



## **Ceylon Petroleum Storage Terminals Limited Kolonnawa**

# **V A C A N C Y**

We are a common user facility with two main Installations and an Island wide network of bulk storage locations providing services to the Ceylon Petroleum Corporation, Lanka Indian Oil Company & other business partners and we are committed to maintain, safeguard the environment, health and safety of employees & public.

Applications are invited from the suitably qualified Sri Lankan citizens for the following vacancy exists at the Investigation Function.

## **MANAGEMENT ASSISTANT GRADE B-3**

### **Required qualifications**

1. 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 three/four subjects or any other higher examination need not have credit passes at the G.C.E. (O/L) examination as stated above).

2. Should pass a written test/examination.

**Age limit:** Should be less than 35 years of age.

This age limit is not applicable for the employees who are presently in the service of Government Ministries / Departments / Statutory Bodies / fully owned Government Companies. They should forward their applications through their Heads of the Departments.

### **Scope of work**

1. To support carrying out the investigations/inspections/surprise checks in Kolonnawa and Muthurajawela Terminals, Bulk Depots, and all other activities related to misconducts, frauds, theft of company properties and assets or tasks given within the time frame.
2. To support in the preparation of investigation reports and disciplinary files in line with the procedural requirements and maintain the confidentiality, proper conduct, discipline and capability to work with other in-house and outside parties and authorities in a cordial manner.
3. To help the senior office staff to carry out the administrative activities of the Function, maintaining and the preparation of records and other day-to-day activities etc.,

**Salary Scale :** Rs. 73,875 - 5 x 845 : 10 x 950 – 87,600

### **Fringe Benefits:**

- Applicable Allowances
- Medical Insurance Cover
- Personal Loan facilities
- Applicable bonuses

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. From the date of assumption of duties, the selected candidate will be placed on probation for a period before being confirmed in the post.

Please forward your comprehensive CV along with the copies of relevant Certificates, Educational Certificates and Certificates of experience with names and addresses of **two non-related referees under registered post to reach the undersigned on or before 18.06.2024** indicating the post applied for on the top left-hand corner of the envelope.

**Note :** Only those who have the exposure in the relevant (investigation) field will be shortlisted and called for the written test/interview.

Please note that the applications which do not contain adequate information to verify the above criteria will be rejected and only the shortlisted candidates will be called for the interview.

Human Resource Manager  
**Ceylon Petroleum Storage Terminals Limited (CPSTL)**  
Kolonnawa, Wellampitiya.  
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