

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

VACANCIES ON ESTATE MANAGED BY THE TEA RESEARCH INSTITUTE OF SRI LANKA

Applications are invited from the citizens of Sri Lanka for the following post at St. Joachim Estate, Rathnapura.

Post of Senior Assistant Clerk – (01 Post)

Job Description

Competing Annual Budgets, Progress Report, Monthly Accounts, and all relevant books and documents. Assisting the Chief Clerk under the guidance of the Superintendent .

Education Qualification & Experience

GCE (O/L) Examination with English & Arithmetic/Mathematics. (This will not apply to those who have experience in the Trade)

At least 5 years as an Assistant Clerk

Salary Scale:

24, 617.50 – 234.50 x 50- 36,332.50
Annual Increment – 675/=

Age Limit:

Should not be less than 28 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

Application giving full CV including the names and addresses of two non –relevant 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 before 26/01/2018

Application from employees in the State Service/ Corporations/ Statuary 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 hand corner of the envelope.

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