

BANK OF CEYLON

Create a thriving career with No. 1 Bank in Sri Lanka!

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

MANAGEMENT TRAINEE

(Vacancies are available only in Northern, Eastern, North Central, North Western and Uva Provinces)

Eligibility Criteria

- **Should be a citizen of Sri Lanka.**
- **Qualifications and Experience :**
 - a) A degree with a minimum of 2nd class Upper division or Grade Point Average (GPA) with a minimum of 3.5 out of a maximum of 4.0 points obtained from a local or foreign university, recognized by UGC of Sri Lanka, in any of the following disciplines:
Economics, Statistics, Mathematics, Accounting, Banking, Finance, Commerce, Business Administration, Management (Public/Financial/Accountancy/Business), Marketing, Human Resource, Engineering, Computer Science, Physical Science, ICT, Law, International Business, Valuation, Agriculture or any other discipline related to banking & finance as decided by the Bank
OR
 - b) A Degree with Postgraduate qualification at Master's or higher level, obtained from a local or foreign University recognized by the University Grants Commission of Sri Lanka, in any of the above disciplines mentioned in para a) above.
OR
 - c) An Associate Member of the Institute of Bankers of Sri Lanka (IBSL) or the Chartered Institute of Bankers – UK (CIB), with a minimum of 01 year experience in an Executive level in a Bank or Financial Institution authorized by the Central Bank of Sri Lanka.
OR
 - d) An Associate Member of one of the following professional accounting bodies together with two (02) year Executive experience in a recognized institution Or,
A Degree from local or foreign University recognized by the University Grants Commission of Sri Lanka, in any of the above disciplines mentioned in para a), with full qualification (Passed Finalist) of one of the following:
 - The Institute of Chartered Accountants of Sri Lanka (ICA-SL)
 - The Association of Chartered Certified Accountants (ACCA-UK)
 - The Chartered Financial Analyst Programme of the CFA Institute (CFA-USA)
 - The Chartered Institute of Management Accountants of UK (CIMA-UK)
 - The Institute of Chartered Accountants in England and Wales (ICA-EW)**OR**
 - e) Attorney-at-Law with an Honours pass at the final examination with a minimum of two (02) years of experience in Executive level in banking or reputed financial institution.
- **Other Attributes :**
 - ☞ Positive mindset with drive and commitment to achieve bank's objective
 - ☞ Ability to work effectively under pressure
 - ☞ Possess leadership qualities
 - ☞ Inter-personal skills with ability to work with team
 - ☞ Literacy in IT
 - ☞ Proficiency in English language and Sinhala/Tamil Language
- **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. 90,000/- and 2nd year - Rs. 100,000/- 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 in the normal Banking Stream (Open Service).
- Upon fulfilling the requirements of the training to the satisfaction of the Bank, will be confirmed in the grade of Executive Officer of the permanent cadre.
- Expected to work beyond normal working hours and weekends/ holidays when required.
- The Trainee shall serve minimum of five (05) years obligatory period (including the training period) in the assigned province, unless otherwise decided by the Management.

Selection Procedure

- By a competitive examination and subsequent interview(s) for shortlisted candidates.
- Selections will be based on the requirements of the above five respective provinces.
- The following papers will be considered at the examination:
Paper I – Analytical Skills (IQ), General Knowledge and IT
Paper II – English Language
Paper III – Attitude Test
- The marks obtained at the competitive examination will be used only for shortlisting the candidates for the interview. Final selections will be based only on the marks obtained at the interview.

Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website www.boc.lk (under the "Careers" tab) together with the photocopies of your Birth Certificate, National Identity Card, all educational & professional certificates and certificate/documentary evidence to prove your experience, by registered post to the below address to reach us on or before 20th July 2024.

Vacancies are available only in Northern, Eastern, North Central, North Western and Uva Provinces and the candidate should mention the post and the province for which he/she is applying for on the top left-hand corner of the envelope.

If any candidate submits more than one application for different provinces, all applications will be rejected and shall be treated as disqualified for applying for the post.

The effective date of the degree and other professional qualifications should be on or before the closing date of applications.

Any application not meeting the above required eligibility criteria as at the closing date or submitting without photocopies of relevant supportive documents or submitting incorrect information or received after the closing date will be rejected at any stage of the recruitment without any further notice.

Chief Manager (Sourcing & Career Development)
Bank of Ceylon
26th Floor - Head Office
"BOC Square",
No. 1, 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.
- 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



A (Kw) Fitch Rating, AAA Brand Finance Rating.
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka.

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

