

# BANK OF CEYLON

The Bank of Ceylon, premier state owned commercial bank ranked among the top 1000 global banks, top 500 largest banks in the Asia Pacific Region and No.1 in Sri Lanka, is looking for suitably qualified, experienced, dynamic and results oriented young persons to fill the post of :

## Trainee Audit Assistant

### Eligibility Criteria

- **Should be a citizen of Sri Lanka**
- **Qualifications and Experience :**
  - Passed GCE Ordinary Level in 6 subjects in one sitting with at least 03 Credit passes  
AND
  - Passed GCE Advanced Level in 3 subjects (excluding General English and General Knowledge), obtained in one sitting  
AND
  - Should be a Certified Business Accountant from the Institute of Chartered Accountants of Sri Lanka (ICASL)  
AND
  - 2 years working experience in an audit firm approved by the Institute of Chartered Accountants of Sri Lanka (ICASL) or a financial institution regulated by the Central Bank of Sri Lanka (CBSL)
- \* Preference will be given for those who have passed CBF/IABF examination of the Institute of Bankers of Sri Lanka (IBSL) in addition to the above qualifications
- **Other Attributes :**
  - Sound Communication Skills in English and Sinhala/Tamil
  - Ability to work independently with minimum supervision
  - Computer literacy and IT based audit techniques
  - Inter-personal skills with ability to work as a team player
  - Ability to work effectively under pressure
- **Age**  
26 years or below as at the closing date

### Terms and Conditions

- The training period will be two (02) years and a monthly allowance (for 1<sup>st</sup> year – Rs. 45,000/- and 2<sup>nd</sup> year - Rs. 60,000/- 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, but outside the normal Banking Stream (Closed Service)
- Upon fulfilling the requirements of the training to the satisfaction of the Bank, will be confirmed in the grade of Audit Assistant – I of the permanent cadre
- 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
- Should be able to travel to any part of the country in a short notice

### Selection Procedure

- Shortlisted candidates at the competitive examination will be selected by an interview
- The marks obtained at the competitive examination will be used only for shortlisting the candidates for the interview
- Selection will be made on province wise or at the discretion of the Bank.

### 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, all educational certificates and documents to prove your experience 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 13.08.2022**.

**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  
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.*

