

# 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	TYPIST (ENGLISH)	RS.59100 - 70075 5x675-10x760

NATURE OF APPOINTMENT : PERMANENT

### REQUIRED QUALIFICATIONS

- i. G.C.E (O/L) examination in 06 subjects with a language (Sinhala or Tamil), Mathematics and with three credit passes including English in not more than two sittings.
- ii. 40 words per minute in Typing
- iii. Should not be more than 35 years of age as at closing date of applications.
- iv. Should pass a Trade Test.

### 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.

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**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](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 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