



Industrial Development Board of Ceylon



(Ministry of Industries)

Vacancies

Industrial Development Board is a premier state sector organization set up by the Act No. 36 of 1969, entrusted with the responsibility of encouraging, promoting and developing the industries in Sri Lanka.

Applications are hereby invited from qualified and eligible candidates to recruit for undermentioned posts vacant at Industrial Development Board.

01. Post of INTERNAL AUDITOR - (MM 1-2) - (01 post)

Job Description

Responsible for overall supervision of Internal Audit Function of the Board, Carryout Audits and investigations independently in order to maintain proper internal control systems in the Board and report observations with recommendations directly to the Chairman of the Board under FR 133 and 134, Prepare annual internal audit plan and action plan and submit for the approval, Conduct audits and investigations as per the approved plan, Periodical review of the same, compliance with established policies and procedures and reviewing audit program of the Board, making recommendations to improve/upgrade existing control systems.

Educational / Professional Qualifications (1 or 2 below)

1. Bachelor's Degree in the field of Accountancy /Finance/Commerce from a University recognized by the U.G. C. or Higher National Diploma in Accountancy(HNDA) with Minimum 03 years post qualifying experience in the relevant field.

OR

2. Intermediate Qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL)/Chartered Institute of Management Accountants UK (CIMA)/ Association of Certified and Corporate Accountants (ACCA) with Minimum 03 years post qualifying experience in the relevant field.

02. Post of ASSISTANT DIRECTOR (Legal) - (MM 1-2) - (01 post)

Job Description

To assist Director Administration for Legal functions of the Board(Agreements, Bonds, Labour Disputes & other disciplinary matters, Representing the Board in Labour Courts and other legal forums).

Educational / Professional Qualifications (1 or 2 below)

1. LLB Degree from a University recognized by the U.G.C. and Attorney at Law with Minimum 02 years post qualifying experience in the relevant field.

OR

2. Attorney-at-Law and a minimum of 03 years post qualifying experience in the relevant field.

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

Salary Scale - MM 1-2 : Rs. 54,550 -1,375 x 10 -1,910 x 15 - 96,950/-

Facilities and Benefits

- Encashment of Unutilized Medical Leave.
- Reimbursement of Medical expenses covering the employee and family.
- Annual Bonus.
- Distress loan at concessionary Interest rate.
- Agrahara Insurance Scheme.

General Conditions

1. This is a permanent post in the cadre.
2. Candidate who is selected to the post will be entitled to EPF contribution which will be 10% by the employee and 12% by the board . In addition ETF contribution by the Board will be 3%.
3. Applications must be submitted with the copies of Birth, Educational, Professional, Experience and other relevant certificates. Application with your bio data and details of two non related referees should be sent by registered post to the address given below to receive on or before **01.04.2022**. The post applying should be mentioned **on the top left hand corner of the envelope**.
4. Applications from candidates in the Government Departments /Corporations and Statutory Boards should be forwarded through their respective Heads of Institutions.
5. Applications not complying with all the requirements mentioned above will be rejected.
6. Any form of canvassing will be considered as a disqualification.

**CHAIRMAN,
INDUSTRIAL DEVELOPMENT BOARD OF CEYLON,
615, GALLE ROAD, KATUBEDDA, MORATUWA.**