

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.

07. Management Assistant (Accounting) - (01 Post)

Job Description:

Responsible to carry out the activities of the non-technological nature to facilitate, support and supplement the managerial work of the Institute.

External:

Three (03) passes in GCE (A/L) commerce stream with a credit in Accountancy in one sitting and GCE (O/L) in six (06) subjects in one sitting with four (04) credit passes including Sinhala/ Tamil, English and Mathematics

AND

Working knowledge of MS word and MS Excel on accounting will be a distinct advantage.

Internal:

GCE (O/L) in six (06) subjects in one sitting with four (04) credit passes including Sinhala or Tamil, English and Mathematics

AND

Minimum five (05) years satisfactory service in a permanent post in the “Primary Level” unskilled, semi-skilled and skilled category.

Note: Working knowledge of MS word and MS Excel will be a distinct advantage.

Salary Scale:

MA 1-2 (2016) Rs.27, 910 – 10x 300 – 7 x 350 – 12 x 600 – 12 x 710 – Rs.49, 080/- p.m

Basic Salary of .27, 910 /- will be paid from 01.01.2020. (The salary Starting point in 2017 is Rs.19, 234/- and adjustment allowance is Rs. 6, 984/-)

Method of Selection: By a Written competitive examination and 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.

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.