



**CEYLON SHIPPING CORPORATION LTD
(Ministry of Ports, Shipping & Aviation)**

VACANCIES

Applications are invited to recruit suitable candidates holding citizenship of the Democratic Socialist Republic of Sri Lanka and possessing the relevant qualifications and experience for the following posts.

Post of Secretary to the General Manager - JM 1-2, GR. II (01 Vacancy)

Qualifications for External Candidates:

1. A Bachelor's Degree recognized by the University Grants Commission
AND
A Certificate Course (period not less than 06 months) for Confidential Secretaries conducted by an Institute recognized by the Tertiary and Vocational Education Commission of Technological Training (TVEC)
Or
2. Completion of the Final Examination of the Institute of Chartered Corporate Secretaries of Sri Lanka
AND
Five (05) years working experience as a Secretary

Other Qualifications

Be proficient in Computer Literacy

Internal Candidates (1 or 2 or 3 below)

1. Qualifications relating to the External Candidates mentioned in the above
2. Five (05) years satisfactory service as Management Assistant – Non Tech Category in Grade (II) in the relevant field
3. Five (05) years satisfactory service in the Staff Assistant (MA-3) Category in the relevant field.

All External and Internal Candidates should also comply with the following eligibility criteria:

1. Pass a trade test in Short Hand 90 w. p. m. & Typewritten 40 w. p. m.
2. Credit pass in English at GCE (O/L) Examination.

Salary Scale: JM 1-2- 2016- Rs. (43,355- 10× 755-18× 1135- 71,335)

As per the salary of 01/01/2024 the selected candidate will be placed at the initial point of (JM 1:2) Gr. II , is Rs. 43,355/-.

In addition to this salary all government approved allowances for State Owned Enterprises will be paid.

Post of Associate Officer - MA 3, GR. III (03 Vacancies)

Associate Officer for Commercial Divisions

Qualifications for External Candidates

A Bachelor's Degree in Business Management /Science/ Commerce/Marketing/Marine Engineering relevant to the post from a University recognized by the University Grants Commission.

Salary Scale MA 3-2016-Rs-(32,200-10×445-11×660-10×730-5×750-54,960)

As per the salary of 01/01/2024, the selected candidate will be placed on the initial point of MA 3, Gr.III salary on Rs. 32,200/-.

In addition to this salary all government approved allowances for State Owned Enterprises will be paid.

Post of Management Assistant- MA 1-2, GR. III (16 Vacancies)

Qualifications for External Candidates

- **Educational Qualifications :**

a. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with four credits including,

- I. Sinhala / Tamil
- II. Maths

b. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Other Qualification

Competence in Computer Literacy

Internal Candidates

Employees of the categories of Primary Level – Skilled/Unskilled who possess the following qualifications are eligible to apply.

Educational Qualification:

Having passed the G. C. E.(O/L) examination in six subjects with four credit passes for Sinhala/Tamil
Maths

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note:- Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service

required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.

Post of Management Assistant (Wharf)- MA 1-2, GR. III (1 Vacancy)

The qualifications and experience applicable to the external and internal candidates for the post of Management Assistant will also be applicable for this post and in addition the following qualifications will be given preference.

- a) Holder of a valid Custom House Agent's Pass (CHA) with minimum one years' experience.
- b) Holder of a valid Motor Cycle Riding License.
- c) Having a SLPA Pass (A or B Grade) will be an added qualification.

Salary Scale: MA 1-2- 2016- Rs. (27,910- 10× 300-7× 350- 12×600-12×710-49,080)

As per the salary of 01/01/2024 the selected candidate will be placed at the initial point of (MA 1:2) Category Gr. III, is Rs. 27,910/-.

In addition to this salary all government approved allowances for State Owned Enterprises will be paid.

Post of Driver - PL 3, GR. III (01 Vacancy)

Qualifications for External Candidates

Educational :-

G.C.E. (O/L) in six subjects in one sitting including Sinhala/ Tamil/ English and Mathematics

And

Vocational:-

A valid License to drive heavy vehicles and minimum of five (05) years experience in driving heavy vehicles at a reputed establishment.

Internal Candidates

Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should be clearly mentioned) and a minimum of three (03) years experience in driving after obtaining the driving license

And

Completion of minimum five (05) years satisfactory service in a post in the category of primary Unskilled (PL1).

Salary Scale: PL 3- 2016- Rs. (26,290- 10× 270-10× 300- 10×330-12×350-39,490)

As per the salary of 01/01/2024 the selected candidate will be placed at the initial point of (PL 3) Category, Gr.III, is Rs. 26,290/-.

In addition to this salary all government approved allowances for State Owned Enterprises will be paid.

General Conditions for the all posts

Age Limit Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Recruitment By a structured Interview

Probation Period 03 Years for External Candidates & 01 year for Internal Candidates

Fringe Benefits

1. Contribution towards E.P.F/E.T.F.
2. Surgical & Hospitalization cover for indoor and outdoor treatments.
3. Comprehensive Personal Accident Insurance Cover.
4. Encashment of non-utilized Medical Leave.
5. Annual Bonus as applicable.
6. Staff Loans and Housing Loans on concessionary terms.
7. Vehicle loans on concessionary terms.

General Instructions

- All Applications together with Copies of Educational / Professional Certificates certified by the applicant as true copy together with Birth Certificate, other relevant certificates and addresses of two non-related referees should be forwarded by registered post to reach the Chairman, CSCL on or before 15.01.2024.
- Please indicate the post applied on your application and the top left hand corner of the envelope.
- Applications from employees of Public Sector Organizations should be forwarded through the respective Heads of Institutions.
- Late and incomplete applications will not be considered
- Please note that applicants will be evaluated at a Structured Interview by a Panel appointed by the appointing authority.

Non-conformity with the above requirements will result in application being rejected. Canvassing of any form will be a disqualification.

Chairman
Ceylon Shipping Corporation Ltd
No: 27, MICH Building
Sir Razik Fareed Mawatha (Bristol Street)
Colombo 01

For further details- (+94) 011 2 497 800, Ext 258/251 - HR Department

Date : 02. 01. 2024