



JUNIOR EXECUTIVE-(IT) - GRADE IV

PROGRAMMER – SOFTWARE DEVELOPMENT / ADMINISTRATOR – SYSTEM ARCHITECTURE / ADMINISTRATOR – DATABASE / ADMINISTRATOR – NETWORK / ADMINISTRATOR – ATM SWITCH / ADMINISTRATOR – SYSTEM INTEGRATION / ADMINISTRATOR – SYSTEM SECURITY / ADMINISTRATOR – ICT OPERATION / ADMINISTRATOR – DATA CENTRE / ANALYST - IT GOVERNANCE

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka.

2. Educational/Professional Qualifications

A Bachelor's Degree (BSc) from a university recognized by the University Grants Commission of Sri Lanka in the following disciplines;

- Information Technology
- Computer Systems
- Computer and Network Engineering
- Information Systems Engineering
- Data Science
- Computer Science
- Software Engineering
- IT Engineering
- Information Security
- IT Project Management
- Business Technology and Analytics
- Electrical and Electronic Engineering
- Mathematics
- Physics
- Any other ICT-related discipline

Possession of internationally recognized professional certifications in the relevant specialized area will be an added advantage.

3. Experience

Two (02) years of experience in Programming Java or .Net, Software Development, System Architecture, Database, Network, System Integration, Software integration or deployment, IT Security, ICT Operation, Electrical & Electronic, Data Science & analysis, IT Governance – Analyst, Data Centre, Any other ICT-related recognized experience.

4. Age Limit

Below 35 years as at the closing date of applications

(Age Limit will not be applicable to internal applicants)

SKILLS & COMPETENCIES

- Creative thinking and innovation.
- Excellent communication and strong documentation skills
- Good interpersonal skills, understanding, & adaptation to the working environments.
- Ability to collaborate effectively within a team environment, share knowledge, and contribute to collective goals.
- Proficiency in English language and Sinhala/Tamil Language.

IN ADDITION

- You must be a Positive Thinker.
- Be willing to work long hours based on Bank's requirement.
- Be willing to learn and understand the banking systems.
- You should be available according to the requirements of IT operations.
- Actively help peers to complete the assigned task on time and advise on approach and resolution choices.
- Willingness to take up new challenges and be responsible of managing a skilled technical team, vendors and the users with good communication and interaction skills.
- Take ownership of complex technical problems and drive the technical team to resolve issues fast and effectively.

ROLES & RESPONSIBILITIES

- Assist in the daily operation, maintenance, and support of the bank's IT infrastructure and network systems.
- Provide timely technical support for hardware, software, and network-related issues.
- Monitor and manage the bank's servers, networks, and databases to ensure optimal performance.
- Assist in the installation, configuration, and upgrading of IT systems, hardware, and software applications.
- Perform routine system backups and restore operations, ensuring data security and integrity.
- Ensure compliance with the bank's IT security policies, including managing user access controls, firewalls, and antivirus systems.
- Participate in the implementation and testing of new IT solutions and software updates.
- Collaborate with senior IT staff to troubleshoot, diagnose, and resolve complex technical issues.
- Contribute to the development and documentation of IT procedures and best practices.
- Support the integration of new technologies into the bank's existing IT infrastructure.
- Assist in the training and support of bank employees on IT systems, software, and security protocols.
- Assist in ensuring compliance with regulatory standards and IT audits.
- Provide first-line support for the bank's online services and applications.
- Track and manage IT inventory, including hardware and software assets.
- Participate in disaster recovery planning and business continuity exercises

TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

REMUNERATION

$$\frac{\text{Rs. } 81,115 - \text{Rs. } 99,715}{930 \times 20}$$

The initial monthly gross salary will be Rs182,000/- approximately.

FRINGE BENEFITS

The applicants selected for the above post will enjoy fringe benefits of medical assistance scheme, bonus, housing loan/ other staff loans at concessionary rates of interest, Reimbursement of professional membership fees, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank.

SUBMISSION OF APPLICATIONS

Applicants must use our standard application form which is available on the National Savings Bank Website **www.nsb.lk**. Applications should be sent by registered post to the address given below to reach the Bank on or before **14.08.2026**. The post applied for should be clearly indicated on the top left-hand corner of the envelope. An applicant cannot use any other channel in forwarding the application.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

Any form of canvassing will lead to immediate disqualification, and the Bank reserves the right to call only the short-listed candidates.

The Bank reserves the right to postpone or cancel the recruitment.

HRD Division

National Savings Bank

Head Office

Colombo 3.



Call Centre - 0112 379 379
www.nsb.lk
"[SL] AAA Stable"
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