

BANK OF CEYLON

Largest Sri Lankan State Owned commercial bank in Sri Lanka is looking for a suitably qualified and experienced person for the post of:

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 (excluding optional subjects) in one sitting with five (05) Credit passes including English Language.

and

- Passed three subjects (excluding General English and General Knowledge) at G.C.E. (A/L) examination in one sitting.

and

- Holder of Higher Commercial Certificate of the Ceylon Technical College in English Shorthand and Typewriting or National Apprenticeship Board Certificate for English Stenographers or Polytechnic Certificate in English Shorthand and Typewriting or any other equivalent (not less than one year).

Experience

- Five (05) years experience as a Secretary / Confidential Secretary in a government or reputed private sector organization.

Age

- Between 28 - 35 years, as at the closing date of applications (i.e. 11th November 2016)

> Other Attributes

- Speed in Shorthand 80 w.p.m. and Typewriting (word processing) 40 w.p.m.
- Sound knowledge (written and speaking) in English and Sinhala / Tamil
- Computer literacy is essential

(Those who do not meet the above requirements are strictly advised not to apply)

> Terms and Conditions

- The post will be subject to the General Terms and Conditions of the Bank's Service, but outside the normal Banking stream.
- The selected applicants will be recruited to the Bank's permanent cadre (non-banking stream) with a probationary period of two (02) years 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 is;

Rs. 24,990/- - Rs. 29,990/=

Rs. 250/= x 20

(All inclusive approximate initial Gross Salary with variable CLA is around Rs. 63,790/91 as per month of October)

- Should be prepared to serve in any part of the country.

Selection Procedure

- Selection will be done by a speed test and 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 Certificates 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)" to reach us on or before **11th November 2016**.

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.

Applications called for the post of Secretary (English) according to the advertisement published in the newspapers on 15.05.2016 are hereby cancelled. Therefore, the candidates those who have fulfilled the above requirements, should submit a fresh application on or before 11th November 2016.

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.*

BANK OF CEYLON



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