

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE  
TEA RESEARCH INSTITUTE OF SRI LANKA



TEA RESEARCH BOARD

VACANCIES



PROCUREMENT OFFICER (01 POST)

Applications are invited from the citizens of Sri Lanka for the following post at the Tea Research Institute of Sri Lanka, Talawakelle.

**Job Description:**

Responsible for procurement of all goods and services by following Government approved procurement procedures considering cost, quality, time, durability of goods and services under the supervision of Deputy Director (Administration)/ Senior Administrative Officer.

**External (01 or 02 below):**

1. A Bachelor's degree in Finance / Accountancy / Supply Chain Management / Business Management / Logistics Management / Commerce/Business Administration or any other degree relevant to the subject area of the post, which is recognized by the U.G.C.
2. Having passed the intermediate examination of a recognized Professional Chartered Institute, of which the subject area is relevant to the post.

**Internal (01 or 02 below):**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Non Technological Category (MA 1-2)/ Management Assistant Technological Category (MA 2-2)/ in Grade II, in the subject area relevant to the post.

**Salary Scale :** JM 1-2 (2016) Rs. 43,355/- 10 x 755 - 18 x 1,135 = Rs.71,335/-

**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/or a Structured Interview.

**Other Benefits :**

- i. Accommodation (fully furnished quarters) 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. **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.
- iv. Other fringe benefits applicable to the post in the Tea Research Institute.

The post is permanent. 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 should be sent by post to reach the undersigned on or before **06th January 2025**. Also state the post applied for on the top left-hand corner of the envelope.

Applications from officers in the State Service/Corporations/Statutory Boards should be forwarded through the Heads of the respective Institutions. 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**

