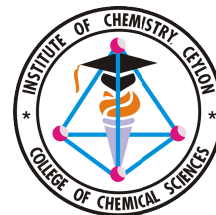




INSTITUTE OF CHEMISTRY CEYLON COLLEGE OF CHEMICAL SCIENCES



VACANCIES

Post of Management Assistant / Post of Accounts Assistant

The Institute of Chemistry Ceylon was incorporated by Act of Parliament No.15 of 1972. Under Section 25A of the Universities Act No. 16 of 1978, the Institute of Chemistry Ceylon is recognized as a Degree Awarding Institute.

The Institute of Chemistry Ceylon will entertain applications from candidates who are citizens of Sri Lanka and possess the qualifications given below, for the above two posts of Management Assistant and Accounts Assistant.

1. Qualifications– Management Assistant:

- (a) GCE O/L six subjects in one sitting with credit pass for Sinhala/Tamil, English and Mathematics
- (b) GCE Advanced Level minimum 3 passes in one sitting.
- (c) Computer literacy (sound knowledge of Microsoft office packages is a must.)
- (d) Good working knowledge of English.

Applicants having min. one year experience in general management/computer application are preferred

2. Qualifications– Accounts Assistant:

- (a) Part qualification in CA/ CIMA /ACCA/ CMA or full qualification in AAT

Applicants having min. one year experience in Accounting/Book Keeping work are preferred.

Appointment: The appointment to the above posts are initially for 01-year contract renewable or absorbing to the permanent cadre depending on the performance. Premature termination of the contract shall be subject to 2 months' advance notice to the Institute.

Allowance: A monthly all-inclusive allowance of Rs.66,300/- is paid during the contract period

Other terms: Working on weekends is essential but two weekdays will be given off in lieu.

The employee will be a member of the Employees' Provident Fund and Employee Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

Only short-listed applicants based on the highest qualifications and experience will be called for an interview and selection will be based on their performance at the interview.

A self-made application giving all particulars of qualifications, experience, and other relevant information with two non-related referees should be forwarded under registered cover to reach **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** not later than **14th May 2025**. The post applied for (either "Post of Management Assistant" or "Post of Accounts Assistant") should be marked on the top left-hand corner of the envelope. Alternatively, an application and CV can be sent by e-mail (vacancy@ichemc.edu.lk) to receive on or before the closing date.

The Institute reserves the right to shortlist the candidates. Applications that do not conform to the requirement and applications received after the closing date will be rejected without intimation.

Registrar
Institute of Chemistry Ceylon
24/04/2025