



VACANCY

MINISTRY OF POWER & 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 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 – Grade III (No of post: 01)

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 Candidates:

Vocational: Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. (Subject area-Accountancy).

Internal Candidates:

Having obtained the qualifications required by the external candidates above.

Age : Age should be not less than eighteen (18) years and not more than forty-five (45) years. The upper age limit will not apply to the internal candidates.

Employee Category As per MSD Circular No. 30: Management Assistant –Technological/ Technical

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. (In addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

On the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

Nature of Appointment :

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Application with full bio-data, names and addresses of two non related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 27th December 2023 or by e-mail to recruitment2023@ae.gov.lk on or before 27th December 2023. (When forwarding applications through e-mail, the application and the other documents should be attached as a single file (PDF - Zip file)) The post for which the application is forwarded should be mentioned 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.

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