

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 SECRETARIAL ASSISTANT

Educational Qualifications

- Should have passed minimum of 06 subjects at G.C.E. (O/L) Examination with atleast 05 Credits including Mathematics, Sinhala/Tamil language and a Distinction pass for English in one and the same sitting.

And

- Should have passed the G.C.E. (A/L) Examination in one and the same sitting with 03 passes excluding General English. Preference will be given to those who have done English language as a subject with a pass or higher level.
- Possessing a certificate of completion of Secretarial Practice Course (NVQ Level 04) conducted by Vocational Training Authority of Sri Lanka will be an advantage.

- Age should be below 27 years of age as at closing date of applications.

METHOD OF SELECTION

Shortlisted applicants are required to sit for a competitive examination in English medium to ascertain knowledge in General Banking and Computer Literacy. Further an interview will also be conducted for the candidates who are successful at the competitive examination and appointments will be made initially on contract basis.

A monthly allowance of Rs. 27,000/- 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 kindly requested to forward their applications in duplicate and must be strictly 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 04.08.2020. The post applied should be stated on the top left hand corner of the envelope.

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 a disqualification. All incomplete and Non-complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

Deputy General Manager (Human Resources)
People's Bank - Head Office
No. 75, Sir Chittampalam A Gardiner Mawatha
Colombo - 02.

SPECIMEN APPLICATION

APPLICATION FOR THE POST OF TRAINEE SECRETARIAL ASSISTANT - 2020 PEOPLE'S BANK

(1) Surname with initials :
 (Block Letters)

(2) Names indicated by initials :

(3) Address (Permanent) :

(4) Permanent Residential District :

(5) Electorate :

(6) Date of Birth (DD/MM/YYYY)
 (A copy of the NIC or Birth Certificate should be attached)

(7) Sex (Male = 0 / Female = 1) :
 (Write the relevant number in the cage)

(8) Civil Status : Married Single
 (Enter "x" in relevant cage)

(9) NIC No :

(10) Ethnicity :

(11) Contacts : Residence Tel :
 Mobile :
 E-mail :

(12) Educational Qualifications

12.1 G.C.E. (O/L) Subjects & Grades Obtained in one and the same sitting
 (A copy of the certificate should be attached)

Year:	Index No:
(i)	(vi)
(ii)	(vii)
(iii)	(viii)
(iv)	(ix)
(v)	(x)

12.2 G.C.E. (A/L) Subjects & Grades Obtained in one and the same sitting
 (A copy of the certificate should be attached)

Year :	Index No:
(i)	(iii)
(ii)	(iv)

(13) Other Qualifications (Copies of the certificates should be attached)

Name of Institution	Qualification Obtained

(14) Record of Employment (Present & Previous)

From	To	Institution	Designation	Salary & Perks

(15) Non-Related Referees:

Name	(1)	(2)
	Address	
Contact No.		

I confirm that the abovementioned information are true and correct.

.....
 Date Signature of the applicant



People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

www.peoplesbank.lk

[f](#) [t](#) [in](#) [yt](#) [ig](#) [peoplesbanksrilanka](#)



PEOPLE'S BANK

AA-Brand Finance Rating, AA+ Fitch Rating