

CEYLON PETROLEUM CORPORATION

VACANCY

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned post in the service of the Corporation.

GRADE	POST	SALARY
B - 3	MANAGEMENT ASSISTANT	RS. <u>42485 - 50935</u> 5x520 - 10x585

NATURE OF APPOINTMENT : PERMANENT

REQUIRED QUALIFICATIONS

01. G.C.E (O/L) examination in 06 subjects with four credit passes including Arithmetic, Commercial Arithmetic or Mathematics and a language in not more than two sittings.
(Those who have passed G.C.E (A/L) examination in four subjects or any other higher examination need not have credit passes at the G.C.E (O/L) examination as stated above)
02. Should not be more than 35 years of age as at closing date of applications.
03. Should pass a written test.

JOB DESCRIPTION

- ☞ Should have knowledge on maintaining official files
- ☞ Ability to coordinate official duties with the management.
- ☞ Ability to coordinate with other state institutions
- ☞ Should have computer literacy

FRINGE BENEFITS

Free Medical facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

: 02 :

OTHER

The manual of Procedure of the Corporation and Provisions of the CPC Act are applicable to all recruitments.

HOW TO APPLY

Application from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected

A detailed application should be forwarded with names and addresses and contact details of two non-related referees.

Note : Copies of all Educational certificates attested by Grama Niladhary or a Justice of peace should be enclosed along with the application.

The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before13/06/2017



**MANAGING DIRECTOR
CEYLON PETROLEUM CORPORATION
NO. 609, DR. DANISTER DE SILVA MAWATHA
COLOMBO 09**

05-06-2017
S/sn