

# BANK OF CEYLON

Bank of Ceylon is the largest banking institution in Sri Lanka having an island wide branch network with operations in overseas locations including a banking subsidiary in London. We are the only Sri Lankan bank ranked among the Top 1,000 banks in the world and No.01 in Sri Lanka.

We are looking for suitably qualified persons to fill the vacancy for the following position :

## **Security Assistant (Male/Female)** **(Contract Basis)**

### Eligibility Criteria

- Should be a citizen of Sri Lanka
- Passed at least five (05) subjects in G.C.E Ordinary Level examination in same sitting
- Should be in the grade of Lance Corporal of Sri Lanka Army/ Able Seaman of Sri Lanka Navy/ Leading Aircraftman of Sri Lanka Air Force/ Constable of Sri Lanka Police Or Higher ranks (along with initial interim military proficiency)
- Minimum of 05 years experience (consecutive) in Armed Forces or Police and duly resigned from the service. Preference will be given to those who have over 1 year experience as a Security Assistant / Security Officer in a Commercial Bank.
- Should have a valid license for Light Vehicle driving and Motorcycle riding
- Height - Male applicants - should be 5 feet and 4 inches or over  
Female applicants - should be 5 feet and 2 inches or over
- Age should be below 35 years as at the closing date of the application.

### Other Preferable Attributes

- Skill in firefighting, bomb disposal, Art of self-defense and using new security equipment.
- Involvement in Sports/Athletics
- Possessing English knowledge and strong interpersonal skills

### Terms and Conditions

- The position will be on contract basis for a period of two (02) years.
- After successful completion of two (02) years contract period, suitable candidates will be eligible for consideration to the absorption to the Bank's permanent cadre.
- A Monthly allowance (for 1st year- Rs.42,000/- and 2nd year- Rs.52,000/-) will be paid during the contract period.
- Should be prepared to serve in any part of the country as per the Bank's requirement.
- Should be able to work beyond normal working hours and weekends/ holidays.

### Selection Procedure

Shortlisted candidates based on the above eligibility criteria will be selected by an Interview and subsequent Medical & Physical Fitness Tests.

### Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website **[www.boc.lk](http://www.boc.lk)** (under the “Careers” tab) together with the photocopies of your Birth Certificate, National Identity Card, Driving License, all educational certificates, certificate/documentary evidence to prove your present rank and experience, certificate/documentary evidence regarding releasing from the service/ If applicant is in active service, a letter from the superior confirming the possibility of releasing from the service if selected, by registered post, with top left-hand corner of the envelope marked the post you have applied for, to the below address to reach us **on or before 03.05.2025**.

*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.*

*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 apply for the vacancy.*

**Chief Manager (Sourcing & Career Development)**

**Bank of Ceylon**

**26<sup>th</sup> 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.*