

## Ceylon Biscuits Limited

# Confidential Secretary


We are seeking an individual with drive and initiative to join the Legal and Company Secretarial Department of the Group as a Confidential Secretary.

The Applicants should:

- Have a minimum of three passes in G.C.E. A/Ls
- Have a minimum of five years working experience as a Secretary
- Be Computer literate - sound knowledge in word processing, power point, e-mail and internet surfing.
- Good working knowledge of written and spoken English
- Should be able to work independently and handle correspondence with minimum supervision
- Experience/Knowledge in Legal/Company Secretarial work will be an advantage
- Knowledge of Sinhala Typing will be an added advantage
- Possess initiative and be hard-working.

Please send your complete resume with names and telephone numbers of two non-related referees within 7 days of this advertisement to the address given below stating the post applied for on the top left-hand corner of the envelope.

General Manager – Human Resources  
**CEYLON BISCUITS LIMITED**  
P.O. Box 3, PANNIPITIYA



# SATHOSA MOTORS PLC

## POST OF SECRETARY

We are a leading Automobile Company in Sri Lanka looking immediately for a suitable candidate to fit into the post of Secretary to the Executive Director.

Applicants should have a pleasing personality with experience in Shorthand typing, Computer literate and should be able to handle correspondence independently. She should be free from encumbrances and willing to work long hours.

Applicant should have around 10 yrs. experience working for a Director in an established company as a secretary.  
She must be residing close to Colombo.

**Age - below 40 yrs**  
**Salary - Negotiable**

Applications should be forwarded with names and contact details of two non-related referees to reach the undersigned within 10 days of this advertisement.

**Manager/Personnel & Administration**  
**SATHOSA MOTORS PLC**  
No. 25, Vauxhall St., Colombo 02.  
Tel: 4939710

## VACANCIES

We are a fast growing company involved in flexible packaging material. We are looking forward to expand our sales force and are in need of,

# SALES EXECUTIVES

The candidates we are looking for should have a sound educational background and 3 years of sales experience in a relationship marketing environment.

The candidates should be between 25-30 years of age and should possess a valid riding licence.

**Apply immediately with names of two non related referees and a contact phone number to:**



The Director  
**SELMO (PVT) LTD.**  
510/2, NEGOMBO ROAD, WATTALA.  
E-mail: spsales@sltnet.lk

*\* The selected candidates will have potential accounts to receive an income in the range of between Rs 40,000.00 to 50,000.00\*.*

**A US based company is establishing in Sri Lanka and welcomes professional and progressive candidates for the following position in Colombo suburban area:**

**Job Position:**  
Chat Based CSRs (starting Rs.15,000/- upwards). All candidates require: A Firm understanding of the internet. Typing speed of 40 wpm or more, excellent written English and communication skills should be comfortable working at night. Candidates will work from home, and require a good computer and internet connection.

(Broadband users preferred)

For details email:  
**SubmissionOfResume@Gmail.com or**  
**Call:0771173081**

## CAREER OPPORTUNITIES AT MEDI-CALLS

Medi-Calls, a well-established, Colombo-based provider of Emergency Medical Services (EMS), is recruiting career-minded, high-calibre and dedicated individuals for its 24-hour hotline Communications Centre, and Ambulance Team as Communication Officers and qualified Nurses respectively. Medi-Calls is an equal opportunity employer.

Salary and benefits are negotiable.

**Communications Officers:**


- Should be fluent in English and Sinhala (Tamil and/or other languages will be an additional advantage)
- Should have a minimum of 3 years experience in a related field
- Should be able to make timely and effective decisions under emergency situations
- Should have basic computer skills and minimum Advanced Level qualification
- Should be a team player, and possess pleasant personality & good communication skills
- Should be willing to work night shifts (only for male candidates)

**Candidates applying for nursing vacancies should have recognized nursing qualifications, and preferably be residents in Colombo or Greater Colombo.**

If you believe you can take on the challenge, please send your CV and copies of your certificates on or before 31st January, 2009 to the below-mentioned address.

For Communication Officers:  
The Operations Manager  
Medi-Calls (Pvt) Ltd.  
No. 5, Havelock Road,  
Colombo 5.

For Nurses:  
Sister Gunetillake  
Medi-Calls (Pvt) Ltd.  
No. 5, Havelock Road,  
Colombo 5.





# SRI LANKA AIR FORCE



## OFFICER CADET VACANCIES

**GENERAL DUTIES PILOT, EQUIPMENT, ADMINISTRATIVE, ADMINISTRATIVE REGIMENT, OPERATIONS AIR AND AIR FIELD CONSTRUCTION BRANCHES**

Applications are invited for Officer Cadets in the branches given above in the Regular Force of the Sri Lanka Air Force

\* **Bsc (Aviation Studies) Degree Entrant Qualifications (Accredited by the University of Kelaniya)**

**General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches**

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in Physical / Bio Science / Commerce / Arts Streams (as applicable) in one sitting.

\* **National Diploma (Technology / Engineering / Engineering Science) Entrant Qualifications**

**Air Field Construction Branch**

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in the Physical Science Stream in one sitting.

\* **Non Degree Programme Entrant Qualifications**

**General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches**

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered)

**Note:** The qualifications of the non degree programme advertised herein supersedes the non degree qualification advertised on this newspaper on 11 and 18 January 2009. Accordingly all applicants who applied to this scheme previously will be called for interviews based on the eligibility of the applicants qualifications.

**OTHER REQUIREMENTS**

Nationality : Must be a citizen of Sri Lanka  
Civil Status : Candidates must be unmarried  
Age : Not less than 18 years and not more than 22 years as at 15 April 2009  
Height : 5' 6" and above  
Weight : BMI  $\frac{\text{Weight(Kg)}}{\text{Height(m)}^2} < 25$   
Chest : Minimum 32"  
Vision Colour Standard : CP2  
Visual Acuity : Left eye 6/6 and right eye 6/6 (Without spectacles)

\* Attractive pay with fringe benefits covering food, accommodation, transport, uniforms and medical.

**SPECIMEN APPLICATION**

- \* Full name (As per National Identity Card)
- \* Branch applied
- \* Permanent address
- \* Present postal address
- \* Nearest Police Station to permanent address
- \* Date of birth
- \* Height
- \* Telephone number
- \* School attended
- \* Educational qualifications (Ordinary & Advanced Level)
- \* Achievements in sports / extra curricular activities
- \* Details of previous service in the Armed Forces if any
- \* Other achievements of note

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge.

Date: .....  
Signature of Applicant

For further details see Government Gazette Number 1588 of 06 February 2009 and www.documents.gov.lk

The envelop should be marked **APPLICATION FOR CADETSHIP IN THE.....BRANCH** on the top left corner. Applications should be forwarded under registered cover to reach **CHIEF RECRUITING OFFICER, SRI LANKA AIR FORCE, EKALA, KOTUGODA** on or before 1200 noon on **12 February 2009.**

Web site: <http://www.airforce.lk>

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