



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



VACANCY

Applications are invited to recruit a suitable **male candidate** holding citizenship of the Democratic Socialist Republic of Sri Lanka and possessing the relevant qualifications and experience for the following post.

Post of Management Assistant (Cashier) - MA 1-2, GR. III (01 Vacancy)- Male

External Candidates

Educational Qualifications :

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

- I. Sinhala / Tamil
- II. Maths

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

Salary Scale:

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

As per the revised salary the selected candidate will be placed at the initial point of (MA 1:2) Gr.III Category, is Rs. 27,910/- as of 01/01/2023.

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

1. Risk Allowance of Rs. 5000/-
2. Telephone allowance of Rs.1000/-

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

General Conditions to the post

The selected applicant is requested to furnish a refundable security deposit of Rs.15, 000/- in the name of CSC.

Responsibilities for the post of Cashier

- Handling daily petty cash imprest of Rs. 150,000/-
- Data entering & updating petty cash payment & temporary advances in the computer system.
- Maintaining of the petty cash book.
- Distribution of emoluments & other paying slips to the relevant staff/officers.
- Making advance payments to the Logistics Department and preparation of payment vouchers relating to the above payments.
- Acting for the cashier (Revenue) when he is not available.

- Filing & numbering of petty cash vouchers, advance vouchers & payments vouchers etc.
- Other duties whatsoever assigned by the Head of Department.

Fringe Benefits

- I. Contribution towards E.P.F/E.T.F.
- II. Surgical & Hospitalization cover for indoor and outdoor treatments.
- III. Comprehensive Personal Accident Insurance Cover.
- IV. Encashment of non-utilized Medical Leave.
- V. Annual Bonus as applicable.
- VI. Staff Loans and Housing Loans on concessionary terms.
- VII. Vehicle loans on concessionary terms.

General Instructions

- All Applications along 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 **14th August 2023**.
- 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 2 328 772, Ext 258 – Human Resources Division

Date : 31.07.2023