

**MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE
TEA RESEARCH BOARD**

TEA RESEARCH INSTITUTE OF SRI LANKA

VACANCIES

- 1. Post of Junior Assistant Clerk, St. Joachim Estate, Ratnapura**
- 2. Post of Junior Assistant Factory Officer, St. Joachim Estate, Ratnapura**
- 3. Post of Field Officer, St. Joachim Estate, Ratnapura**
- 4. Post of Driver, St. Joachim Estate, Ratnapura**

Applications are invited from the citizens of Sri Lanka for the above posts at the St Joachim Estate.

1. Post of Junior Assistant Clerk

Job Description

Responsible in handling and computing divisional checkrolls, books and documents including matters pertaining to divisional work.

Education Qualification & Experience

GCE (O/L) Examination with English & Arithmetic/Mathematics (This will not apply to those who have experience in the Trade).

AND

Trained as a Checkroll Clerk

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit:

Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

2. Post of Junior Assistant Factory Officer

Job Description

Responsible for assisting the Factory Officer in processing of tea and connected work under the supervision of Factory Officer.

Education Qualification & Experience

GCE (O/L) Examination with English & Arithmetic/Mathematics (This will not apply to those who have experience in the Trade).

AND

A trained Factory Supervisor

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit:

Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

3. Post of Field Officer

Job Description

Responsible for all activities of harvesting, carrying out agricultural practices and maintaining all Divisional books and handling worker issues under the instructions of Superintendent

Education Qualification & Experience

GCE (O/L) Examination with English & Arithmetic/Mathematics (This will not apply to those who have experience in the Trade).

AND

At Least 05 years as an Assistant Field Officer

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit:

Should not be less than 32 years and not more than 50 years. The upper age limit will not apply to those who are in service at TRI Estates.

4. Post of Driver

Job Description

In-charge of individual vehicles and transporting green leaf / sundries and patients under the supervision of Superintendent.

Education Qualification & Experience

Should be passed Grade 08

AND

Having obtained the valid license issued by the Commissioner General of Motor Traffic (to drive heavy vehicles) and a minimum of four (04) years' experience in driving in a government organization or a reputed private sector Institution after obtaining the driving license.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit:

Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

The posts are permanent. The selected candidates will be required to work at St. Joachim Estate, Ratnapura or any other Estates managed by the Tea Research Institute of Sri Lanka, as per the service requirements.

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. Also state the post applied on the top left-hand corner of the envelope and should be sent under registered cover to reach the undersigned **on or before 01st December 2025**.

Applications from officers in the State Service /Corporations / Statuary Board should be forwarded through the Head of the respective Institution. Non-conformity with this requirement will result in the application being rejected.

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

