



**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. 5,000/-
2. Telephone allowance of Rs.1,000/-

#### **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 14<sup>th</sup> 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.

**For further details- (+94) 011 2 328 772, Ext 258 – Human Resources Division**

**Chairman,**  
**Ceylon Shipping Corporation Ltd,**  
**No: 27, MICH Building,**  
**Sir Razik Fareed Mawatha (Bristol Street),**  
**Colombo 01.**  
**2023.07.31**

