



**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 islandwide, invites applications from dynamic and result oriented individuals with relevant qualifications & experience for the following post.

Personal Assistant to the General Manager / Chief Executive Officer (PA to GM/CEO)

Key Requirements :

1. Should have passed in G.C.E. (O/L) in one sitting.
2. Passed G.C.E. (A/L) with three passes in one sitting (excluding General English and General Knowledge).
3. A qualification in Secretarial Practice (Diploma or Certificate level).
4. Preference will be given to candidates possessing a sound working knowledge of computer applications and strong English communication skills.
5. Minimum of 15 years of total working experience in secretarial functions within the banking or financial sector.
6. Age below 55 years.

Service Conditions

The selected candidate will be placed on a probationary period of one (01) year under Banking Assistant – Grade 5-III. Upon successful completion of the probation period to the satisfaction of the Bank, the candidate will be confirmed in the permanent cadre as Personal Assistant (PA) to GM/CEO under the same grade.

The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service).

Remuneration

An attractive remuneration package will be on offer to the right candidate.

Closing Date for Applications

December 09, 2025

How to Apply

Please forward your completed Curriculum Vitae (CV) with contact details of two non-related referees to **careers@rdb.lk** on or before the above Closing Date for Applications with the respective post marked as the subject of the e-mail.

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

Chief Human Resources Officer
Regional Development Bank
No.933, Kandy Road, Wedamulla, Kelaniya.

☎ 0112 03 54 54 | www.rdb.lk |   