

MINISTRY OF PLANTATION INDUSTRIES

TEA RESEARCH INSTITUTE OF SRI LANKA



TEA RESEARCH BOARD



VACANCY

1. MANAGEMENT ASSISTANT (STORE KEEPING) – (02 POSTS)

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 – 10 x 300 – 7 x 350 – 4 x 600 – 20 x 710 = Rs. 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.

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.
- 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 the post in the Tea Research Institute.

The posts are permanent. Application giving full **curriculum vitae** along with the copy of birth certificate, copies of relevant educational and other professional qualifications, service certificates, and the names and addresses of two non-related referees who can assess the applicant 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 May 2023**. 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.**

