



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



## **Post of Network Administrator**

### **Job Description:**

Effective maintenance and management of the IT infrastructure of the Institute and in providing an efficient service to the staff, and update the Institute website under the direction of Director, Deputy Directors (Research/Extension) and relevant Heads of Divisions/Departments.

### **Qualifications and Experience:**

#### **External:**

A Bachelor's Degree in Computer Science from a recognised University with at least three (03) years post qualifying experience in management of wide area network computer environments, management of database through internet and implementation of system protocols and web site etc.

#### **OR**

A Bachelor's degree in Science with Computer Science as a subject from a recognised University **AND** minimum of five (05) years post qualifying experience in management of wide area network computer environments, management of database through internet and implementation of system protocols and web site etc.

Note: Experience in web application development and sound knowledge on standard software packages will be added qualifications.

### **Salary Scale:**

MM 1-2 (2016) Rs.54,550 – 10 x 1,375 – 15 x 1,910 – Rs.96,950 p.m

Basic Salary of 54,550/- Will be paid from 01.01.2020. (The salary Starting point in 2017 is Rs.37, 183/- and adjustment allowance is Rs. 3, 543/-)

### **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 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.



01.10.2017