



Ministry of Trade

Mahapola Higher Education Scholarship Trust Fund



VACANCIES

Applications are invited from suitably qualified citizens of Sri Lanka for the following post in the Mahapola Higher Education Scholarship Trust Fund.

Officers in Government or semi - government institutions should channel their applications through the respective Head of institution with their recommendation as to whether the applicant can be released fulltime.

ASSISTANT DIRECTOR (FINANCE) - (01 POST)

1. Education Qualification & Experience :

1.1 A Bachelor's degree of Management, Commerce, Finance from a university recognized by the university Grants Commission with at least three (03) years post qualifying experience in administration, finance and IT in a Government Department / corporation/Board or in a reputed Mercantile Establishment.

OR

1.2 Full professional qualification of CA Sri Lanka with three (03) years of working experience or Part qualification of CA Sri Lanka with Five (05) years experience in a Government Department/corporation/Board or in a reputed Mercantile Establishment.

2. Salary Scale:

MM 1-1 - 2016 : Rs. (53,175/- - 10x1,375 - 15x1,910 = 95,575/-

EPF -15%, ETF - 3%, Cost of Living , Attendance Allowance (Rs.10,000/-) with Health Insurance Cover

INTERNAL AUDITOR - (01 POST)

1. Education Qualification & Experience :

1.1 A Bachelor's degree of management, Commerce, Finance, from a university recognized by the university Grants Commission and part professional qualifications of ICASL with at least three (03) years post qualifying experience as an Internal Auditor, Internal Audit experience in the Government Department / Corporation/ Board or in a reputed Mercantile Establishment.

OR

1.2 Full professional qualification of CA Sri Lanka with three (03) years of working experience or Part qualification of CA Sri Lanka with Five (05) years experience in the field of Auditing in a Government Department/ corporation/Board or in a reputed Mercantile Establishment.

2. Salary Scale :

MM 1-1 - 2016 : Rs. (53,175/- - 10x1,375 - 15x1,910 = 95,575/-

EPF -15%, ETF - 3%, Cost of Living , Attendance Allowance (Rs.10,000/-) with Health Insurance Cover

Other :

Every applicant,

- Age Should be not less than 28 years and not more than 45 years. The upper age limit will not apply to the internal candidates.
- Should be a Sri Lankan citizen. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island. Should be of excellent moral character. Has a good command of English and Sinhala, Tamil would be an added advantage.
- Selection will be made by structured interview.

Application giving full name, date of birth, age, nationality, educational Qualifications, experience and any other details with names and addresses of two non relative referees should be sent to the Director, Mahapola Higher Education Scholarship Trust Fund, 4th Floor, J.R. Jayewardene Centre, 191, Dharmapala Mawatha, Colombo 07. under registered cover along with copies of relevant Certificates to reach on or before 15/12/2021 indicating the post for which the application is made on the top left hand corner of the envelope.

- The Mahapola Higher Education Scholarship Trust Fund reserves the right to short list the applications.
- Application received after the closing date and incomplete applications will not be entertained.
- Traveling or any other expenses incurred by you in this connection will not be reimbursed by the Mahapola Higher Education Scholarship Trust Fund.

DRIVER - PRIMARY LEVEL - SKILLED - (ONE POST)

Qualifications:

Educational :

Persons who have sat for the G.C.E.(O/L) Examination and passed a minimum of 06 subjects including Language and Mathematics. Link language will be an added qualification.

Vocational :

A valid license to drive cars, dual purpose, heavy vehicles and minimum of three years driving experience in cars, dual purpose and heavy vehicles at a reputed establishment.

3. Salary Scale :

PL 3 - 2016 : Rs. (26,290 - 10 x 270 - 10 x 300 - 10 x 330 x 12 x 350 - 39,490)

EPF -15%, ETF - 3%, Cost of Living , Attendance Allowance (Rs.10,000/-) with Health Insurance Cover

KKS (MULTI DUTY) - PRIMARY LEVEL - NONSKILLED - (ONE POST)

Qualifications:

Educational :

1. Persons who have sat for the G.C.E. (O/L) Examination and passed a minimum of 06 subjects.

2. Salary Scale :

PL 1 - 2016 : Rs. (24,750 - 10 x 250 - 10 x 270 - 7 x 300 - 15 x 330 - 37,000)

EPF -15%, ETF - 3%, Cost of Living , Attendance Allowance (Rs.10,000/-) with Health Insurance Cover

Other :

Every applicant,

- Age

Driver

- Age Should be not less than 21 years and not more than 45 years. Maximum age limit will not apply to the Internal candidates.

K.K.S

- Age Should be not less than 18 years and not more than 45 years.
- Should be a Sri Lankan citizen, Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island. Should have an excellent character.
- Selection will be made by structured interview.
- Application giving full name, date of birth, age, nationality, educational Qualifications, experience and any other details with names and addresses of two non relative referees should be sent to the Director, Mahapola Higher Education Scholarship Trust Fund, 4th Floor, J.R. Jayewardene Centre, 191, Dharmapala Mawatha, Colombo 07. Under registered cover along with copies of relevant Certificates to reach on or before 15/12/2021 indicating the post for which the application is made on the top left hand corner of the envelope.
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- Application received after the closing date and incomplete applications will not be entertained.
- Traveling or any other expenses incurred by you in this connection will not be reimbursed by the Mahapola Higher Education Scholarship Trust Fund.

Secretary,
Ministry of Trade,
No. 492, R.A. De Mel Mawatha, Colombo 03.