



**MINISTRY OF PLANTATION INDUSTRIES
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 Technical Assistant(Laboratory).

The Post of Technical Assistant(Laboratory) Grade III –MA (2-1)

Job Description

Performance of duties entrusted by the Authorized Officer pertaining to technical aspects relating to analytical laboratory.

Qualification & Experience

External Candidates:

a) Having obtained at least a Diploma in Laboratory Technology or Microbiology not below than the National Vocational Qualification level 05 (NVQ 5)

OR

b) Having obtained a certificate of proficiency in Chemistry or Microbiology not below than the National Vocational Qualification Level 5(NVQ5), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates:

Having obtained the qualification required by the external candidates above.

Salary Scale

MA 2 - 1 - 2016 : Rs. [30,310- 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 – 50,940]

The applicable initial salary step of Rs. 24,030/= p.m. with an addition monthly matching allowance of Rs. 3522/= p.m. as per the Department of Management Services Circular No 02/2016.

Age

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

Selection

By a Written Competitive Examination and a Structured Interview.

(Subjects for the competitive examination and the marks allocated for each subject as follows)

Subject , Time & Allocated Marks

Medium of Examination

• Language Proficiency (100 marks) (01 1/2 hours)

Sinhala and English Language Proficiency

• Aptitude Test (100 marks) (45 minutes)

Sinhala or Tamil Medium

• Subject knowledge relevant to the post (100 marks) (03 hours)

English Medium only

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.

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 a 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 the clause 4 of the chapter VII of the Establishment Code.

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.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website www.pureceylontea.com 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 **28th September 2018.**

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 : Mr/Mrs/Miss
a) Surname :
b) Other names :
2. Postal Address :
Contact Tel. No. :
3. Nationality :
4. a) Date of Birth :
b) Age on the closing date of application : Years Months
5. Civil Status : Married/Unmarried
6. Details of Academic and/or Professional qualifications with dates on which they were acquired (Copies of certificates of academic/professional qualifications should be attached)
7. Proficiency in :-
(a) Sinhala : _____ b) English : _____ c) Tamil : _____

8. Whether convicted of any criminal offences in a Court of Law? Yes / No.
If yes, give
a) Date :
b) Number of case :
c) Nature of conviction :
9. Job experience (Please list all posts held since leaving school or University with correct designations and the period of employment)

<u>Name of the Organization</u>	<u>Designation</u>	<u>Period</u>
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10. Any other particulars which you feel are relevant to the post applied for :

11. Names and Addresses & contact Telephone Nos. of two non related referees:

1.	2.
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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 :

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Signature of Applicant

- Note:** a) Only certified copies of certificates should be attached.
b) If the applicant is an employee in the state service or of a statutory Board or State Corporation, the application should be forwarded through the Head of Department or respective such institute.