

PEOPLE'S BANK

People's Bank which has the largest customer base and distribution network in Sri Lanka is looking for talented, qualified and young individuals to fill the undermentioned position.

TRAINEE ASSISTANT CONFIDENTIAL SECRETARY

Educational Qualifications

1. Should have passed minimum of 06 subjects at G.C.E. (O/L) Examination with 05 Credits including Mathematics, English and Sinhala / Tamil Language in one and the same sitting.

And

2. Minimum of 03 Simple passes at the G.C.E. (A/L) Examination in one and the same sitting (Excluding General English). However passing General English will be an added advantage.

And

3. Minimum one year National Certificate in Secretarial Practice (English medium) offered by Government Technical College.

Or

Certificate of Proficiency in skilled craftsman in the trade of personal secretary (English Medium) offered by National Apprenticeship and Industrial Training Authority (NAITA),

- Minimum of two years industry experience is required.
- Competency in Computer Office packages is essential.
- Possessing a Diploma in English or Certificate Course related to English Language (more than three months duration) and ability to type in Sinhala or Tamil will be considered as added qualifications.
- Age should be below 27 years of age as at closing date of applications. (Age applicable for outsourced personnel who are presently attached to the People's Bank is below 30 years).

METHOD OF SELECTION

Selection will be made subject to an interview. Selected candidates will be appointed on two year training contract. After successful completion of the training contract they will be considered to be absorbed in the permanent cadre subject to a speed test.

A monthly allowance of Rs. 20,000/- will be paid during the period of training.

OTHER TERMS AND CONDITIONS

- General terms and conditions of the bank's service are applicable to these appointments, but outside the main banking stream (Closed Service).
- Should be willing to serve in any part of the island.

APPLICATIONS PROCEDURE

Eligible candidates are requested to forward their applications in accordance with the specimen given below (by using both sides of A4 sheet) along with photocopies of Educational and other Certificates, National Identity Card and Birth Certificate to the undermentioned address on or before 29/05/2015. The post applied should be stated on the top left hand corner of the envelope.

The outsourced employees who are presently attached to the People's Bank and possess stipulated qualifications will also be eligible to apply.

Incomplete and non complying applications will be rejected.

Those who are not having the minimum qualifications as described above are advised not to apply.

The specimen application is also available in the People's Bank web site www.peoplesbank.lk

All applications will be treated in strict confidence and any form of canvassing will be regarded as an immediate disqualification.

Deputy General Manager (Human Resources)
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