

**State Ministry of Company Estate Reforms,
Tea and Rubber Estate Related Crop Cultivation and
Factories Modernization and Tea and Rubber Export Promotion**

Rubber Research Institute of Sri Lanka

Vacancies

Applications are invited from the citizens of the Democratic Socialist Republic of Sri Lanka who possess the requisite qualifications to fill the following vacancies in the Rubber Research Institute of Sri Lanka.

Management Assistant (Clerical)

Qualifications:

External : G.C.E.(A/L) with three passes in one sitting **AND** G.C.E (O/L) six subjects in one sitting with four (04) credit passes including Mathematics & Language (Sinhala/ Tamil).

AND

Knowledge in computer applications (preferably word processing, spreadsheet, presentations).

AND

Word processing speed in computer for English and Sinhala to be a minimum of 50 and 40 WPM respectively.

Note : Knowledge in word processing in Tamil will be a distinct advantage

Age, salary code, salary scale

Should be not less than 18 years and not more than 45 years

MA 1-2 Rs. 27910-10x300 -7X350 -12X600 - 12x710 – 49080.00

Cost of Living allowance will also be paid in addition to the salary point given above.

Method of Selection

On the results of a written competitive examination (language proficiency, aptitude test and computer test) and a structured interview conducted by a panel appointed by the appointing authority.

Other General benefits & conditions applicable for all posts

- Medical benefits are available according to the prevailing rules of the Institute's Medical Scheme.
- The employee 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.
- Those who selected to work at the Agalawatta, will be offered accommodation facilities based on the availability or offered daily transport facilities as per the regulations of the institute.
- Transferrable to any part of Sri Lanka.

Application Procedure

The application should be sent under registered post to the address given below on or before 28th July, 2021. The post applied for should be mentioned on the top left corner of the envelope. Applicants from Government Departments/Corporations/Boards/Private Sector Establishments should forward the application through their respective Heads of Institutions.

The application should include following details.

1. Full name, address, age, civil status and educational qualifications.
2. Details of present and past employment, and reason for change of employment, including names and addresses of employers.
3. Names and addresses of two non related referees.

In addition, certified copies of educational certificates together with Birth Certificate and other relevant certificates should be attached with the application.

Non conformity with the above requirements will result in the application being rejected. Canvassing of any form will be a disqualification.

**The Chairperson
Rubber Research Board
Telewala Road, Ratmalana.
5th July, 2021.**