

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

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

1. Deputy Director (Administration) - (01 Post)

Job Description:

Responsible for planning, implementing and monitoring of administrative and human resource management activities of the Institute.

External:

A Bachelor's degree from a recognised University with a post graduate Degree and fifteen (15) years experience at managerial level in a recognised organisation in the government or private sector after obtaining the Bachelor's degree.

Internal:

Five (05) years satisfactory services in grade I Managerial (MM 1-2) category in a relevant field.

Salary Scale: HM 1-3 (2016) Rs.86, 865 - 15x 2,270- Rs 120,915 p.m

Basic Salary of the 86,865/- will be paid from 01.01.2020. (The salary starting Point in 2017 is Rs. 59,795/- and Adjustment allowance is Rs. 301/-)

Age: Should not be less than 35 years and not more than 50 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 rooms) 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: 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 Research Institute.
- vii. Two domestic Labour Units (One indoor & One outdoor) will be provided to the post of Deputy Director (Administration).

The Posts is Permanent. Applications giving full **CV** including the names and addresses of two non-related referees who can assess the applicant along with the copies of relevant educational and other qualifications should be sent under registered cover to reach the undersigned on or 20.11.2017.

Applications from employees in the State Service/State Corporations/Statutory Board should be forwarded through the Head of the respective Institution. Non conformity with this requirement will result in the application being rejected. Also state the post applied on the top left corner of the envelope.

**The Director
Tea Research Institute of Sri Lanka
St. Coombs, Talawakelle.**