



POST OF ASSISTANT MANAGER-INTERNAL AUDIT GRADE III CLASS II

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka

2. Educational/Professional Qualifications

A Degree in Finance/Accountancy/Commerce/Business/Management from a recognized University

AND

Business Level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Managerial Level of the Chartered Institute of Management Accountants (CIMA) or equivalent qualifications

OR

A fully qualified member of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Chartered Institute of Management Accountants (CIMA)/The Association of Chartered Certified Accountants (ACCA).

3. Experience

A minimum of three years working experience in Internal Audit/External Audit/Finance in a reputed organization preferably in a financial institution

4. Age Limit

Below 40 years

The ideal candidate should possess;

- Knowledge on application of Accounting and Financial Reporting Standards and other compliance and regulatory requirements
- Knowledge on corporate governance practices in a Financial Institution.
- Knowledge on auditing practices of a Financial Institution.
- The ability to study and ascertain the adequacy of the internal control systems procedures.
- The ability to carry out audits in a computerized environment.
- Analytical, interpretation and writing skills.
- Well-developed interpersonal and managerial skills to liaise efficiently at all levels of management.
- Commitments to deadlines.
- Willingness to travel Islandwide continuously for assignments.

TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

SALARY SCALE

Rs.113,040/- - 150,640/-

1,880 x 20

The initial monthly gross salary will be Rs.219,900/- approximately.

FRINGE BENEFITS

The applicant selected for the above post will enjoy fringe benefits of medical assistance scheme, housing loans/ other staff loans at concessionary rates of interest, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank.

SUBMISSION OF APPLICATIONS

Applicants must use our standard application form which is available in the National Savings Bank Website **www.nsb.lk**. Applications should be sent under Registered Cover to reach the undersigned on or before **18.12.2025** and the post applied for should be stated on the top left-hand corner of the envelope. An applicant cannot use any other channel in forwarding the application.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

POST OF COURT CLERK - GRADE VI

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka

2. Experience

- Minimum of 10 years' experience in a corporate legal department, preferably in a reputed financial institution or a reputed law firm carrying out similar work. Experience in handling notarial / land registries work will be a distinct advantage.
- Proficiency in Sinhala Typing

4. Age Limit

Below 50 years

5. Ability to travel islandwide as needed

KEY RESPONSIBILITIES

Provide legal assistance for the following court related work such as ,

- Check case records and obtain certified copies and update court files accordingly and follow-up.
- File new cases in the relevant courts.
- Filing of motions, summons, affidavits etc.
- Preparation of counsels' briefs.
- Provide assistance in writ executions.

PERSONAL ATTRIBUTES

- Quick learner with a positive attitude.
- Team-oriented and detail-focused.

TERMS OF EMPLOYMENT

This position will be on a permanent basis subject to a probationary period of one year.

REMUNERATION

Rs. 64,025/- – 72,025/-

(400 x 20)

The initial monthly gross salary will be Rs.155,200/- approximately

FRINGE BENEFITS

The applicant selected for the above post will enjoy fringe benefits of medical assistance scheme, housing loans/ other staff loans at concessionary rates of interest, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank.

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Any form of canvassing will lead to immediate disqualification, and the Bank reserves the right to call only the short-listed candidates.

The Bank reserves the right to postpone or cancel the recruitment.

Deputy General Manager (HRD)

HRD Division

National Savings Bank

Head Office

Colombo 3.



Call Centre - 0112 379 379
www.nsb.lk
"[SL] AAA Stable"
100% Government guarantee

National Savings Bank, The Safest Place For Your Money

