

# BANK OF CEYLON

The Bank of Ceylon premier state owned commercial bank ranked among the top 1000 global banks, top 500 largest banks in the Asia Pacific Region and No.1 in Sri Lanka, is looking for suitably qualified, experienced, dynamic and results oriented persons to fill the vacancies for the following position:

## TRAINEE SECRETARIAL ASSISTANT

### Eligibility Criteria

- **Should be a citizen of Sri Lanka**
- **Qualifications**
  - Passed GCE Ordinary Level in 6 subjects in one sitting with 03 Credit passes including English Language
  - AND**
  - Passed GCE Advanced Level in 2 subjects (excluding General English and General Knowledge), obtained in the same sitting
  - AND**
  - Minimum six months Diploma/ Certificate course in Secretarial Practice (English Medium) offered by any recognized institution registered with the Tertiary and Vocational Education Commission (TVEC)
- **Other Attributes**
  - Sound knowledge of written and speaking in English and Sinhala/ Tamil
  - Computer Literacy is essential
  - Speed in computer typing with 40 w.p.m. in English
- **Age**

40 years or below as at the closing date

### Terms and Conditions

- The training period will be two (02) years and a monthly allowance (for 1<sup>st</sup> year – Rs. 25,000/- and 2<sup>nd</sup> year - Rs. 28,000/- per month) will be paid during the training period
- The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service)
- Upon fulfilling the requirements during the training period to the satisfaction of the Bank, will be confirmed in the grade of Secretarial Assistant – I of the permanent cadre.
- Should be prepared to serve in any part of the country as per the Bank's requirement
- Expected to work beyond normal working hours and weekends/ holidays

### Selection Procedure

By a Speed Test on Computer Typing and subsequent interview for the shortlisted candidates

### Application Procedure

Send your application through our website [www.boc.lk](http://www.boc.lk) (under the tab "Careers") **on or before 5<sup>th</sup> June 2021** and keep the "Application Reference Number" for your future reference.

*Applications received through any other method except the above procedure will not be entertained under any circumstances.*

*Any applicants not meeting the above required eligibility criteria or submitting incorrect information will be rejected at any stage of the recruitment without any further notice.*

**Human Resource Division  
Bank of Ceylon  
Head Office  
Colombo 01**

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