



TEA RESEARCH BOARD
TEA RESEARCH INSTITUTE OF
SRI LANKA



VACANCY

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

Personal Assistant to Chairman (Contractual)

Job Description:

Responsible for carrying out secretarial duties for the Chairman.

External:

- a. GCE (A/L) in three passes and GCE (O/L) with six (06) subjects in one sitting with four (04) credits including Sinhala or Tamil, English & Mathematics.

AND

- b. One-year Diploma Course in National Certificate in Secretarial Practice or Diploma Certificate Course in Secretarial (not less than one year) from a recognized Institution.

AND

- c. Minimum of ten (10) years' experience as a Secretarial work in a Corporation / Board or in a Reputed Mercantile Establishment of which one year should be after obtaining qualification (b) above.

AND

- d. Minimum word processing speed in computer for English and Sinhala to be 65 and 50 WPM respectively and skills in computer presentations.

AND

- e. Shorthand speed in English and Sinhala to be minimum of 80 and 70 WPM.

AND

- f. Sound communication skills in English / Sinhala languages.

Note : Working Knowledge in Tamil will be an added qualification.

Salary Scale:

JM 1-2 (2025) Rs. 66,781/- (Salary as of 01.01.2026 as per Management Service Circular No 01/2025).

Age : Should not be less than 22 years and not more than 45 years.

Method of Selection : By a Written Competitive Examination and / or a Structured Interview.

The post is contractual basis for a period of one (01) year. Application using the prescribed form should be forwarded with names, addresses, and contact details of two non-related referees. Certified copies of all Certificates should be enclosed along with the application. Application form could be downloaded from the official Website of the Tea Research Institute of Sri Lanka : **www.tri.lk**.

The post applied for should be written on the top left-hand corner of the envelope which contains the application and should be sent to the **Director / Chief Executive Officer, Tea Research Institute of Sri Lanka, St. Coombs, Talawakelle** on or before **19th October 2026**.

Applications from employees in Government Department and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected. The applications not complying with the above requirements will be rejected. For further details, please visit Tea Research Institute's web site : **www.tri.lk**

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