

03). PERSONAL ASSISTANT TO CHAIRMAN – (01 POST)

Job Description:

Responsible for carrying out secretarial duties for the Chairman

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 01.01.2018 is Rs.34, 369/- and adjustment allowance is Rs. 699/-)

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 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 07/05/2018

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.

Kindly visit Tea Research Institute's web site www.tri.lk for information.

**The Director
Tea Research Institute of Sri Lanka
Talawakelle**