



# Ceylon Petroleum Storage Terminals Limited

## V A C A N C Y

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

### **Management Assistant (Legal) GRADE B-2**

#### **Qualifications required**

1. Should passed the G.C.E. (A/L) Examination in three subjects with six years experience in the relevant field.
2. Should passed the G.C.E. (O/L) Examination in six subjects including Credit Passes for Mathematics, Sinhala and English with 10 years experience in the relevant field of which two years should be in supervisory capacity.
3. Should not be more than 40 year of age as at closing date of applications.

#### **Note**

- ) Applicants should have the experience in attending courts related work, familiarity with conveyancing and other legal related work in any organization/institute and documentary evidence should be forwarded to prove the same.
- ) Fluent in English Language and Computer Literacy definitely would be an added advantage.

**Note:** Applicants should be able to provide documentary evidence to prove the experience in attending courts related work, familiarity with conveyancing and other legal related work process in any organization/institute.

**Salary scale** : Rs. 66,260 - 5 x 765 : 10 x 910 = 79,185/- p. m.

**Age limit** : Below 35 Years.

*(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 submit their applications through their Heads of Departments)*

#### **Fringe Benefits:**

- Allowances: meal, terminal and attendance incentive etc.,
- Two months annual bonus & one month medical bonus
- Medical facilities
- Loan facilities (Housing, Home facilities 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, Educational 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 18.08.2019 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. No. 2572307