

## **07). MANAGEMENT ASSISTANT (STORE KEEPING) – (01 POST)**

### **Job Description:**

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

### **External:**

- a. GCE (A/L) in with three (03) passes in one sitting and GCE (O/L) with six (06) subjects in one sitting with four (04) credits including Mathematics and Language (Sinhala/Tamil and English)
- AND**
- b. A Diploma Certificate (more than one year) in Stores Management not below NVQ level 5 from a recognised Organisation with minimum of one (01) year experience in stores maintenance and stock control systems in a Government Department/ Corporation/ Board or reputed Mercantile Establishment dealing in Building Materials, Motor / Electrical, Lab Equipments and Chemicals.

**Internal:** Same as external candidates

### **Salary Scale:**

M A 2-2 (2016) Rs.30, 310 – 10 x 300 – 7 x 350 – 4 x 600 –20 x 710 - Rs.52, 360 p.m

Basic Salary of 30, 310/- Will be paid from 01.01.2020. ( The salary Starting point in 01.01.2018 is Rs.24, 030 /- and adjustment allowance is Rs.3, 522/-)

**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 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.

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](http://www.tri.lk) for information.

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