

**CEYLON PETROLEUM CORPORATION**  
**INVESTIGATION**  
**VACANCIES**

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Post in the service of the Corporation.

GRADE	POST	SALARY
A - 4	DEPUTY MANAGER (INVESTIGATION)	RS. <u>135400 - 168300</u> 5x1910 : 10x2335
A - 5	ASSISTANT MANAGER (INVESTIGATION)	RS. <u>127120 - 157895</u> 5x1695 : 10x2230
A - 6	SENIOR OFFICER (INVESTIGATION)	RS. <u>118970 - 147595</u> 5x1465 : 10x2130

**NATURE OF APPOINTMENT : PERMANENT**

**REQUIRED QUALIFICATIONS FOR THE POST OF DEPUTY MANAGER (INVESTIGATION), GRADE A- 4**

01. Full Professional Qualifications of a recognized Institute with three years experience in the relevant field.

OR

02. Honours Degree of a recognized University or equivalent with seven years post degree experience in the relevant field.

OR

03. General Degree of a recognized University or equivalent with eight years post degree experience in the relevant field.

***Please Note:***

The Candidates with "Minimum of 12 years experience as a Commissioned Officer in the Sri Lanka Armed Forces or a Gazetted Officer in Sri Lanka Police Department" will be given special consideration.

**JOB DESCRIPTION**

- ☞ To assist the Head of Function in planning, organizing and conducting investigations/inspections/Surprise checks at all Ceylon Petroleum Corporation installations and all other related services.
- ☞ Engage, deploy, instruct and coordinate officers for such activities on the instructions of the Head of Function.
- ☞ Liaise and coordinate with external government and non-government bodies in relation to investigation matters and maintain a cordial relationship with such bodies.
- ☞ Take initiative in probing frauds, misappropriations and other similar irregularities and take preliminary steps in forwarding them for disciplinary action or other legal action with the advice of the Head of Function.
- ☞ Any other task entrusted by the Head of Function related to investigation matters.

**REQUIRED QUALIFICATIONS FOR THE POST OF ASSISTANT MANAGER (INVESTIGATION),  
GRADE A- 5**

01. Honours Degree of a recognized University or equivalent with five years post degree experience in the relevant field.

OR

02. General Degree of a recognized University or equivalent with six years post degree experience in the relevant field.

OR

03. N.D.T. or equivalent qualifications of a recognized University or Institute with eight years post qualifying experience in the relevant field or six years experience in the relevant field at executive level.

***Please Note:***

The Candidates with "Minimum of 10 years experience as a Commissioned Officer in the Sri Lanka Armed Forces or a Gazzeted Officer or a Chief Inspector in the Sri Lanka Police Department " will be given special consideration.

**JOB DESCRIPTION**

- ☞ To assist the Head of Function and the Deputy Manager in planning, organizing and conducting investigations related to Ceylon Petroleum Corporation and all other related services.
- ☞ Engage in such activities on the instruction of the Head of Function.
- ☞ Liaise and coordinate with external government and non-government bodies in relation to investigation matters and maintain a cordial relationship with such bodies.
- ☞ Administration of personnel including field officers attached to investigation function.
- ☞ Monitor to ensure proper usage of all office equipment belongs to the investigation function.
- ☞ Any other task entrusted by the Head of Function or the Deputy Manager related to investigation or administrative matters.

**REQUIRED QUALIFICATIONS FOR THE POST OF SENIOR OFFICER (INVESTIGATION), GRADE A- 6**

01. Honours Degree of a recognized University or equivalent with three years post degree experience in the relevant field.

OR

02. General Degree of a recognized University or equivalent with four years post degree experience in the relevant field.

OR

03. N.D.T or equivalent qualifications of a recognized University or Institute with eight years post qualifying experience in the relevant field of which five years should be experience at supervisory level.

***Please Note:***

The Candidates with "Minimum of 10 years experience as a Commissioned Officer in the Sri Lanka Armed Forces or Chief Inspector/Inspector rank officer in the Sri Lanka Police Department" will be given special consideration.



## **JOB DESCRIPTION**

- ☞ Engage in investigations/inspections/surprise checks as directed by the Head of Function.
- ☞ Once an assignment is completed submit comprehensive investigation reports with observations and recommendations to the Head of Function.
- ☞ Liaise and coordinate with external government and non-government bodies in relation to investigation matters and maintain a cordial relationship with such bodies.
- ☞ Appear on behalf of the Corporation in the capacity of a witness in domestic disciplinary inquiries and in court cases.
- ☞ Any other task related to investigation matters as assigned by the management of the investigation function.

## **ESSENTIAL REQUIREMENTS**

- ☞ Should bear an excellent moral character
- ☞ Should not be a person who was punished for fraudulent deed by a court or in a disciplinary in the organization he belonged.
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have proficiency in English and Computer Literacy

## **FRINGE BENEFITS**

Free Medical facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

## **HOW TO APPLY**

Applications using the prescribed Application Form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down-loaded from the official website of the Ceylon Petroleum Corporation [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

***The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 13-08-2018.***

***The application not complying the above requirements will be rejected.***



**MANAGING DIRECTOR  
CEYLON PETROLEUM CORPORATION  
NO. 609, DR. DANISTER DE SILVA MAWATHA  
COLOMBO 09**

31-07-2018  
S/sn