

TEA RESEARCH INSTITUTE OF SRI LANKA

VACANCIES (CONTRACTUAL BASIS)

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

1. Personal Assistant to Chairman

Job Description:

Responsible for carrying out secretarial duties for the Chairman.

External:

- a. GCE (A/L) in three passes and GCE (O/L) with six (06) subjects in one sitting with four (04) credits including Sinhala or Tamil, English & Mathematics.
AND
- b. One-year Diploma Course in National Certificate in Secretarial Practice or Diploma Certificate Course in Secretarial (not less than one year) from a recognized Institution.
AND
- c. Minimum of ten (10) years' experience as a Secretarial work in a Corporation / Board or in a Reputed Mercantile Establishment of which one year should be after obtaining qualification (b) above
AND
- d. Minimum word processing speed in computer for English and Sinhala to be 65 and 50 WPM respectively and skills in computer presentations.
AND
- e. Shorthand speed in English and Sinhala to be minimum of 80 and 70 WPM
AND
- f. Sound communication of skills in English / Sinhala languages.

Note: Working Knowledge in Tamil will be an added qualification.

Salary: JM 1-2 (2025) Rs. 66,781/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 22 years and not more than 45 years.

Method of Selection: By a Written Competitive Examination and /or a Structured Interview

2. Mason

Job Description:

Carry out the duties relating to providing the basic facilities for Masonry work of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in Masonry not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

3. Carpenter

Job Description:

Carry out the duties relating to providing the basic facilities for Carpentry work of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in Carpentry not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

4. Motor Mechanic

Job Description:

Carry out the duties relating to providing the basic facilities for Automobile/ Mechanical (Work Shop) of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in Automobile/Mechanical (Work shop) not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

5. Plumber

Job Description:

Carry out the duties relating to providing the basic facilities for plumbing Work of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in plumbing not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

6. Electrician

Job Description:

Carry out the duties relating to providing the basic facilities for Electrical works of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in Electrical not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

7. Telephone Linesman

Job Description:

Carry out the duties relating to providing the basic facilities for Telecommunication works of the institute.

External:

Vocational:

Having obtained proficiency Certificate in Electronic & Telecommunication not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview.

8. Electrical Linesman

Job Description:

Carry out the duties relating to providing the basic facilities for Electrical works of the Institute.

External:

Vocational:

Having obtained proficiency Certificate in Electrical not below than the National Vocational Qualification (NVQ) Level four (04) issued by a Technical / Vocational Training Institute accepted by the Tertiary & Vocational Education Commission.

Salary: PL 3 (2025) Rs. 40,834/- (Salary as of 01.01.2026 as per Management Service Circular No. 01/2025)

Age: Should not be less than 18 years and not more than 45 years.

Method of Selection: By a Trade Test and a Structured Interview

The posts are contractual basis for a period of one (01) year. Application using the prescribed form should be forwarded with names, addresses, and contact details of two non-related referees. Certified copies of all Certificates should be enclosed along with the application. Application form could be downloaded from the official website of the Tea Research Institute of Sri Lanka www.tri.lk.

The post applied for should be written on the top left-hand corner of the envelope which contains the application should be sent to the **Director, Tea Research Institute of Sri Lanka, St. Coombs, Talawakelle on or before 03rd August 2026.**

Applications from employees in Government Department and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

If an applicant is applying for more than one post, applications should be submitted in separate envelopes along with copies of certificates for each post and the applications not complying the above requirements will be rejected.

For further details please visit Tea Research Institute's web site www.tri.lk.

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

