



**NATIONAL ENGINEERING RESEARCH & DEVELOPMENT
CENTRE OF SRI LANKA**

V A C A N C I E S

NERD Centre is the premier engineering research and development institution in the country, coming under the purview of the State Ministry of Skills Development, Vocational Education, Research & Innovations engaged in a variety of intellectually challenging Engineering Research & Development projects and industrial services on national importance and priority.

Applications are invited from qualified, energetic, proactive and innovative Sri Lankan professionals for the following post.

BOOK KEEPER - (MA 2-2) GRADE III

Job Description

As per the standard accounting practices and procedures

- Posting of ledger daily
- Reconciliation of ledger accounting
- Assisting in preparation monthly & final accounts
- Tax payments
- Assisting in preparation of cash flows and budget

Educational Qualifications

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

- Sinhala/ Tamil
- English language (if necessary to the post)
- Mathematics

AND

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination.

Vocational Qualifications

Pass the Final examination of AAT (Association of Accounting Technician of SL) or Associate Member of the Institute of Book Keeper or Equivalent qualifications.

Age : Age should be not less than 18 years and not more than 45 years.
(The upper age limit will not apply to the employees of the Government Corporations/ Boards/ Public Sector)

Salary Scale : MA 2-2-2016 : Rs. 30,310(10×300-7×350-4×600-20×710) 52,360/-

Salary : Rs. 30,310/-+ 7800
(Basic Salary + Cost of Living Allowances)

Other Benefits :

- Centre contributes 15% of the salary to the Employees Provident Fund and employee should contribute 10%
- Centre contributes 3% of the salary to the Employees Trust Fund
- Reimbursement of medical bills as per the approved Medical Scheme of the NERD Centre
- Other Government approved allowances /privileges will be given as per the relevant Government Circulars.

Closing Date for Applications : **31 March 2021**

How to apply :

Applications giving full Bio-Data with names, addresses and telephone numbers of two non-related referees and copies of the certificates relevant to educational, professional and experience **should be forwarded under Registered Cover to reach the Director (Human Resource) of the Centre.**

The post applied should be marked on the top left hand corner of the envelope. Applications from employees in the Government Corporations/ Boards/ Public Sector should be forwarded through their respective Heads of institutions, if such applications are to be considered.

Director General
National Engineering Research & Development Centre of Sri Lanka
Industrial Estate,
Ekala, Ja-Ela.

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