



# Ceylon Petroleum Storage Terminals Limited

Kolonnawa

We are a common user facility with two main installations and island wide network of bulk storage locations providing services for the marketing Companies Ceylon Petroleum Corporation, Lanka Indian Oil Company & other business partners.

Applications are invited for the following post in our Organization.

## **EXECUTIVE (INVESTIGATION)** (Grade A-7)

### **Qualifications required**

1. Honours Degree of a recognized University or equivalent qualifications with one year post degree experience in the relevant field.

**OR**

2. General Degree of a recognized University or equivalent qualification with two years post degree experience in the relevant field.

- Investigation experience in Military Police/Air Force Police /Navy Police or in Sri Lanka Police would be definite added advantage.
- Should be able to take record of statements typing on your own.

**Age limit:** Should not be more than 45 years of age as at closing date of applications.

This age limit is not applicable for the employees who are presently in the service of Government Ministries /Departments / Statutory Bodies / fully owned Government Companies. They should submit their applications through their Heads of Departments. (The age limit is also not applicable to applicants who have served in armed forces as per the Public Administration Circular No. 299 of 23.07.1985.)

### **Scope of work**

1. Carry out the investigations/inspections/surprise checks at Kolonnawa and Muthurajawela Installations, Bulk Depots and all other activities related to misconducts, frauds, theft of the company properties and assets or tasks given within the time frame.
2. Preparation of investigation reports and disciplinary action files to fulfill the requirement of immediate supervisor and maintain the confidentiality, proper conduct and capability to work with other in-house, outside parties and authorities in cordial manner.
3. Liaise and co-ordinate with external, government and non-government bodies in relation to investigation matters and maintain a cordial relationship with such bodies.

### **Common Requirements:**

- Should be a citizen of Sri Lanka
- Should bear an excellent moral character.
- Should be physically and mentally fit to handle the roles and responsibilities of this position.
- Should have obtained required qualifications and experience on or before the date indicated in the advertisement.
- Should have proficiency in English and computer literacy.

**Salary scale :**Rs. 131,435 - 5 x 1,700 : 10 x 2,120 = 161,135/-

### **Fringe Benefits:**

- Applicable Allowances
- Medical Insurance Cover
- Loan facilities

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidates will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Degree Certificate and/or Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 29.11.2023 indicating the post applied for on the top left-hand corner of the envelope.

Applications which are not comprehensive enough to verify above requirements will be rejected.

**\* Advertisement calling applications for this post on 18.08.2019 is cancelled hereof.**

Human Resource Manager  
**Ceylon Petroleum Storage Terminals Limited(CPSTL)**  
Kolonnawa, Wellampitiya.  
Tel: 2572307