



# Ceylon Petroleum Storage Terminals Limited

## VACANCY

We are a common user facility establishment for storage and distribution of all bulk petroleum products in the country.

Applications are invited from those who best suits the following requirements to the post of

### SENIOR HUMAN RESOURCE EXECUTIVE (DISCIPLINE), GRADE A-6

(Permanent Basis)

#### Qualifications Required

1. Honours Degree of a recognized University or 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.

) Note: Applicants should have experience in handling Disciplinary matters, attending Labour Tribunals, Courts. Diploma, Degree or membership in Human Resource field would be a definite advantage.

#### Scope

- i. To handle all the disciplinary matters of the employees.
- ii. To attend cases in Labour Department, Labour Tribunal and other Courts of Law etc., representing the Organization.
- iii. To arrange Disciplinary Committee Meetings and function as the Secretary to the Committee.

**Salary scale** : Rs. 118,970 - 5 x 1,465 : 10 x 2,130 = 147,595/- p. m.

**Age limit** : Below 35 Years.

#### **Fringe Benefits:**

- Allowances: meal, terminal and attendance incentive etc.,
- Two months annual bonus & one month medical bonus
- Medical facilities
- Loan facilities (Housing, Vehicle etc.,)

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. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Degree Certificate and/or Certificates of experience with names and addresses of two non-related referees under registered post to reach the Human Resource Manager on or before 10.08.2019. Indicate the post applied for on the top left-hand corner of the envelope.

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.**

**Tel. 011-2572307**