

**Scheme of Recruitment for the Post of Book Keeper, Grade II SEG, "A"**

| POST AND SALARY CODE   | METHOD OF RECRUITMENT  | QUALIFICATIONS  |
|--|--|---|
| Book Keeper, Grade II<br>Seg. "A"<br><br>A – 07, CA-07<br>Rs. 3265-11x65-3980 p.<br>m. | By promotion<br><br>By advertisement within the UGC or the Higher Educational Institution / Institute Concerned in the first instance. If no applicants are available in the Institution concerned by advertisement within the UGC and the Higher Educational Institutions/ Institutes. If no suitable applicants are available at this stage too recruitment by open advertisement.<br><br>Selection by Interview | <b>Either (a)</b><br><br>i. The intermediate examination of the Higher National diploma in Accountancy/ Commerce of the Sri Lanka Technical College / Polytechnical Institute under the Ministry of Higher Education or equivalent or higher qualifications.<br><br><b>AND</b><br><br>ii. Five (05) years experience as a Book Keeper, in a Higher Educational Institution/Institute or a recognized Institution.<br><br><b>OR</b><br><br>iii. Higher National Diploma in accountancy/ Commerce of the Sri Lanka Technical College/ Polytechnical Institute under the Ministry of Higher education or equivalent or higher qualifications.<br><br><b>AND</b><br><br>iv. Four (04) years experience as a Book Keeper in a higher Educational Institution/Institute or a recognized Institution.<br><br><b>OR</b><br><br><b>(b)</b> Ten (10) years experience as a Book Keeper in a Higher Educational Institution/Institute or a recognized Institution. |

**Scheme of Recruitment for the Post of Book Keeper- Supra Grade**

| POST AND SALARY CODE  | METHOD OF RECRUITMENT  | QUALIFICATIONS   |
|---|--|--|
| Book Keeper, Supra Grade<br><br>A – 05, CA-05<br>Rs. 4160-19x100 -6060 p.<br>m. | By promotion<br><br>By advertisement within the UGC or the Higher Educational Institution /Institute Concerned in the first instance. If no applicants are available in the Institution concerned by advertisement within the UGC and the Higher Educational Institutions/Institutes.. | Five(05) years experience as a Book Keeper in Grade I. |

