

TEA RESEARCH INSTITUTE OF SRI LANKA
TEA RESEARCH BOARD
MINISTRY OF PLANTATION INDUSTRIES
VACANCIES

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

1. Deputy Director (Administration) - (01 Post)

Job Description:

Responsible for planning, implementing and monitoring of administrative and human resource management activities of the Institute.

External:

A Bachelor's degree from a recognised University with a post graduate Degree and fifteen (15) years experience at managerial level in a recognised organisation in the government or private sector after obtaining the Bachelor's degree.

Internal:

Five (05) years satisfactory services in grade I Managerial (MM 1-2) category in a relevant field.

Salary Scale: HM 1-3 (2016) Rs.86, 865 - 15x 2,270- Rs 120,915 p.m

Basic Salary of the 86,865/- will be paid from 01.01.2020. (The salary starting Point in 2017 is Rs. 59,795/- and Adjustment allowance is Rs. 301/-)

Age: Should not be less than 35 years and not more than 50 years. The upper age limit will not apply to the internal candidates.

Method of Selection: By a structured interview.

Other Benefits:

- i. Accommodation (Fully furnished quarters /hostel rooms) 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. Free transport will be provided for urgent medical treatment according to the Institute's guidelines.
- iv. Transport will be provided every weekend to Colombo and Kandy from St. Coombs, Talawakelle.
- v. 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.
- vi. Other fringe benefits applicable to employees in the Research Institute.
- vii. Two domestic Labour Units (One indoor & One outdoor) will be provided to the post of Deputy Director (Administration).

2. Engineering Assistant (Mechanical) - (01 Post)

Job Description:

Responsible for maintenance of vehicle fleet, organizing the assigned area of work and controlling the subordinates to maintain a reasonable output of the functions of Transport Unit and Motor Garage and any other work assigned from time to time by the management.

External:

National Diploma in Technology (Mechanical) **OR** National Diploma in Engineering Sciences (NDES)

AND

Minimum of six (06) years post qualifying experience in mechanical engineering in a Government Department/Corporation/Board or in a reputed Mercantile Establishment.

Note: Knowledge in handling maintenance activities in mechanical (automobile) and electrical (power) will be added qualifications.

Internal:

Five years (05) satisfactory service in Technological Officer (Mechanical) Grade I with GCE (A/L) three (03) subjects in one sitting).

Salary Scale: JM 1-2 (2016) Rs.43, 355 - 10 x 755 - 18 x 1,135 - Rs.71, 335 p.m

Basic Salary of Rs.43, 355/- will be paid from 01.01.2020 (The Salary starting point in 2017 is Rs. 29, 876/- and Adjustment allowance is Rs. 5, 192/-)

Age: Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection: By a written examination or/ and a structured interview.

03. Extension Officer - (10 Posts)

Job Description:

Attending to all extension/advisory work relevant to tea and coordination of relevant agricultural and non-agricultural services under the supervision of Advisory Officer/ Senior Advisory Officer/ Principal Advisory Officer.

External:

A Bachelor's degree in Agriculture/Plantation Management/Engineering from a recognized University.

Internal:

Three (03) years satisfactory service as a Technical Officer (Research & Development) Grade II

Salary Scale:

MA 4 (2016) Rs.37, 970 – 10 x 755 – 15 x 930 – 5 x 1, 135 Rs.65, 145/- p.m

Basic Salary of .37, 970 /- Will be paid from 01.01.2020. (The salary Stating point in 2017 is Rs.26, 126/- and adjustment allowance is Rs. 5, 750/-)

Age: Should not be less than 22 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 a structured interview

04. Technological Officer (Electrical) - (01 Post)

Job Description:

Responsible to carry out the activities of technological nature to facilitate, support and supplement the managerial work and the technological work of the Institute.

External:

GCE (A/L) with three (03) passes in one sitting and GCE (O/L) with six (06) passes in one sitting with four (04) credit passes including Mathematics and Language (Sinhala /Tamil and English)

AND

National Vocational Qualification (NVQ) Level 5/6 in the relevant field

AND

Five (05) years experience in the relevant field.

Internal:

Same as for external candidates

Salary Scale:

MA 2-2 (2016) Rs.30, 310 - 10 x 300 – 7 x 350 – 4 x 600 – 20 x 710 – Rs.52, 360/- p.m

Basic Salary of 30, 310 /- Will be paid from 01.01.2020. (The salary Starting point in 2017 is Rs.20, 890/- and adjustment allowance is Rs. 6, 662/-)

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 a structured interview

05. Technological Officer (Mechanical) - (01 Post)

Job Description:

Responsible to carry out the activities of technological nature to facilitate, support and supplement the managerial work and the technological work of the Institute.

External:

GCE (A/L) with three (03) passes in one sitting and GCE (O/L) with six (06) passes in one sitting with four (04) credit passes including Mathematics and Language (Sinhala /Tamil and English)

AND

National Vocational Qualification (NVQ) Level 5/6 in the relevant field

AND

Five (05) years experience in the relevant field.

Internal:

Same as for external candidates

Salary Scale:

MA 2-2 (2016) Rs.30, 310 - 10 x 300 – 7 x 350 – 4 x 600 – 20 x 710 – Rs.52, 360/- p.m

Basic Salary of 30, 310 /- Will be paid from 01.01.2020. (The salary Starting point in 2017 is Rs.20, 890/- and adjustment allowance is Rs. 6, 662/-)

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 a structured interview

06. Management Assistant (Store Keeping) - (01 Post)

Job Description:

Responsible to carry out the activities of technological nature to facilitate, support and supplement the managerial work and the technological work of the Institute.

External:

GCE (A/L) with three (03) passes in one sitting and GCE (O/L) six (06) subjects in one sitting with four (04) credits including Mathematics and Language (Sinhala/Tamil and English)

AND

A Diploma Certificate (more than one year) in Stores Management not below NVQ Level 5 from a recognized Organisation with minimum of one (01) year experience in stores maintenance and stock control systems in a Government Department / Corporation/ Board or reputed Mercantile Establishment dealing in building Materials, Motor/ Electrical, Lab Equipment and Chemicals.

Internal:

Same as for external candidates

Salary Scale:

M A 2-2 (2016) Rs.30, 310/- - 10x300 - 7x350 – 4x600 – 20x710 – Rs.52, 360/- p.m.

Basic salary of Rs.30, 310/- will be paid from 01.01.2020. (The salary starting point in 2017 is Rs.20, 890/- and adjustment allowance is Rs.6, 662/-).

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 a structured interview

07. Management Assistant (Accounting) - (01 Post)

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:

Three (03) passes in GCE (A/L) commerce stream with a credit in Accountancy in one sitting and GCE (O/L) in six (06) subjects in one sitting with four (04) credit passes including Sinhala/ Tamil, English and Mathematics

AND

Working knowledge of MS word and MS Excel on accounting will be a distinct advantage.

Internal:

GCE (O/L) in six (06) subjects in one sitting with four (04) credit passes including Sinhala or Tamil, English and Mathematics

AND

Minimum five (05) years satisfactory service in a permanent post in the “Primary Level” unskilled, semi-skilled and skilled category.

Note: Working knowledge of MS word and MS Excel will be a distinct advantage.

Salary Scale:

MA 1-2 (2016) Rs.27, 910 – 10x 300 – 7 x 350 – 12 x 600 – 12 x 710 – Rs.49, 080/- p.m

Basic Salary of .27, 910 /- will be paid from 01.01.2020. (The salary Starting point in 2017 is Rs.19, 234/- and adjustment allowance is Rs. 6, 984/-)

Method of Selection: By a Written competitive examination and a structured interview

Other Benefits:

- i. Accommodation (Fully furnished quarters /hostel rooms) 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. Free transport will be provided for urgent medical treatment according to the Institute's guidelines.
- iv. Transport will be provided every weekend to Colombo and Kandy from St. Coombs, Talawakelle.
- v. 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.
- vi. Other fringe benefits applicable to employees in the Research Institute.

The Posts is Permanent. Applications giving full **CV** including the names and addresses of two non-related referees who can assess the applicant along with the copies of relevant educational and other qualifications should be sent under registered cover to reach the undersigned on or 20.11.2017.

Applications from employees in the State Service/State Corporations/Statutory Board should be forwarded through the Head of the respective Institution. Non conformity with this requirement will result in the application being rejected. Also state the post applied on the top left corner of the envelope.

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