



## Ministry of Plantation Industries Tea Small Holdings Development Authority Vacancies

Applications are invited from qualified Sri Lankan citizens for the posts lying vacant at the Tea Small Holdings Development Authority.

### 1. General Manager - 01 post

1. **Service category** - Senior manager service category (HM 2 - 1)
  2. **Qualifications** - Recruitment of external candidates (1 or 2 below)
    - Should have obtained a basic degree in Science / Agriculture / Business Management / Management which is recognized by the University Grants Commission
    - or
    - Should have obtained a postgraduate Degree (Masters) in Science / Agriculture / Business Administration / Management or associate membership with a chartered professional body on management.
    - and
    - After obtaining basic Degree qualification, a minimum of twenty (20) years experience in posts of management level in Govt. sector institutions, corporations, statutory board or in a reputed private sector organization at least out of this, 05 years should be at senior managerial level.
    - or
    - (b) Should have obtained a basic Degree in Science / Agriculture / Business Administration / Management which is recognized by the University Grants Commission.
    - or
    - Should have obtained a Doctorate in the field of Science / Agriculture / Business Administration / Management
    - and
    - After obtaining Doctorate, a minimum of six (06) years work experience in a Govt. institution, corporation, statutory board or in a reputed private sector organization at senior managerial level and should be an officer having experience with excellent service record.
  3. **Salary Scale** : A monthly salary scale of Rs. 91,645 - 12 x 2,700 = 124,045/- As per Management Services Circular No. 02 / 2016 is entitled to this post. In addition, Govt. approved allowances are paid.
  4. **Age** : Should be not less than 35 years and not more than 55 years. (The upper age limit will not apply to internal candidates)
  5. **Method of Recruitment** : Recruitments are made by a structured interview
- Structured Interview**
- |   |                  |
|---|------------------|
| 1. Relevant additional experience                             | - 30 marks       |
| 2. Relevant additional academic / professional qualifications | - 30 marks       |
| 3. Other performance and achievements                         | - 15 marks       |
| 4. Performance at the interview                               | - 25 marks       |
|   | <b>100 marks</b> |

Selection is made according to marks basis from those who acquire high marks at the interview.

### 2. Deputy General Manager (Development) - 01 post

1. **Service Category** : Senior manager service category (HM 1 - 1)
  2. **Qualifications** : Recruitment of external candidates (01 or 02 below)
    - (1) Should have obtained a basic Degree in Science, Agriculture, Plantation Management, Business Administration / Management which is recognized by UGC
    - and
    - Should have obtained a postgraduate Degree (Masters) in relevant field applied to the post / associate membership in a reputed chartered institution
    - and
    - At least fifteen (15) years experience in Govt./Govt. Corporation, Board, Statutory Institution or in a reputed private sector organization at managerial level post of Agri - development / Agri projects relevant to the post.
    - (2) Full membership in a reputed chartered institution relevant to the field of the post.
    - and
    - At least fifteen (15) years experience in a Govt./Govt. Corporation, Board, Statutory Institution or in a reputed private sector organization at a managerial level post in Agri development / Agri projects.
  3. **Salary scale** : A monthly salary scale of Rs. 80,295 - 15 x 2,270 = 114,345/- as per Management Services Circular No. 02 / 2016 is entitled to this post. In addition, Govt. approved allowances are paid.
  4. **Age** : Age should be not less than 35 and not more than 55 (Upper age limit will not apply to internal applicants)
  5. **Recruitment procedure**, (a) By a structured interview for external applicants  
(b) By a structured interview for internal applicants.
- Structured Interview**
- |   |                  |
|---|------------------|
| 1. Relevant additional experience                             | - 30 marks       |
| 2. Relevant additional academic / professional qualifications | - 30 marks       |
| 3. Other work performance and achievements                    | - 15 marks       |
| 4. Performance at the interview                               | - 25 marks       |
|   | <b>100 marks</b> |

Selection is made according to marks basis from those who acquire high marks at the interview.

### 3. Assistant Manager (Human Resources / Administration) - 01 post

1. **Service category** - Management Services Category (MM 1 - 1)
  2. **Grade** - (MM 1 - 1 - 1)
  3. **Qualifications** - Recruitment of external applicants
    - Should have obtained a Degree in Human Resources Management / Public Administration / Business Administration which is recognized by UGC or a Degree in Management
    - or
    - Should have obtained at least one (01) year experience in the field of Administration / Human Resource Management in Govt. / Govt. corporation, board, statutory institution or in a reputed private sector organization.
- Recruitment of Internal Applicants**
- Qualifications:**
- Qualifications required for recruitment of external applicants are as above.
- or
- Completion of not less than five (05) years active service experience as Junior Management Service Category (JM) relevant to Human Resources and Administration.

### 4. Assistant Manager (Development) - 01 post

1. **Service category** - Manager - Service Category (MM 1 - 1)
  2. **Grade** - (MM 1 - 1 - 1)
  3. **Qualifications** - Recruitment of external applicants
    - Should have obtained a Degree in Agriculture Science / Plantation Management / Social Science / Project Management / Economics which is recognized by UGC
    - and
    - After obtaining the Degree at least one year experience in Plantation / Agri Sector Community / Human Development Affairs in Govt. Corporation, Board, Statutory Institution or in a reputed private sector organization.
- Qualifications required for recruitment of internal applicants**
- Qualifications relevant to the recruitment of external applicants.
- or
- Completion of at least five (05) years experience relevant to Society / Community Development / Field Development / Project Affairs post in Tea Small Holdings Development Authority at JM Service Category.

### 5. Assistant Regional Manager (Planning and Development) - 01 post

1. **Service category** - Manager - Service Category (MM 1 - 1)
2. **Grade** - (MM 1 - 1 - 1)
3. **Qualifications** - Recruitment of external applicants

Should have obtained a Degree in Agriculture Science / Bio Science / Plantation Management / Management / Economics / Statistics

and

After obtaining the Degree, at least one (01) year service experience in Agriculture Development / Planning in Govt. / Govt. Corporation, Board, Statutory Institution or in a reputed private sector organization.

#### Recruitment of Internal Applicants

##### Qualifications:

Qualifications required for recruitment of external applicants are as above.

or

Completion of at least five (05) years service experience in Agri Development / Projects / Planning in Tea Small Holdings Development Authority at JM Service Category.

### 6. Assistant Regional Manager (Projects) - 01 post

1. **Service category** - Manager - Service Category (MM 1 - 1)
  2. **Grade** - (MM 1 - 1 - 1)
  3. **Qualifications** - Recruitment of external applicants
    - Should have obtained a Degree in Agriculture Science or Plantation Management which is recognized by UGC
    - and
    - After obtaining the Degree, at least one (01) year experience relevant to the works of Agriculture Projects in a Govt. / Govt. Corporation, Board, Statutory Institution or in a reputed private sector organization.
- Recruitment of Internal Applicants Qualifications:**
- Qualifications required for recruitment of external applicants are as above.
- or
- Completion of five (05) years work experience relevant to the post in Agri Development / Projects of Tea Small Holdings Development Authority at JM Service Category.

#### Salary scales to the above posts No. 03 to 06

As per Management Services Circular No. 02 / 2016, a monthly salary scale of Rs. 33,175 - 10 \* 1,375/- 15 \* 1,910 = 65,575/- is entitled to above posts. In addition, Govt. approved allowances are paid.

#### Recruitment procedure for the above posts No. 03 to 06

Selection will be made by a structured interview and marks given are appended below.

- |   |                  |
|---|------------------|
| 1. Relevant experience                            | - 30 marks       |
| 2. Relevant additional educational qualifications | - 30 marks       |
| 3. Other achievements and work performance        | - 15 marks       |
| 4. Performance at the interview                   | - 25 marks       |
| <b>Total marks</b>                                | <b>100 marks</b> |

Selection will be made according to the merits basis from those who acquire high marks at the interview.

### 7. Officer-in-Charge / Zonal Tea Development Project Officer - 12 posts

1. **Service category** - Junior Manager - Service Category (JM 1 - 1)
  2. **Grade** - (JM 1 - 1 - 1)
  3. **Qualifications** - Recruitment of external applicants
    - Qualifications:**
    - Should have obtained a Degree in Agriculture Science or Plantation Management which is recognized by the UGC
- Recruitment of Internal Applicants**
- Qualifications:**
- Qualifications required for recruitment of external applicants are as above.
- or
- Completion of at least five (05) years work experience as Assistant Manager (Technology) MA 2 - 3 Service Category in Grade II at Tea Small Holdings Development Authority.

#### Salary scale for the above posts No. 07 -

As per Management Services Circular No. 02 / 2016, a monthly salary scale of Rs. 42,800 - 10 x 750 - 18 x 1,135 = 73,580 is entitled to above posts. In addition, Govt. approved allowances are paid.

#### Recruitment procedure for above No. 07 post:

By a written competitive examination as decided by the recruiting officer and / or recruitment will be made based on the results of a structured interview conducted by a panel appointed by recruiting officer.

#### Recommended syllabus for written competitive exam:

- Language proficiency
- Aptitude test
- Subject knowledge relevant to the post

#### Language proficiency:

Question paper to assess the applicant's knowledge on expression, comprehension, spelling, simple grammar rules etc.

#### Aptitude test:

Question paper to assess the applicant's knowledge to discharge the official duties well and applicant's ability to take challenges.

#### Subject knowledge relevant to the post

Question paper to assess the applicant's knowledge on prescribed area of duty of the post.

To get through the examination, applicant should get at least 40% of marks and a total of at least 50 % marks.

#### Recruitment by a structured interview

Marks allocated at structured interview are as follows:

- |   |                  |
|---|------------------|
| 1. Relevant additional experience         | - 30 marks       |
| 2. Relevant additional qualifications     | - 30 marks       |
| 3. Other achievements and work experience | - 15 marks       |
| 4. Performance at the interview           | - 25 marks       |
| <b>Total marks</b>                        | <b>100 marks</b> |

\* Selection will be made based on marks and when recruited by a written competitive examination and structured interview, total marks of 60% acquired at the competitive examination and 40% marks obtained at the structured interview.

\* When selection is made only by structured interview, selection is made on merits basis acquired at the interview.

#### Age for the posts No.03 to No. 07 above -

Should be not less than 22 years and not more than 46 years (Upper age limit will not apply to internal applicants).

### 8. Tea Research Project Officer - 07 posts

1. **Service category** - Assistant Manager - Technology (MA 2 - 3)
2. **Grade** - (MA 2 - 3 - 10)
3. **Qualifications** - Recruiting external applicants
  - Qualifications:**
  - Obtaining a proficiency certificate in not less than NVQ Level five (05) which is issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission on Agriculture, Plantation Management or Plantation Projects Management.
  - Recruitment of Internal Applicants**
  - Qualifications:**
  - Qualifications required for external applicants are as above.
  - Salary scale:** as per Management Services Circular No. 02 / 2016, a monthly salary scale of Rs. 31,510 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 = 56,030 is entitled to the post. In addition, Govt. approved allowances are paid.

### 9. Book Keeper - 01 post

1. **Service category** - Assistant Manager - Technology (MA 2 - 3)
2. **Grade** - (MA 2 - 2 - 10)
3. **Qualifications** - Recruitment of external applicants
  - Qualifications:**
  - Should have obtained a proficiency certificate not less than National Vocational Qualifications (NVQ) five (05) level qualification issued by a Technical / Vocational Training Institute recognized by Tertiary and Vocational Education Commission in the field of Accountancy or Book Keeping.
  - Recruitment of external applicants**
  - Qualifications -**
  - Qualifications required for the recruitment of external applicants are as above.
  - As per Management Services Circular No. 02 / 2016, a monthly salary scale of Rs. 30,210 - 10 x 300 - 7 x 300 - 4 x 650 - 20 x 710 = 52,360/- is entitled to the post. In addition, Govt. approved allowances are paid.**
4. **Salary scale** -

#### Recruitment procedure for above posts No. 08 and 09:

By a written competitive examination relevant to the post as decided by the Recruiting Officer and on the results of structured interview conducted by a panel appointed by the Recruiting Officer.

**Written competitive examination****- Tea Research Project Officer****Procedure for written examination: Two question papers**

Paper I	:	Duration 01 hour, 50 Multiple choice questions.
Syllabus	:	General knowledge, comprehension, agricultural theory, tea technology, other facts relevant to tea industry.
Marks	:	50 questions, 100 marks by 2 marks.
Paper II	:	Duration 1 1/2 hours
Syllabus	:	Agricultural theory, facts on tea industry, tea industry and technology, agricultural projects and communication.

**Questions and marks**

(I)	Section	
	Questions expecting short answers, out of which 5 answers are expected.	
	Questions - 5 x 5 marks	= 25 marks
(II)	Section	
	7 easy type questions, out of which 5 answers are expected	
	Questions - 5 x 14 marks	= 70 marks
	Total	= 100 marks

To pass the examination, at least 40% of marks should be obtained for each paper, at least a total of 60% of marks for both papers.

**Written competitive examination – Book Keeper****Procedure for written exam****Two question papers**

Paper (I)	-	Duration 1 1/2 hours (100 marks)
Syllabus	-	General knowledge, basic facts on information technology, general mathematical questions.
Paper (II)	-	Duration 1 1/2 hours (100 marks)
Syllabus	-	Basic terms, accounting, office management (Book)

To pass the examination, at least 40% of marks should be obtained for each paper, and at least a total of 60% of marks should be obtained for both papers.

**Structured interview for above No. 08 and 09 posts:**

1.	Relevant experience	- 30 marks
2.	Relevant additional educational qualifications	- 30 marks
3.	Other achievements / work performance	- 15 marks
4.	Performance at the interview	- 25 marks
	Total marks	- 100 marks

When recruited by the written competitive examination and structured interview, 60% marks for competitive examination and 40% marks for structured interview should be obtained selection will be made on merits basis.

**10. Assistant Manager – 15 posts**

- Service category - Assistant Manager – non-Technological (M 1 – 2)
- Grade - (MA 1 – 2 – E)
- Qualifications - Recruitment of external applicants
  - Educational**
    - Passed the G.C.E. (O/L) examination in 06 subjects with 04 Credits for Sinhala / Tamil and Mathematics at one sitting. Should have obtained a Credit pass for English.
    - Passed the G.C.E. (A/L) examination with at least 03 subjects (except for Common General Test).
  - Recruitment of Internal applicants**
    - Primary Grade – un-skilled, semi-skilled and applicant with qualifications (a), (b) and (c) at skilled service category (b) Passed the G.C.E. (O/L) examination in 06 subjects with 04 Credits for Sinhala / Tamil and Mathematics at one sitting.
    - Should have obtained a Credit pass for English.
    - Should have been made permanent in the post.
    - Should have completed at least 05 years of satisfactory service period under permanent employment before the scheduled date.
- Salary scale - As per Management Services Circular No. 82 / 2016, a monthly salary scale of Rs. 27,915 – 12 x 300 – 7 x 350 – 12 x 600 – 12x710 = 48, 080/- is entitled for the post. In addition, Govt. approved allowances are paid.

**Recruitment procedure for the post of Assistant Manager**

After calling applications, the selection will be made by a written competitive examination and / or by a structured interview conducted by a panel appointed by the Recruiting Officer.

**Written competitive examination****Open competitive examination (recruitment to Grade III – Assistant Manager – (Non-technological) for external applicants)**

Syllabus and marking scheme are as follows:

Two question papers are included in the examination

Question paper (I)	- (Duration 02 hours)
Syllabus	- General knowledge, comprehension, temporal, agricultural, theoretical knowledge on socio-economic information, basic management information.
06 Questions expecting short answers. Answers expected for all.	
Marks 6 x 5	= 40 marks
07 easy type questions	
Answers expected for 05 questions.	
Marks 5 x 12	= 60 marks
Total marks	= 100 marks
Question paper (II)	- (Duration 1 1/2 hours)
Syllabus	- Sinhala language / Tamil language proficiency, literal writing, way of expression, simple grammar knowledge, mathematical problems, computer literacy.
05 Questions. Answers expected for 5 questions.	
Marks 20 x 5	= 100 marks

To pass the examination, applicant should get at least 40% marks for each question paper and 50% marks should be obtained for both papers.

**Limited Competitive Examination (Recruitment to Grade III – Management Assistant (non-technological) for internal applicants.**

Examination includes two question papers.

Subject	Duration	Marks
Question paper I	03 hours	
Eight question papers including basic knowledge on activities of the authority on small tea sector, general knowledge, short answers, out of which 06 answers are expected.		
	Marks 8 x 5	= 40 marks
Question paper II		
General mathematical questions, Sinhala language, simple grammar and way of expression include 05 questions, out of which 04 answers are expected.		
	Marks 15 x 4	= 60 marks
Total		= 100 marks

To pass the above examination, applicants should also secure 50% marks

**Interview**

1.	Relevant experience	- 30 marks
2.	Relevant additional educational qualifications	- 30 marks
3.	Other achievements / work performance	- 15 marks
4.	Performance at the interview	- 25 marks
	Total marks	- 100 marks

When recruited by the written competitive examination and structured interview, 60% marks for competitive examination and 40% marks for structured interview should be obtained and selection will be made on merits basis.

When recruited only by a structured interview, selection will be made based on the results and on merits basis.

**Age for the posts No. 08 to 10**

Not less than 18 years and not more than 45 years. (Upper age limit will not apply to internal applicants)

**Other** - Provisions of the Establishment Code are applicable for every recruitment.

**Extra benefits** - In and out patient medical schemes, 10% of his / her monthly salary towards Employees Provident Fund No. 15 of 1959 or for any other fund under that during the period of employment under Tea Small Holdings Development Authority is credited and less than 15% of amount is paid as membership fees.

In addition, 3% of salary is paid to the Employees' Trust Fund.

**Applications** - Applicants should send their applications along with certified copies of birth, educational, experience and other achievements and performance certificates by registered post to reach the following address. Envelopes containing applications should be marked at the top left hand corner the post applying. Applicants from Govt./ Corporations / statutory institutions should channel their applications through Heads of Divisions with their recommendations.

**Closing date of applications -**

Applications should be sent to the following address on or before 08 October 2023.