

TEA RESEARCH INSTITUTE OF SRI LANKA

TEA RESEARCH BOARD

VACANCIES

Applications are invited from the citizens of Sri Lanka for the following posts at the Tea Research Institute of Sri Lanka, Talawakelle.

01. Management Assistant (Store Keeping)

Job Description : Responsible to carry out the activities of store keeping to facilitate, support and supplement the managerial work and the technological work of the Institute.

External : Having obtained a Certificate of Proficiency in Stores Management or any other relevant field not below than the National Vocational Qualification (NVQ) Level 05, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal : Having obtained the qualifications required by the external candidates above.

Salary Scale : MA 2-2 (2016) Rs. 30, 310 – 10x300 – 7x350 – 4x600 – 20x710 - 52,360/-

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

Method of Selection: By a Written Competitive Examination and /or a Structured Interview.

02. Technological Officer (Civil)

Job Description : Responsible to carry out the activities of civil to facilitate, support and supplement the managerial work and the technological work of the Institute.

External : Having obtained a Certificate of Proficiency in Civil not below than the National Vocational Qualification (NVQ) Level 05, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal : Having obtained the qualifications required by the external candidates above.

Salary Scale : MA 2-2 (2016) Rs. 30, 310 – 10x300 – 7x350 – 4x600 – 20x710 - 52,360/-

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

Method of Selection: By a Written Competitive Examination and /or a Structured Interview.

03. Technological Officer (Workshop)

Job Description : Responsible to carry out the activities of Mechanical (Workshop) to facilitate, support and supplement the managerial work and the technological work of the Institute.

External : Having obtained a Certificate of Proficiency in Mechanical (Workshop) not below than the National Vocational Qualification (NVQ) Level 05, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal : Having obtained the qualifications required by the external candidates above.

Salary Scale : MA 2-2 (2016) Rs. 30, 310 – 10x300 – 7x350 – 4x600 – 20x710 - 52,360/-

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

Method of Selection: By a Written Competitive Examination and /or a Structured Interview.

04. Management Assistant (Non-Tech)

Job Description : Responsible to carry out the activities of the non-technological nature to facilitate, support and supplement the managerial work of the Institute.

External : Having passed the G.C.E (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including language (Sinhala/Tamil) & Mathematics.

AND

Having passed three subjects (other than the General Paper) at the G.C.E.(A/L) examination.

Note : Knowledge in Computer Applications (e.g. word processing, spreadsheet) in Sinhala & Tamil will be a distinct advantage.

Internal : Employees of the categories of Primary Level -Skilled, Semi-Skilled and Unskilled who possess the following qualifications are eligible to apply:

Educational : Having passed the G.C.E (O/L) examination in six (06) subjects with credit passes for four (04) subjects including Language (Sinhala/Tamil) & Mathematics.

Other : Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note : Any period of service prior to been appointed a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not to be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

Salary Scale : MA 1-2 (2016) Rs. 27, 910- 10x300 – 7x350 – 12x600 - 12x710 - 49,080/-

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

Method of Selection: By a Written Competitive Examination and /or a Structured Interview.

Other Benefits:

- Accommodation (fully furnished quarters / hostel rooms) will be provided if available or an allowance will be paid in lieu of accommodation.
- Medical benefits available according to the prevailing rules of the Institute's Medical Scheme.
- Free transport will be provided for urgent medical treatment according to the Institute's guidelines.
- Transport will be provided every weekend to Colombo and Kandy from St. Coombs, Talawakelle.
- Provident Fund:** The selected candidate will be required to contribute 10% of the salary to the Staff Provident Fund while the Institute will contribute 15%. The Institute will also contribute 3% to the Employees' Trust fund.
- Other fringe benefits applicable to employees in the Tea Research Institute.

The Posts are permanent, Application giving full **Curriculum Vitae** along with the copy of Birth Certificate, copy of relevant Educational and other professional Qualifications, Service Certificates and the Names and Addresses of two Non-Related referees who can assess the applicant's skills and knowledge in the relevant field, should be sent under registered cover to reach the undersigned **on or before 15th November 2021**.

Applications from Officers in the State Service / Corporations / Statutory Boards should be forwarded through the Heads of the respective Institutions. Non-conformity with this requirement will result in the application being rejected. Also, state the post applied for on the top left-hand corner of the envelope.

Kindly visit Tea Research Institute's web site: www.tri.lk for information.

The Director,
Tea Research Institute of Sri Lanka,
St. Coombs, Talawakelle.