

**CEYLON PETROLEUM CORPORATION**  
**VACANCY – HEAD OFFICE**

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

<b>GRADE</b>	<b>POST</b>	<b>SALARY</b>
<b>A - 6</b>	<b>TRANSLATOR (TAMIL TO ENGLISH)</b>	<b>RS. 118970 - 147595</b> <b>5x1465 : 10x2130</b>

**NATURE OF APPOINTMENT** : **PERMANENT (01 VACANCY)**

**REQUIRED QUALIFICATIONS FOR THE ABOVE POST**

1. Honours Degree of a recognized University of equivalent with three years post degree experience in the relevant field.  
OR
2. General Degree of a recognized University or equivalent with four years post degree experience in the relevant field.  
OR
3. N.D.T. or equivalent qualifications of a recognized university or Institute with eight years post qualifying experience in the relevant field of which five years should be experience 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**

- ☞ Should have the experience in translating Tamil to English all such documents given by the Management as well as all other functions of the Corporation.
- ☞ Any other activity to be performed at the grade or at a higher grade entrusted by the Function Head or Superior Officer on exigency of service.

**COMMON REQUIREMENTS**

- ☞ Should bear an excellent moral Character
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have obtained minimum qualifications and experience requirements on or before the date indicated in the advertisement
- ☞ Should have proficiency in Computer Literate

**FRINGE BENEFITS**

Free Medical facilities including Nursing Home 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.

**OTHER**

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

**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 down loaded 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 08-05-2018.***

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



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

25-04-2018  
S/Lak