



## CEYLON SHIPPING CORPORATION LTD.,

### **VACANCY**

Ceylon Shipping Corporation Ltd., is fully owned by the Government of Sri Lanka.

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

#### **Post of Cashier - MA (1:2) – (One post)**

➤ **Educational Qualifications:**

Having passed the G.C.E. (O/L) examination in one sitting in six subjects with credit passes for five subjects including

- i. Sinhala / Tamil
- ii. Maths
- iii. English Language

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

➤ **Other Qualification (General)**

Competence in Computer Literacy

**Salary scale**

: MA 1-2 – 2006A: Rs. (13450 – 10 x 145 – 7 x 170 – 12 x 290 – 12 x 345 – 23710) As per the Revised Salary, Initial Point of (MA 1:2) Category, is Rs. 19,234/- with effect from 01/01/2016

**Age Limit**

: Should be not less than 18 years and not more than 45 years.

**Method of Recruitment**

: Written competitive examination and/ or a structured Interview by a panel appointed by the appointing authority.

**General Condition:**

- The upper age limit will not apply to the internal candidates.
- In addition to the above salary, statutory allowances approved for State Owned Enterprises will be paid.
- The selected applicant is requested to furnish a security by way of a cash deposit in CSC name for Rs. 15,000/- and will be responsible to handle the followings:-

**Responsibilities for the post of Cashier**

- Handling daily petty cash imprested of Rs. 150,000/-
- Daily entering & updating petty cash payment & temporary advances in the computer system
- Maintaining of the petty cash book
- Distributing of salaries, overtime & 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
- Filling & numbering of petty cash vouchers, advance vouchers & payments vouchers etc.
- Other duties whatsoever assigned by the Heads of Departments.

**General Instructions:**

- All Applications together with Copies of Educational / Professional certificates certified by the applicant as true copy with Birth certificate, other relevant certificates and addresses of two non-related referees should be forwarded by registered post to reach the Chairman – CSCL within 10 days of this advertisement.
- Please indicate the post applied on 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 may evaluated at a Structured Interview by a Panel appointed by the appointing authority (Chairman) if necessary.

Nonconformity with the above requirements will result in the 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.**