



## **POST OF STENOGRAPHER – I (SINHALA/ENGLISH/TAMIL) – CONTRACT BASIS**

Applications are invited from eligible candidates who possess the undermentioned qualifications and experience for the post of Stenographer - I (Contract Basis) in the National Savings Bank.

### **Eligibility Requirements**

1. Candidates should be citizens of Sri Lanka.

#### **2. Educational Qualifications**

Should pass at least six subjects including 05 Credit Passes at the GCE (O/L) Examination including Credit Pass for Language and should pass 03 subjects at the GCE (A/L) Examination in one sitting.

And

Higher Certificate in Shorthand and Typewriting from Technical College/National Apprenticeship Board or from a recognized Institution acceptable to the Bank.

Applicants of the above posts should possess a 'C' Pass for the respective Language depending on the medium for which they have applied.

Preference will be given to those who possess knowledge in Computer applications.

Speed : Shorthand - 80 w.p.m.  
Typewriting - 40 w.p.m.

3. Age Limit :

Below 35 years.

### **Responsibilities**

- Attending to all secretarial work such as typing, stenography and taking down minutes.
- Attending to all incoming and outgoing information/communication in the form of letters, e-mail, faxes or other forms of communication.
- Maintenance of a proper filing system of all correspondence and documents relevant to the Division.

### **Terms of Appointment**

This position will be on contract basis for a period of two years. Those who successfully complete the training period of two years will be absorbed into the permanent cadre subject to a probation period of one year. Confirmation will be subject to an evaluation of performance during the probation period.

### **Remuneration**

All-inclusive monthly allowance of Rs.19,000/-.

Applications giving full bio-data including Educational / Professional qualifications and Experience and names and addresses of two non-related referees should be sent under Registered Cover to reach the Asst. General Manager (HRD), National Savings Bank, 255, Galle Road, Colombo 3, on or before 14.08.2015.

The post applied for should be stated on the top left hand corner of the envelope.

ASST. GENERAL MANAGER (HRD)  
National Savings Bank  
Head Office  
Colombo 3.