



# CEYLON ELECTRICITY BOARD

## Projects Division

### VACANCIES – Contract Basis

Applications are invited from citizens of Sri Lanka having following qualifications and experience specified for the respective posts on fixed term contract basis for the Project Division in CEB.

#### **CLERK – Two (02) Vacancies**

##### **Qualifications and Experience:**

- Passes in six subjects at the GCE (O/L) examination with at least five credit passes including Sinhala, English and Mathematics in one and same sitting.
- Knowledge of MS Office application (Especially in MS Word and MS Excel) and experience in other application will be an added advantage.
- Sufficient knowledge in English to drafting letters.
- Minimum 03 years work experience as a Clerk in recognized organization. Experience in Government or Private sector will be an added qualification for selection.
- Police clearance report from the resident area and Grama Niladhari certificate along with other certificates.

##### **Application submission:**

Applicants are requested to fill the given application form in the CEB web site (<https://www.ceb.lk/careers/en>) and submit on line. Additionally, all applicants should submit a signed printed application submitted on line to CEB including a complete Curriculum Vita (CV) along with copies of certificate (Education, Experience, Training, Other qualifications, etc.) with names, contact numbers and address of two non-related referees.

#### **DRIVER – Three (03) Vacancies**

##### **Qualifications and Experience:**

- Passes in six subjects at the GCE (O/L) examination in one and same sitting.
- Applicants should have a minimum height of 5'3"
- Sri Lankan Citizen who possess valid Sri Lankan driving license issued by the Commissioner of Motor traffic to drive at least class D, C and C1 vehicles.
- Minimum 5 years' experience as a driver with government/Private sector will be an advantage.
- Applicants should be physically fit for duty during day and night.
- If the applicant is shortlisted, recent test reports (obtained from the Government hospitals) for vision and hearing shall be forward during the interview/driving test.
- Police clearance report from the resident area and Grama Niladhari certificate along with other certificates.

##### **Application submission:**

Applicants are requested to fill the given application form in the CEB web site (<https://www.ceb.lk/careers/en>) and submit on line. Additionally, all applicants should submit a signed printed application submitted on line to CEB including a complete Curriculum Vita (CV) along with copies of certificate (Education, Experience, Training, Other qualifications, etc.) with names, contact numbers and address of two non-related referees.

##### **Information given below is common for all applicants**

<b>Age Limit</b>	: Candidates for Clerk vacancies should be between 18 and 35 years of age at the closing date. Candidates for Driver vacancies should be between 21 and 35 years of age at the closing date.
<b>Remuneration</b>	: Salary is negotiable based on the candidate's qualification and experience subject to the provisions of Management Services Circular No. 01/2019 dated March 15, 2019 issued by Ministry of Finance.
<b>Mode of Selection</b>	: Through an Interviews/driving test, among short listed applicants.
<b>Base Station</b>	: Project Office at Colombo. Drivers may located at site, based on the project requirement.

**Closing date and Time :** October 29, 2020 at 10:00 hrs.

##### **Terms and Conditions:**

- The appointment will be on contract basis for a period of two (02) years.
- CEB reserve the right to extend or terminate the service as mention in the appointment letter.
- This appointment will not be considered as any future entry qualification for permanent cadre of Ceylon Electricity Board.

##### **Other Benefits:**

- The selected candidates will be entitled to CEB Employer's Provident Fund (EPF) with Employee's contribution of 10% and CEB contribution of 15%.
- Employer's Trust Fund (ETF) contribution of 3% by the Project.

Applications shall be sent to the address given below on or before the closing date and time mentioned above by registered post. Electronic application submission is mandatory. The post applied for should be clearly marked on top left-hand corner of the envelope.

Applications received after the closing date / time will be rejected. Only short listed applicant will be called for interviews. Any form of canvassing will be considered as a reason for disqualification.

Those applicants who are already in the Public Services/ Public Institutions should forward their applications through their heads of departments and it should herein be clearly indicated whether the applicant will be released in case of selection for the post.

##### **For more information:**

**Project Director (CPP)**

**Telephone: 0112 337 635/ 0112 337 636**

**Office of the Project Director (CPP),  
3rd Floor, 65/1, GOBA Building,  
Sir Chittampalam A Gardiner Mawatha,  
Colombo 02.**

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CEYLON ELECTRICITY BOARD

