



VACANCY

MINISTRY OF POWER & RENEWABLE ENERGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

Every applicant,

- Should be a citizen of Sri Lanka .
- Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character .

Post of Book Keeper (MA-Technical) – Grade III (01 vacancy)

Job Description :

- Maintenance of the General Ledger as advised by the Supervisor.
- Passing Journal Entries.
- Extracting Monthly trial balance and preparation of statements as required by the Supervisor.
- Preparation of Final Accounts and Reporting (Income and Expenditure Account, Balance Sheet, Cash Flow Statement, Equity Statement).
- Maintenance of Subsidiary Records (Debtors, Creditors, Fixed Assets, Prepayments, Deposits, Loans etc).
- Attending to Audit Queries under the supervision of the immediate Supervisor.
- Any other functions assigned by the Supervisor/Head of the Division within or outside the premises of the Board.

Qualifications :

External :

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 in the relevant field, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal:

Having obtained the qualifications required by the external candidates above.

Age : Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Employee Category As per MSD Circular No. 30: Management Assistant –Tech (MA 2-2)

Salary Code : MA 2-2 2016

Salary Scale:

Rs. 30,310/- 300/-x10, 350/-x7 600/-x4, 710/-x20= 52,360/- (monthly) as per Management Services Department (MSD) Circular 02/2016. This salary scale will be applicable to five stages for the period of year 2016-2020. Full salary scale will be given in year 2020. Initial salary step for the year 2018 is Rs.24,030/- and adjustment allowance Rs.3,522/- (in addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

In the results of a written competitive examination and a structured interview conducted by the appointing authority.

Nature of Appointment :

Permanent basis with entitlement of EPF, ETF and other benefits.

Application with full bio-data, names and addresses of two non related referees and copies of certificates should be forwarded under registered cover to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya, on or before 20th August 2018. (The post for which the application is made should be marked on the left hand top corner of the envelope.) Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Director General,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8**