

TEA RESEARCH BOARD

TEA RESEARCH INSTITUTE OF SRI LANKA

POST OF ADMINISTRATIVE OFFICER (CHIEF CLERK)

ST. COOMBS ESTATE, TALAWAKELLE

Applications are invited from the citizens of Sri Lanka for the above post.

Job Description

Attending to all correspondences in managing a Plantation Providing relevant information, maintaining accounts, Estimates and attending to day today activities on instructions of the Superintendent and is responsible for all Estate Office matters including submitting Estimates, Progress Reports and Accounts in time.

Educational Qualifications & Experience

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

At least 03 years as a Senior Assistant Clerk

Salary Scale:

Rs. 32,320/- 1,675/- x 40 = Rs. 86,645 /-

Annual Increment – Rs. 1,675 /- (Salary can be negotiable with the experience)

Age Limit:

Should not be less than 32 years and not more than 50 years. The upper age limit will not apply to those who are in service at TRI Estates.

The selected candidate will be provided with additional facilities applicable to this position as stipulated by the TRI.

The post is permanent. Application giving full **Curriculum Vitae** along with the copy of **Birth Certificate, Copies of G C E O/L & A/L certificates issued by the Department of Examinations, other relevant Educational Certificates and other Professional Qualifications, Service Certificates and the Names and Addresses of two Non-Related Referees** who is able to assess the applicant skills and knowledge in the relevant field should be submitted.

Applications from officers in the State Service/Corporations/Statutory Boards should be forwarded through the Head of the respective Institution. Non-conformity with this requirement will result in the application being rejected.

Please upload the information requested in the google format by visiting the Tea Research Institute's web site **www.tri.lk** and for follow up action to provide the completed application form along with the supportive documents by post to reach the undersigned **on or before 18th March 2024**. Also state the post applied for on the top left-hand corner of the envelope.

**Director / Chief Executive Officer
Tea Research Institute of Sri Lanka
St. Coombs, Talawakelle.**

