



MINISTRY OF AGRICULTURE
PADDY MARKETING BOARD



VACANCIES

Applications are invited from applicants who fulfill the following qualifications for filling the Posts of Accountant, Legal Officer/Board Secretary and Accounts Assistant at the Paddy Marketing Board.

(01) Accountant – (MM 1-1) (Grade II) – 01 Post

(a) Qualifications

1. Should have passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL)
or
2. Should have passed the Intermediate Examination of the Chartered Institute of Management Accountants (CIMA) of the United Kingdom
or
3. Should have passed the Intermediate Examination of the Association of the Chartered Certified Accountants (ACCA) of the United Kingdom
or
4. Should have obtained a degree in Management or B. Com. Degree from a university recognized by the University Grants Commission
or
Should have obtained the Advanced National Diploma in Accountancy
with
Not less than three (03) years' experience in Accounts and Financial activities in a Government Department, Government Corporation, Board or a reputed commercial establishment.

(b) Other Qualifications

Special attention would be focused on good usage of English languages proficiency in the use of computer and knowledge in the subjects of Administration, Management, Sales Promotion and Advertising.

(c) Salary Scale – MM 1-1 2016 – Rs. 53,175 – 10x1375 – 15x1910 – Rs. 95,575

(d) Age limit – Should be not less than 25 years and not more than 45 years.
(Maximum age limit will not be applicable to internal applicants)

(02) Legal Officer / Board Secretary – (MM 1-1) (Grade II) – 01 Post

(a) Educational Qualifications

Should have obtained a L.L.B. degree from a university recognized by the University Grants Commission and should have followed an Attorney's course offered by the Sri Lanka Law College and should have taken oaths as an Attorney of the Supreme Court

And

Should have two (02) years' experience in the relevant field in government service or in a Statutory Board of the Government sector or in a reputed private sector institution

Or

Should have completed a service period of three (03) years as a professional Attorney at Law.

(b) Other Qualifications

Special attention would be focused on the good usage of English language and computer proficiency.

(e) Salary Scale – MM 1-1 2016 – Rs. 53,175 – 10x1375 – 15x1910 – Rs. 95,575

(f) Age limit – Should be not less than 25 years and not more than 45 years.
(Maximum age limit will not be applicable to internal applicants)

(03) Accounts Assistant – (MA 2-1) (Grade III) – 01 Post

(a) Educational Qualifications

- (1) Should have passed in six (06) subjects with Credit passes for 04 subjects including
 - I. Language
 - II. Mathematics and
 - III. English in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination
- (2) Should have passed in three (03) subjects in one sitting at the General Certificate of Education (Advanced Level) Examination
- (3) Should have passed the Final Examination of Association of Accounting Technicians (AAT)
- (4) Should have passed the Foundation level of the Institute of Chartered Accountants of Sri Lanka (ICASL)

(b) Technological Skills / Proficiency and Experience

- (1) Certificate obtained from a reputed institution in computer proficiency and the experience in the relevant field will be considered as a special qualification
- (2) Preference would be given to officers who have the above qualifications and are already in the Government Management Service.

(c) Other Qualifications

Stenography (Knowledge in Sinhala and English languages) will be considered as a special qualification.

(d) Salary Scale - MA 2-1 – 2016, Rs. 30,310 – 10x300 – 07x350 – 04x495 – 20x660 – Rs. 50,940

(e) Age limit - Should be not less than 18 years and not more than 45 years.
(Maximum age limit will not be applicable to internal applicants)

General Condition

- An officer appointed to these services / posts out of external applicants will be subjected three (03) years probation and if appointed out of the internal applicants who are already holding a permanent post will be subjected to one (01) year trial period.
- An officer appointed to these services / posts out of external applicants will be placed on the initial step of the salary scale and if appointed out of the internal applicants he/she will be placed in the salary step as per the provisions in Chapter VII of the Establishment Code.
- These posts are with entitlement to Employees Provident Fund and Employees Trust Fund and the allowances approved by the government will be paid.
- Should have fulfilled the basic qualifications as at the closing date of applications.
- Self prepared applications including the bio-data along with certified copies of Certificates of educational and professional qualifications and the information regarding non related referees should be sent by registered post addressed to "Deputy General Manager (Administration), Paddy Marketing Board, 6th Floor, Housing Secretariat Building, Sir Chittampalam A. Gardiner Mawatha, Colombo 02" to receive before 23.08.2021.
- Name of the Post applying for should be mentioned on the left hand top corner of the envelope containing the application.
- Recruitments will be made based on the results of the structured interview.
- Canvassing regarding appointment / submission of false information and informally submitting the application will be a disqualification.
- Every applicant should be a citizen of Sri Lanka.
- Board of Directors of the Paddy Marketing Board reserves the right to take the final decision regarding these appointments.

**Chairman
Paddy Marketing Board**