



Paddy Marketing Board

VACANCIES



Applications are invited from applicants fulfilling undermentioned qualifications for the Post of Systems Administrator at the Paddy Marketing Board.

Systems Administrator - (JM 1-1) - 01 Post

A) Recruitment of External Applicants (Qualifications 1 or 2 or 3 or 4 or 5 below)

Qualifications :

- 1) Obtained a Degree in Computer Science / Information Technology / Systems Administration in a subject field relevant to the post recognized by the University Grants Commission with one year experience at a Government Department / Corporation / Board or a Statutory / Commercial Institution.
- 2) Passed Intermediate Examination at a recognized Chartered Institute compatible to the subject field relevant to the post (in Computer Science / Information Technology / Systems Administration) and obtained one year experience after passing the examination in the subject field.
- 3) Obtained a competency certificate not below Level Seven (07) of National Vocational Qualifications (NVQ) from a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission in Computer Science / Information Technology / Systems Administration with one year post qualification experience.
- 4) Obtained a competency certificate not below Level Six (06) of National Vocational Qualifications (NVQ) from a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission in Computer Science / Information Technology / Systems Administration

and

Obtained five minimum (05) years experience at a Government Institution, State Corporation, Board or a Statutory Commercial Institution after obtaining qualifications.

- 5) Obtained a competency certificate not below Level Five (05) of National Vocational Qualifications (NVQ) from a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission relevant to Computer Science / Information Technology / Systems Administration.

and

Obtained a minimum Ten (10) years experience at a Government Institution, State Corporation, Board or Statutory Institution after obtaining qualifications.

B) Recruitment of Internal Applicants (1, 2 or 3 below)

- 1) Fulfill the above qualifications required of external applicants
- 2) Completed a satisfactory minimum service period of Five (05) years in an information technological field post in grade II Management Assistant - Non-Technical (MA1) service category.
- 3) When relevant to a post in the technical field should have completed a satisfactory minimum service period of Five (05) years in a post in the Information Technological field, Grade II, Management Assistant - Technical (MA-2) service category.

C) Salary Method

JM 1-1-2025-Rs.(72,650-10x1,360,18x2,040-122,970)

(Will be installed in the salary step relevant to the year 2026 as per the Management Services Circular No. 1 / 2025 dated 25.03.2025)

D) Age Limit

Should be not below 22 years and not above 45 years. Internal applicants are not affected by the maximum age limit.

E) Other Qualifications

Every Applicant

- Should be a Sri Lankan citizen.
- Should be mentally and physically fit so as to attend to duties perfectly and to work in any part of the island.
- Possess an excellent character.

General Facts

- These posts are permanent with entitlement for the Employees Provident Fund and Employees Trust Fund benefits.
- Should have fulfilled the required qualifications in every way for the posts as on the closing date of applications.
- Applicants presently serving state institutions should channel their applications through the Heads of such Institutions.
- Self - prepared applications containing bio-data, certified copies of certificates in proof of educational and vocational qualifications along with details of 02 referees should be sent by registered post to receive on or before 09.10.2026, to the address below:
- The cover containing the application should be marked the name of post applied for at the left side top corner.
- Recruitment will be done on the results of a Structural Interview and / or a Written Test.
- Interfering with the recruitment process and submitting incorrect information will result in declaring as an ineligible person.
- The final decision relevant to the appointment process rests with the Board of Directors of the Paddy Marketing Board.

**Chairman,
Paddy Marketing Board,
Housing Secretariat Building,
6th Floor,
Sir Chittampalam A. Gardiner Mawatha,
Colombo 02.**