



**We are on a Journey to bring  
prosperity to our Nation & its people.  
Do you like to be a part of it???**

Regional Development Bank, as the premier state owned development bank in Sri Lanka with a network of 272 branches island-wide and with over 3000 manpower strength, invites applications from dynamic and result-oriented individuals with relevant qualifications and experience for the following post.

## **ASSISTANT MANAGER - Board Secretary**

**Job Location : Board Secretariat Division - Head Office**

### **Key Requirements:**

- Possess LLB degree.
- Be an Attorney-at-Law.
- Possess Notarial License in both Sinhala and English language.
- Possess Company Secretarial License.
- Minimum of 02 years experience in Legal/Board Secretariat in a public/private banking or financial sector.
- Strong knowledge of corporate governance, legal documentation, and regulatory framework.
- Be computer literate.
- Proficiency in English is essential.
- Age Below 35 years.

### **SERVICE CONDITION**

The appointment will be made on Contract basis initially for a period of 02 years.

### **REMUNERATION**

An attractive remuneration will be offered to the selected candidate.

### **CLOSING DATE FOR APPLICATIONS**

May 07, 2025

### **HOW TO APPLY**

Interested qualified candidates should send their applications, curriculum vitae and certified copies of their educational/professional transcripts to the following address. Application should comprise the information of two professional non-related referees including their names, addresses and contact numbers. Post applied for should be indicated on the top left hand corner of the envelope enclosing the application.

Any application not meeting the above required eligibility criteria or submitting incorrect information will be rejected at any stage of recruitment without any further notice. The Bank reserves the right to call only the shortlisted candidates and postpone or cancel the recruitment.



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பிரதேச அபிவிருத்தி வங்கி  
Regional Development Bank

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