



# NATIONAL RESEARCH COUNCIL OF SRI LANKA

MINISTRY OF EDUCATION

## VACANCIES

The National Research Council of Sri Lanka is a government funding agency, established by the Act No. 11 of 2016 functions under the purview of the Ministry of Education that provides financial assistance to public sector scientists in the country.

Applications are invited from qualified citizens of Sri Lanka for the following post in the National Research Council (NRC).

### **ASSISTANT DIRECTOR (FINANCE & ADMINISTRATION) – MM 1-1 – 01 POST**

**Job Description:** Be responsible for accounting functions, financial data and general administration.

#### **Qualifications:**

##### **External Candidates (1 or 2 below)**

1. A Bachelor's Degree in Accountancy, Commerce, Management which is recognized by the University Grants Commission, Sri Lanka.

OR

2. Having passed the Intermediate Examination of a recognized Professional Chartered Institute, of which the subject area is relevant to this post,

AND

A minimum of three (03) years post qualifying Accounting/ Auditing experience in relevant field to the post, in a government Institution or Board or in a reputed private establishment.

##### **Internal Candidates (1 or 2 below)**

1. Having obtained the qualifications required by the external candidates above

OR

2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager Category in the subject area relevant to the post

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

**Salary Scale:** MM 1-1-2016 [Rs. 53,175/- 10 x 1,375/- 15 x 1,910/- 95,575]

#### **Other conditions applicable for the post**

1. Applicants should be citizens of Sri Lanka.
2. Applicants should be physically and mentally fit to discharge duties of the post well.
3. Applicant should be of excellent moral character.
4. Recruitment by a written competitive examination and/ or a structural interview.
5. Nature of appointment is permanent with entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
6. Applicants should forward their **signed applications with copies of birth certificate, other relevant certificates together with names and addresses of two non-related referees and marked the post applied for on the top left hand corner of the envelope** under registered post to reach the **“Chairman, National Research Council, 120/7, Vidya Mawatha, Colombo 07”** on or before 27th February 2024.
7. Applications from officers in Government Departments/ Corporations/ Statutory Boards should be forwarded through the heads of their respective Institutions with clear consent whether He/ She can be released on selection.
8. All applications that do not comply with the above requirements will be rejected and National Research Council of Sri Lanka has discretionary authority to make the final decision on selecting suitable candidates. Only short-listed applicants will be called for interviews.

This advertisement is published in the NRC website, [www.nrc.gov.lk](http://www.nrc.gov.lk)

**Chairman**  
**National Research Council**  
**120/7, Vidya Mawatha,**  
**Colombo 07.**

**Tel: 011-2675176 Fax: 011-2675136**