

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

**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-to-day 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/= - 1,350 x 40 = Rs. 86,320/=

Annual Increment – Rs. 1,350/=

Age Limit:

Should not be less than 32 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

The post is permanent. The Selected candidate will be required to work at St. Coombs Estate, Talawakelle or any other Estates managed by the Tea Research Institute of Sri Lanka as per the service requirements.

Application giving full **Curriculum Vitae** along with the copy of Birth Certificate , Copies of relevant Educational and other Professional Qualifications, Service Certificate's and the Names and Addresses of two Non –Related referees who can assess the applicant skills and knowledge in the relevant field, should be sent under registered cover to reach the undersigned on or before **07th December 2020**

Applications from officers 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.

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

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

Approved

12/11/20