

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>59100 - 70075</u> 5x675-10x760

NATURE OF APPOINTMENT : PERMANENT

REQUIRED QUALIFICATIONS

- i. G.C.E (O/L) examination in 06 subjects with 04 credit passes including Sinhala or Tamil or English Language and Mathematics.

AND

Should pass G.C.E (A/L) in all subjects excluding General English and Common General Test.

- ii. Should not be more than 35 years of age as at closing date of applications.
- iii. Should pass a written test/examination

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

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 closing date indicated in the advertisement.

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 :

HOW TO APPLY

Applications using the prescribed Application 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

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 12-09-2019

The application not complying the above requirements will be rejected.



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

05-09-2019
S/sn