications		
Etc.		

13. Names and addresses & contact Telephone Nos. of non-related referees:

Name Designation Institute & Address Phone No Email:	Name Designation Institute & Address Phone No Email:
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Preferred medium for Competitive Examination: Sinhala/Tamil/ Not applicable for the Post

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false and incorrect, I am liable to disqualification before selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.

Date :

Signature of the Applicant

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions.

Director General- Sri Lanka Tea Board

I hereby certify that Mr/Ms./ Mrs. has been serving in this institute with effect from, is not undergoing any disciplinary inquiry, and can be released if selected for the position.

Head of Institute Signature
Official Seal

Date

