

MINISTRY OF AGRICULTURE & PLANTATION INDUSTRIES
TEA RESEARCH INSTITUTE OF SRI LANKA
TEA RESEARCH BOARD

MANAGEMENT ASSISTANT (NON-TECH)

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

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 being 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 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/- p.m.

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 :

- i. Accommodation (fully furnished quarters) will be provided if available or an allowance will be paid in lieu of accommodation
- ii. Medical benefits available according to the prevailing rules of the Institute's medical scheme.
- iii. **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.
- iv. Other fringe benefits applicable to the post in the Tea Research Institute.

The post is permanent. Application giving full **Curriculum Vitae** along with the copy of birth certificate, copies of relevant educational and other professional qualifications, service certificates, other evidence in relation to innovative skills 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 submitted.

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.

Please upload the information requested in the google format by visiting Tea Research Institute's web site **www.tri.lk** and for follow up action to provide the completed application form along with the supportive documents by post to reach the undersigned **on or before 16th April 2024**. Also state the post applied for on the top left-hand corner of the envelope.

The Director / Chief Executive Officer
Tea Research Institute of Sri Lanka
St. Coombs, Talawakelle.

