

**MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE**

**TEA RESEARCH BOARD**

**TEA RESEARCH INSTITUTE OF SRI LANKA**

**VACANCY**

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

## **Senior Assistant Clerk**

**Job Description**

Completing Annual Budgets, Progress Reports, Monthly Accounts, and all relevant books and documents. Assisting the Chief Clerk (Administrative Officer) under the guidance of the Superintendent.

**Educational Qualifications & Experience**

GCE (O/L) Examination with English & Arithmetic / Mathematics (This will not apply to those who have experience in the Trade / Plantation Sector) **WITH** 05 years' experience as an Assistant Clerk

**Salary:** Negotiable as per the Estate Staff Collective Agreement

**Age Limit:** Should not be less than 25 years and not more than 50 years (The upper age limit will not apply to those who are in service at TRI Estates).

The post is permanent. The Selected candidates will be required to work at St. Coombs Estate, Talawakelle / St. Joachim Estate, Ratnapura 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 certificates, other evidence in relation to innovative skills and the names and addresses of two non –related referees** who can assess the applicant skills and knowledge in the relevant field by post to reach the undersigned on or before **15<sup>th</sup> August 2025**. Also state the post applied on the top left-hand corner of the envelope.

Applications from officers in the State Service/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.

For further details please visit Tea Research Institute's web site **[www.tri.lk](http://www.tri.lk)**.

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

