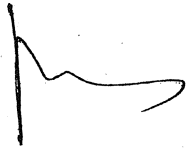


## Scheme of Recruitment

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 parts of the functions assigned to the chief executive (Director General) are assigned to the holder of post category.
  
3. **Job summary** : Plan and execute internal audit programs and review operational, financial and administrative activities
  
- 3.1 **Job title** : **Internal Auditor**
- 3.1.1 **Responsible to** : Director General
- 3.1.2 **Area of Responsibility** :
  - i Prepare annual activity plan for review of resource utilization by SLIATE, AT and ATI section
  - ii Implement review activities
  - iii Submit minimum 2 Internal Audit reports of each ATII to the Director General Audit and Management Committee
  - iv Liaise with General Audit and send reports in time
  - v Ensure proper control systems and procedures are followed in financial transactions
  - vi Ensure uneconomic ineffective and inefficient practices, systems, procedures are rectified
  - vii Guide all staff on appropriate procedures related to resource utilization
  - viii Any other responsibilities assigned by the Director General
  
4. **Nature of Post** : Permanent with EPF and ETF
  
5. **Salary Scale** : Salary code and monthly salary scale  
 JM 1- 2 -2006 – Rs.20870 – 10x325- 18x475-32670

Grade	Initial Salary Step
PII	20,870
I	24,595



E.B I

:

**Paper One(3 hours)**

E Code

Chapters

Subjects : I, II, IV, VII, VIII, IX, XII, XIV, XVIII, XIX, XX, XXIV, XXVII, XXIX

FR Chapter - I, IV, V, XIII,

**Paper Two(two hours)**

Office system and Office Management

E.B II

: **Paper one**

Auditing (3hours)

**Paper Two**

Accounting procedure (3hours)

The officer has to pass the first EB within 3 years form appointment and also the second EB before 6 years form the appointment

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

**External Recruitment**

:

Paper Advertisement

**Qualifications**

:

1. Licentiate Certificate / Intermediate of the Institute of Chartered Accountants in Sri Lanka or equivalent qualifications with 5 years experience in auditing.

**Or**

2. HNDA with 5 years experience in auditing

**Or**

3. Degree in accountancy or Financial Management with 5 years experience in auditing

**Method of Selection**

:

Structured interview

**Age Limit**

:

Less than 45 years

9 **Others** : The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character, sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.

10 **Training** : All the new recruits have to undergo an Induction training for one week.  
All the recruit will have to undergo an induction training for one week.

11 **Promotions**  
A Promotion Scheme based on performance, shall be applicable in the following manner.

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 the date of promotion.
- Should have proved a performance at average level during the period of 10 years immediately preceding the date of promotion according to the 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 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
- (b) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (c) Should have earned all salary increments and a satisfactory service period 05 years immediately preceding the date of promotion.
- (d) Should have passed the efficiency bar examination within the prescribed period
- (e) 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

#### 12 General

- 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

