

BANK OF CEYLON

The Bank of Ceylon, the premier state owned commercial bank is looking for suitably qualified and experienced persons to fill the following positions :

SECRETARY (ENGLISH)

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka.

Academic & Professional Qualifications

- Passed G.C.E. (O/L) examination in six (06) subjects in one sitting with five (05) Credit passes including English Language
and
- Passed G.C.E. (A/L) Examination in two (02) subjects (excluding General English and General Knowledge) in one sitting
and
- Holder of Higher Commercial Certificate / National Certificate in Secretarial Practice of the Ceylon Technical College in English medium
or
Certificate for English Stenographers / Personal Secretary of the National Apprenticeship Board
or
Certificate in English Shorthand and Typewriting of the Polytechnic.

Experience

- Two (02) years experience as a Secretary / Confidential Secretary in a Government or reputed private sector organization.

Age

- Between 24-35 years, as at the closing date of applications.

OTHER ATTRIBUTES

- Sound knowledge of written and speaking in English and Sinhala / Tamil
- Computer Literacy is essential

TERMS AND CONDITIONS

- The selected applicants will be recruited to the Bank's permanent cadre (Non-Banking Stream) with a probationary period of one (01) year and thereafter will be confirmed in the grade of Secretary Grade I, provided submission of satisfactory reports on their work, conduct and attendance.
- Salary scale applicable to Secretary Grade I, including probationary period is;

Rs.24,990/- - Rs.29,990/-
Rs.250/- x 20

(All inclusive approximate initial Gross Salary with variable CLA is around Rs.65,000/- as per the month of May 2017).

- The posts will be subject to the General Terms and Conditions of the Bank's service, but outside the normal banking stream i.e. closed service.
- Certain fringe benefits will be offered during the probationary period/ Training Period and all other benefits enjoyed by the employees in the permanent cadre will be entitled after they confirmed in the Bank's service.
- Should be prepared to serve in any part of the country.

SELECTION PROCEDURE

SECRETARY (ENGLISH)

Selection will be done by,

- A Speed Test on Computing (40 w.p.m.) & Shorthand
- Written Test on English Language
- An Interview

APPLICATION PROCEDURE

Send your resume by using the specimen application form which can be downloaded from our web site www.boc.lk (under the tab "Careers") together with **photocopies** of Certificate of Birth, National Identity Card, Certificates of Academic/ Professional qualifications and Documents to prove your Experience to the address given below under registered post with the top left corner of the envelope marked "**Secretary (English)**" or "**Trainee Secretarial Assistant**" to reach us on or before **16th June 2017**.

Those who do not meet the above requirements are advised not to apply and any application not meeting the above required qualification or not in the specimen format or received after the closing date will be rejected without any further notice.

Chief Manager (Sourcing & Career Development)
Human Resource Operations
26th Floor
Bank of Ceylon Head Office
"BOC Square" No. 01
Bank of Ceylon Mawatha
Colombo 01.

*Any form of canvassing will lead to immediate disqualification.
The Bank reserves the right to call only the short-listed candidates*

TRAINEE SECRETARIAL ASSISTANT

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka

Academic & Professional Qualifications

- Passed G.C.E. (O/L) examination in six (06) subjects in one sitting with three (03) Credit passes including English Language.
and
- Passed G.C.E. (A/L) examination in two (02) subjects (excluding General English and General Knowledge) in one sitting.
and
- Holder of Higher Commercial Certificate/ National Certificate in Secretarial Practice of the Ceylon Technical College in English Medium
or
Certificate for English Stenographers/ Personal Secretary of the National Apprenticeship Board
or
Certificate in English Shorthand and Typewriting of the Polytechnic.

Age

Between 20 - 28 years, as at the closing date of applications.

OTHER ATTRIBUTES

- Sound knowledge of written and speaking in English and Sinhala/ Tamil
- Computer Literacy is essential

TERMS AND CONDITIONS

- The selected applicants will be recruited to the Bank's permanent cadre (Non-Banking Stream) with a two (02) year training period and thereafter will be confirmed in the Grade of Secretarial Assistant Grade I, provided submission of satisfactory reports on their work, conduct and attendance.
- An all inclusive monthly allowance during the training period will be ;
1st Year-Rs.18,000/-
2nd Year-Rs.22,000/-
- Salary scale applicable to Secretarial Assistant Grade I is ;

Rs.22,485/- - Rs.26,285/-
Rs.190/- x 20

(All inclusive approximate initial Gross Salary with variable CLA is around Rs.61,500/- as per the month of May 2017).

- The posts will be subject to the General Terms and Conditions of the Bank's service, but outside the normal banking stream i.e. closed service.
- Certain fringe benefits will be offered during the probationary period/ Training Period and all other benefits enjoyed by the employees in the permanent cadre will be entitled after they confirmed in the Bank's service.
- Should be prepared to serve in any part of the country.

SELECTION PROCEDURE

TRAINEE SECRETARIAL ASSISTANT

Selection will be done by,

- A Speed Test on Computing (40 w.p.m.)
- An Interview