Post of "Information Security and Assurance Officer" - 2025

- ➲ *Submit your online application **on or before 14-06-2025**.*
- ➲ *Application received through any other method, except this online procedure will not be entertained under any circumstances.*
- ➲ *Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect/false information will be rejected at any stage of recruitment without any further notice.*
- ➲ *It is <u>strongly advised not to use mobile phone to fill the online application</u> since some of the features may not be worked properly in the mobile phone's browser.*
- ➲ *<u>Do not wait till last date to apply</u> online in order to avoid unnecessary system delays due to large number of online applications.*

<u>Instructions to the candidates regarding the online application:</u>

1. Please **read the vacancy advertisement carefully** and **those who do not fulfill** the eligibility criteria mentioned therein as at the closing date are **advised not to apply**. Such applications will be rejected at any stage of recruitment without any further notice.

2. First, register (*Sign-up*) yourself with a valid e-mail address and you will receive a one-time activation e-mail. If you have not received the e-mail within a reasonable time, please check your Spam folder. Once you activate the account by click on the link sent to your e-mail, your online career portal account will be activated. Then *Sign-in* with your credentials (e-mail and password).

3. After successfully signed-in, *Add* the job position to the cart, select the radio button and click *Apply* button.

4. Please fill all the mandatory fields (marked as *) under all tabs correctly.

5. The **<u>Personal Tab, Qualification Tab, Experience Tab and General Tab are mandatory</u>**. Therefore, **<u>skip</u> the Achievements Tab** and keep blank.

6. All above all tabs should be saved one by one properly.

7. Under <u>Personal Tab</u>, you should fill all the mandatory fields under Personal Information, Identification Information and Ethnic Information. Once you finish entering all the mandatory details, click *Save* button.

8. Under the <u>Qualification Tab</u>, please select only the relevant degree qualification. Then click *Add Qualification*. The added qualification will be displayed in a table below. If you

need to edit the already saved qualification, click on the relevant qualification name in the table and edit it. Then, mark your saved qualification as "Highest Qualification" by click the radio button. Once you finish adding the qualification, click *Save* button.

9. In the <u>Experience Tab</u>, after saving the present and past experiences, click *Finalized* button to save the tab.

10. In the <u>General Tab</u>, please acknowledge the declaration by tick the check box before save the tab.

11. After acknowledge the declaration under General Tab, preview your application by **click the "Apply" button** on the top of the page **before "Submit",** in order to verify the spelling and accuracy of the information you have entered.

12. Please ignore about the Preferred Language, Examination District and Examination Town under Examination Details and also Referees' details under Referees Section in the Preview Page.

13. In the Preview page, please choose your Preferred Communication Method at the bottom of the page before submit your application.

14. Keep the "*Application Reference Number*" for your future reference. This number will be sent to your registered e-mail as well. If you did not receive it in a reasonable time, please check your Spam folder.

15. The candidate should be able to produce documentary evidence for the qualification(s), if selected for the interview. If he/she fails to provide the proof documents (original copy) at the time of verification of certificates, his/her application would be disqualified immediately and would not be allowed to face the interview, even his/her online application submitted successfully and sat for the selection examination.

16. **Changes will not be permitted** after submission of the application.

[If there is any difficulty in submitting the application online, please call and get an assistance on 011-220-5115 / 5117 / 5118 on working days between 08:15 a.m. and 04:30 p.m.]

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HR Division
Bank of Ceylon
2025

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