

# BANK OF CEYLON

**Charter your career in the Secretarial Practices with the No.1 Bank in Sri Lanka!**

Applications are invited from qualified, young, energetic and achievement oriented persons who are willing to build up a challenging career in a banking institution, for the position of :

## TRAINEE SECRETARIAL ASSISTANT

### Eligibility Criteria

- **Should be a citizen of Sri Lanka**
- **Qualifications**
  - Passed GCE O/L in 6 subjects (excluding optional subjects) with at least 3 Credit passes including English Language
  - AND**
  - Passed GCE A/L in 2 main subjects (excluding General English and General Knowledge), obtained in the same sitting
  - AND**
  - Completed a minimum of six (06) months Diploma/ Certificate course in Secretarial Practice (in English Medium) offered by any recognized institution registered with the Tertiary and Vocational Education Commission (TVEC).
- **Experience**

Previous experience as Personal Assistant/ Secretarial Assistant/ Secretary in a reputed institution or banking/financial sector would be an added advantage
- **Other Attributes and Competencies required**
  - Speed in computer typing with 20 w.p.m. in English; Having a certificate in Sinhala/ Tamil Typing would be an added qualification.
  - Sound knowledge of written and speaking in English and Sinhala/Tamil
  - Excellent communication skills and pleasing personality
  - Conversant in MS-Office applications
- **Age :**

28 years or below as at the closing date

### Terms and Conditions

- The training period will be two (02) years and a monthly allowance (for 1st year – Rs. 45,000/- and 2nd year - Rs. 60,000/- 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).
- If found suitable upon fulfilling the requirements of the training period to the satisfaction of the Bank, candidate will be confirmed in the permanent cadre of the Bank after a training period of two (02) years as Secretarial Assistant – I.
- Expected to work beyond normal working hours and weekends/ holidays.
- Should be prepared to serve in any part of the country as per the Bank's requirement

### Selection Procedure

A competitive selection examination and subsequent interview.

The following papers will be tested:

- a. Paper I – Speed Test on Computer Typing in English (20 w.p.m)
- b. Paper II – English Language

Only the candidates who are successful at the Paper I (Speed Test) will be called for the Paper II examination (English Language).

The marks obtained at the competitive examination will be used only for calling the successful candidates for the interview. The final selection will be on merit basis based on the marks obtained at the interview.

### Application Procedure

- *Submit your application through our website [www.boc.lk](http://www.boc.lk) (under the tab “Careers”) on or before 27.06.2026 and keep the “Application Reference Number” for your future reference.*
- Please read the ‘Instructions to Candidates’ available in the Careers Page carefully and fill the online application form according to the given instructions.
- Application received through any other method, except the above procedure will not be entertained under any circumstances.
- Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect information will be rejected at any stage of recruitment without any further notice. If any applicant fails to produce the documentary evidence to prove the above required eligibility criteria at the time of verification of certificates, his/her application will be rejected immediately.
- *The applicant shall read the Bank's “Personal Data Protection Notice for Recruitment” which is available in the Bank's website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when applying for the vacancy.*

### Human Resource Division

**Bank of Ceylon**

**Head Office**

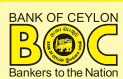
**Colombo 01.**

- *Any form of canvassing will lead to immediate disqualification.*
- *The Bank reserves the right to call only the short-listed candidates.*
- *The Bank reserves the right to decide the number of positions to be filled or postpone / cancel the recruitment.*
- *The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy of the Bank.*



AA- (Risk) Rating, (Based Rating) AAA- (Brand Finance Lanka)  
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka.  
Member of the Sri Lanka Deposit Insurance Scheme operating under the Central Bank of Sri Lanka.  
Responsible Digital Reports go to [www.boc.lk](https://www.boc.lk), 31 rue de Hambourg,  
For suggestions/comments/contact: [hr@www.boc.lk](mailto:hr@www.boc.lk)

Head Office, BOC Square,  
No.1, Bank of Ceylon Mawatha, Colombo 1.



Bankers to the Nation

## Post of “Trainee Secretarial Assistant” - 2026

- *Submit your online application **on or before 27-06-2026**.*
- *Application received through any other method, except this online procedure will not be entertained under any circumstances.*
- *Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect/false information will be rejected at any stage of recruitment without any further notice.*
- *It is strongly advised not to use mobile phone to fill the online application since some of the features may not be worked properly in the mobile phone’s browser.*
- *Do not wait till last date to apply online in order to avoid unnecessary system delays due to large number of online applications.*

### **Instructions to the candidates regarding the online application:**

1. Please **read the vacancy advertisement carefully** and **those who do not fulfill** the eligibility criteria mentioned therein as at the closing date are **advised not to apply**. Such applications will be rejected at any stage of recruitment without any further notice.
2. First, register (*Sign-up*) yourself with a valid e-mail address and you will receive an activation e-mail. If you have not received the e-mail within a reasonable time, please check your Spam folder. Once you activate the account by click on the link sent to your e-mail, your online career portal account will be activated. Then *Sign-in* with your credentials (e-mail and password).
3. After successfully signed-in, add the job position to the cart, select the radio button and click *Apply* button.
4. Please fill all the mandatory fields (marked as \*) under all tabs correctly.
5. The **Personal Tab, Qualification Tab and General Tab are mandatory**. Therefore, you may **skip the Experience Tab and Achievements Tab** and keep blank.
6. Under the Qualification Tab, please **select only the OL, AL and Degree**. Do not select Professional/Masters or any other qualification type.  
(Select “201-Sinhala/ Tamil Language” for *Mother Language*)
7. Under Degree qualification, select ‘**REC - Secretarial Practice Course (English Medium)**’ as Diploma/ Certificate course in Secretarial Practice and select “Pass” as the class.

8. After adding all the relevant subjects, click “*Add Qualification*” button and your results will be shown in a table below.
9. Once you saved A/L, O/L results and Secretarial Practice Course (English Medium) qualification, Mark any one qualification as “Highest Qualification” before save the qualification tab.
10. If you need to edit the subjects, Click GCE O/L or A/L in the table and delete the qualification and add the qualification again.
11. In the General Tab, please acknowledge the declaration by tick the check box before save the tab.
12. After acknowledge the declaration under General Tab, preview your application by **click the “Apply” button** on the top of the page **before “Submit”**, in order to verify the spelling and accuracy of the information you have entered.
13. In the Preview page, please choose your Preferred Communication Method at the bottom of the page before submit your application.
14. Keep the “*Application Reference Number*” for your future reference. This number will be sent to your registered e-mail as well. If you did not receive it in a reasonable time, please check your Spam folder.
15. The candidate should be able to produce documentary evidence for the qualification(s), if selected for the interview. If he/she fails to provide the proof documents (original copy) at the time of verification of certificates, his/her application would be disqualified immediately and would not be allowed to face the interview, even his/her online application submitted successfully and sat for the selection examination.
16. **Changes will not be permitted** after submission of the application.

[If there is any difficulty in submitting the application online, please call and get an assistance on 011-220-5104 / 5117 / 5118 on working days between 08:15 a.m. and 04:30 p.m.]

HR Division  
Bank of Ceylon  
2026