



Ministry of Agriculture
Paddy Marketing Board
Vacancies



Applications are invited from applicants who have fulfilled the following qualifications for the posts, Assistant Account, Assistant Regional Manager, Management Assistant and Office Assistant of the Paddy Marketing Board.

Assistant Account – (JM 1-1)

(a) Recruitment of External Applicants (Should have fulfilled the qualification under 1 or 2)

1. Bachelor's degree obtained in the subject field of Management or Commerce with Accountancy as a subject recognized by the University Grants Commission and one (01) year experience in a Government Department/ Corporation/ Board or reputed commercial establishment after obtaining the qualification.
2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post and one (01) year experience in the relevant subject field after passing the examination.

(b) Internal Applicants (Should have fulfilled the qualification under 1 or 2)

1. Five (05) years experience in Grade II level of the Accounts Assistant Category or Management Assistant Category in a post relevant to the post.
2. Should have fulfilled the above-mentioned qualification for the external applicants.

(c) Salary Scale - JM 1-1 2016, Rs.42,600 – 10 × 755 – 18 × 1135 – Rs. 70,580

(This salary scale will be effective step by step until 01/01/2020 as per the Management Services Circular No 2/2016 of 25.04.2016)

(d) Age Limit

Applicants should not be less than 22 years and should not be more than 45 years of age. The maximum age limit will not be applicable for internal applicants.

Assistant Regional Manager – (MA - 3)

(a) Educational Qualifications

Applicants should have obtained a Degree from a University recognized by the University Grants Commission

(b) Other qualifications

Special attention will be paid on higher proficiency in English Language, computer literacy and the knowledge in subjects such as administration, Computer, management, accountancy, marketing promotion and advertising.

(c) Salary Scale - MA 3-2016, Rs.32,200– 10X 445- 11 X 660 – 10 X 730 – 5 X 750 –Rs.54,960

(This salary scale will be effective step by step until 01/01/2020 as per the Management Services Circular No 2/2016 of 25.04.2016)

(d) Age Limit

Applicants should be not less than 22 years and not more than 45 years of age. (The upper age limit will not be applicable for internal Applicants)

Management Assistant – (MA 1-1)

(a) Recruitment of External Applicants

- (1) Applicant should have passed the General Certificate of Education (Ordinary Level) Examination with 06 subjects with four credit passes including for subjects such as Sinhala, Mathematics and English in not more than two sittings.
- (2) Applicants should have passed the General Certificate of Education (Advanced Level) Examination in 03 subjects in one sitting.
- (3) Proficiency related to Computer skills and experience in the relevant field is considered as a special qualification.

(b) Recruitment of Internal Applicants

Unskilled and Skilled employees in the Primary Service Category of the Institution can apply for this Post subjected to the following directives.

- (1.) The Aforementioned qualification (a) (1) applicable to the External applicants is also applicable to the Internal Applicants.
- (2.) Applicants should hold permanent appointments and should have confirmed in the Posts.
- (3.) Applicants should have completed a minimum satisfactory and continuous service of 05 years in a permanent appointment immediately prior to the specified date.

(c) Salary Scale - MA 1 – 1 – 2016, Rs.27910– 10X 300- 07 X 350 –04 X 495 –20 X 660 –Rs.48,540

(This salary scale will be effective step by step until 01/01/2020 as per the Management Services Circular No 2/2016 of 25.04.2016)

(d) Age Limit

Applicants should be not less than 18 years and not more than 45 years of age. (The upper age limit will not be applicable when recruitment to Post is made on the Limited Competitive Examination or on internal applications)

Office Assistants (Karyala Karya Sahayaka) - (PL – 1)

(a) Education Qualifications

Applicants should have passed at least six (06) subjects in the General Certificate of Education Ordinary Level Examination.

(b) Salary Scale - PL-1-2016, Rs.24,750– 10X 250- 10 X 270 –7 X 300 –15X 330 –Rs.37, 000

(This salary scale will be effective step by step until 01/01/2020 as per the Management Services Circular No 2/2016 of 25.04.2016)

(c) Age Limit

Applicants should not be less than 18 years and should not be more than 45 years of age.

- These Posts are permanent and appointees are entitled to the Employees Provident Fund and the Employees Trust Fund.
- Applicants should have fulfilled basic qualifications by the closing date of applications.
- The appointees will be placed in the initial step of the relevant salary scale and the other allowances approved by the Government will also be paid to appointees.
- Persons serving in the Public Service, Public Enterprises Service, Statutory Boards and the other Public institutions should submit their applications through the respective Heads of Department/ Institution.
- Applications including bio data of applicants prepared by them along with certified copies of documents to substantiate the educational and professional qualifications of applicants and with information of two nonrelated referees should be sent by the registered post to reach the following address on or before 25.10.2018.
- The Post applied for should be mentioned on the top left-hand corner of the envelope enclosing the application.
- Recruitments will be made on the results of a structured interview.
- Applicants who make influences on the appointments/submit false information will be disqualified.
- The Director Board of the Paddy Marketing Board reserves the right of making the final decision on appointments.

**Chairman,
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Sir Chitthampalam A. Gardiner Mawatha,
Colombo 02.**