

# 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](http://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 16<sup>th</sup> 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.**

