

## Scheme of Recruitment

1. **Service Category** : Manager
2. **Broad definition of the nature of functions assigned to the category.**  
 Functions in the nature of policy formulation, direction, management and decision making in such fields that form parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in the category.
3. **Job summary** : Assisting director finance in planning and executing all accounting functions
  - 3.1 **Job title** : Accountant
  - 3.1.1 **Responsible to** : Director(Finance)
  - 3.1.2 **Area of Responsibility** :
    - i Supervise and guide staff in accounting activities
    - ii Ensure the proper entry and maintenance of financial records, accounting books ledgers, etc.
    - iii Prepare variance analysis and monthly financial reports and submit to the Director
    - iv Assist in preparing the annual budget of receipts and expenditure
    - v Introduce systems and procedures for the proper control of receipts and payments
    - vi Ensure an appropriate and balance work distribution among staff in the division
    - vii Provide financial advice to Head Office and ATII, petty cash management
    - viii Any other responsibilities assigned by the Director
4. **Nature of Post** : Permanent with EPF and ETF
5. **Salary Scale** : Salary code and monthly salary scale  
 MM 1- 1 -2006 – Rs.25640 – 3x665-7x735  
 15x925-46655

Grade	Initial Salary Step
II	25640
I	33705



EB I

: Paper One (3hours)

E Code

Chapters

Subjects : I, IV, VII, VIII, IX, XI, XII, XIV, XVIII, XIX, XX, XXIV

FR Chapters - I, II, III IV, V, VI, VII, VIII, XI, XIII XIV

Computer Test(1 1/2 hours)

EB II

:

Paper One (3hours)

Procurement procedure & Finance Act

Paper Two(3hours)

Accounting Procedure The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

Recruitment :

External Recruitment ::

Paper Advertisement

Qualifications :

An associate Member of the Institute of Chartered Accountants in Sri Lanka

Internal Recruitment :

Internal Advertisement

Qualifications :

Degree of a recognized University and Postgraduate Diploma in Financial Management.

And

5 years experience as Finance Officer in JM 1-2 Grade 1 at SLIATE with an excellent performance based on the performance appraisal system.

Method of Selection :

Structured interview

8. **Age Limit** : Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.
9. **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental health
10. **Training** : All the new recruits have to undergo an Induction training for one week
- They will be provided local or foreign training to upgrade their knowledge and skills.

11. **Promotion** :

11.1 **Promotion from Grade II of Post to Grade I**

11.1.1 **Officers who prove performance of an average level.**

**(a) Pre-requisites**

- Should have been confirmed in the post
- Should have completed 10 years service period in Grade II of the post
- Should have earned all salary increments during the period of ten years and a satisfactory service of 5 years falling immediately preceding date of promotion.
- Should have proved a performance at average level during the period 10 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

**(b) Scheme of Promotion**

Promotion of the officer, who have satisfied prescribed qualifications for Grade I of the Service, shall be made on the employee's request, by the appointing authority any other person authorized by the appointing authority with effect from the date on which the qualifications have been satisfied.

11.1.2 **Officers who prove performance at an above average level**

**(a) Pre-requisites.**

- (a) Should have been confirmed in the appointment
- (b) Should have completed 06 years service period in Grade II of the post
- (c) Should have proved performance at above average level during period of six-years immediately preceding according to approved performance appraisal scheme.
- (d) Should have earned all salary increments and a satisfactory service period 05 years immediately preceding the date of promotion.

- (e) Should have passed the efficiency bar examination within the prescribed period
- (f) Should pass the aptitude test held for the purpose and obtain 50 marks

**( b ) Scheme of Promotion**

On the request of the eligible employee, promotion to Grade I of the post, shall be made by the appointing authority or any other person authorized by the appointing authority, with effect from the date on which prescribed qualifications have been satisfied

- i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishments code of the Democratic Socialist Republic of Sri Lanka.
- ii. the selected candidate will be on probation for a period of three years.
- iii. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv. for the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable

**Absorption of officers who are already in the Service:**

The present Accountants who have completed a minimum of ten years service as accountant at SLIATE will be absorbed to the salary scale of MM 1-1 with effect from 01-07-2008 in terms of the clauses 4, of chapter VII of the E - code. However the date of annual salary increment will remain as it was before the absorption. In converting salary he will not be placed at the next higher salary step on the ground that his current salary step is corresponding to a step in the new salary scale.

