



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



Post of Administrative Officer (HRD)

Job Description:

Responsible for assisting to implement the human resource development functions under the guidance of the Deputy Director (Administration) and Senior Administrative Officer.

Qualifications and Experience:

External:

A Bachelor's degree from a recognised University **WITH** minimum of Two (02) years post qualifying experience in administration/human resource management in a Government Department/ Cooperation/ Board or in a reputed Mercantile Establishment.

Internal:

Five (05) years relevant and satisfactory service as a Management Assistant Non-Technological Category Grade II

Note: A certificate course in relevant area not less than six (06) months will be an added qualification.

Salary Scale:

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

Basic Salary of 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 competitive examination or/and a structured interview.

Other Benefits:

- i. Accommodation (fully furnished quarters/ hostel room) 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 & Employees' Trust 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 Tea Research Institute of Sri Lanka.

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01.10.2017