



We are a common user facility with two main installations at Kolonnawa and Muthurajawela with an island-wide network of Bulk storage locations, providing services for marketing companies, CPC and LIOC.

Applications are invited from suitably qualified candidates to fill the following post vacant in our Company.

## **STENO TYPIST (ENGLISH) - Grade B-3**

### **Required Qualifications**

1. Passed G.C.E. (O/L) Examination in 06 subjects including Mathematics with Credit pass in English and First Language (Distinction in English or Certificate / Diploma in English of a recognized Institute would be a distinct advantage).
2. Proficient in Shorthand and Typing with an adequate level of speed and accuracy. (A trade test would be held for the purpose)
3. Possess a minimum of one year's experience in the relevant field
4. Be able to handle memos, reports, letters and other correspondence in English independently
5. Possess a sound working knowledge in MS Office and word processing
6. Be familiar with Sinhala keyboard & typing
7. Not more than 45 years of age as at the closing date of applications

### **Salary Scale**

**Rs. 42,485 - 5 x 520 : 10 x 585 - 50,935 (per month)**

### **Fringe benefits for the post:**

- > Allowances such as transport, meal, terminal and attendance incentive etc.
- > Two months annual bonus & one month medical bonus
- > Medical facilities like nursing home facility for self and family, reimbursement of bills
- > Loan facilities

The company will contribute 15% of the salary towards the EPF whilst the employee will have to bear 10% for the same. The Company will also contribute 3% of the salary towards the ETF.

Please forward your comprehensive CV with copies of your Certificates and names and addresses of two non-related referees under registered cover to reach the Human Resource Manager within **10 days of this advertisement.**

State the post applied for on the top left-hand corner of the envelope. Please note that applications which do not contain comprehensive details enabling us to verify the above requirements will be rejected.

**Human Resource Manager  
Ceylon Petroleum Storage Terminals Limited (CPSTL)  
Kolonnawa, Wellampitiya.  
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E-mail: hrm@cpstl.lk**