

# 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
A - 7	SECRETARY TO THE REFINERY MANAGER	RS.131435 -161135 5x1700 : 10x2120

NATURE OF APPOINTMENT : PERMANENT (01 VACANCY)

### REQUIRED QUALIFICATIONS FOR THE ABOVE POST

1. Honours Degree of a recognized University or equivalent qualifications with one (01) year post degree experience in the relevant field.  
OR
2. General Degree of a recognized University or equivalent qualification with two (02) years post degree experience in the relevant field.  
OR
3. N.D.T or equivalent qualifications of a recognized University or Institute with six (06) years experience in the relevant field of which three (03) years should be at supervisory level.

### AGE LIMIT

Should not be more than 45 years of age as at closing date of applications (The maximum age limit will not be applicable to those who are in the service of the Government Departments, Corporations, Boards and Statutory Bodies)

### JOB DESCRIPTION

- ☞ Ability to prepare Management Papers and Board Papers
- ☞ Preparation of agenda and minutes of meetings, informing such decisions taken to relevant parties and follow-up the implantation process.
- ☞ Prioritizing of urgent letters, and messages and presenting them on priority order, maintaining files.
- ☞ Office Management/ ability to prepare letters in English language and computerizing of documents.
- ☞ Maintaining proper communication and coordination with Function of CPC, Local and Foreign Government and private Institutes.
- ☞ Forwarding the increment forms, Performance reports and Assets and Liabilities forms of Managers to HR Function on timely manner.
- ☞ Ability to work after office hours on exigency duties.

**N.B :** *Knowledge on government and corporation rules, regulations, Tender and Procurement procedures, circulars will be considered preferably.*

: 02 :

**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.


**HOW TO APPLY**

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be downloaded from the official website of the Ceylon Petroleum Corporation [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)

Applications 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.

*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 before 24-11-2021.*

*The application not complying the above requirements will be rejected.*



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

04-11-2021  
S/sn