



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



**Post of Personal Assistant to Chairman**

**Job Description:**

Responsible for carrying out secretarial duties for the Chairman

**Qualifications and Experience:**

**External:**

- a. GCE (A/L) in three passes and GCE (O/L) with six (06) subject in one sitting with four (04) credit including Sinhala or Tamil, English and Mathematics.  
AND
- b. One year Diploma in 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 of skills in English/ Sinhala languages.

Note: Working knowledge in Tamil will be an added qualification

**Internal:**

- a. Minimum of five (05) years satisfactory service as a Management Assistant – Non technological Category in Grade I, with a certificate course in Secretarial practice not less than six (06) months.  
AND
- b. Minimum word processing speed in computer for English and Sinhala to be 65 and 50 WPM respectively and skills in computer presentations  
AND
- c. Shorthand speed in English and Sinhala to be minimum of 80 and 70 WPM  
AND
- d. Sound Communication skill in English/ Sinhala languages

**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.



01.10.2017