BOC IT Solutions (Pvt) Ltd, a fully owned subsidiary of the Bank of Ceylon is looking for suitably qualified, experienced, dynamic and results oriented persons to fill the following positions.

Document and Quality Controller (Contract Basis - 3 Years)

1. Educational Qualifications

Bachelor's degree in Information Technology or related field
(Please attach a copy with your application)

2. Professional Qualification

Professional Certification in following IT discipline will be preferred

Certification in ISO 9001

ITIL Foundation

COBIT certifications

ISO 20000 Implementor

3. Other Attributes

- Self-motivated and Results oriented
- Highly innovative with excellent problem solving skills
- Expected to work beyond normal working hours and week-ends/ holidays

4. Previous Work Experience

- Should have a minimum of two (02) years of experience in process document management / Quality Control
- Technical writing experience, Quality assurance and control experience and Knowledge in best practices and standards

5. Age Limit

- 35 years or below as at the closing date of the Application

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- **Employment Category**
  - Fixed Term Contract
- **Contract Period**
  - The total contract period will be 03 years (Subject to review of performance annually)
- **Salary Scale**
  - Negotiable; An attractive remuneration package will be offered based on the candidate's profile.

Application Procedure

- Applicants may submit their applications along with the photocopies of Degree certificates, Professional Qualification certificates all other relevant educational certificates, and documents to prove experience with the copies of Birth Certificate and National Identity Card to the email **career@bocits.lk** or to the following address via registered post with the post applied for marked at the top left corner of the envelope to reach us on or before **10/04/2026**.

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 Executive Officer
BOC IT Solutions (Pvt) Ltd.,
18th Floor,"BOC Square",
No. 1, Bank of Ceylon Mawatha, Colombo1.
Telephone: 076 542 5116
Email: career@bocits.lk

BOC IT Solutions (Pvt) Ltd
(A fully owned subsidiary of the Bank of Ceylon)

- Any form of canvassing will lead to immediate disqualification. • Reserves the rights to call only the shortlisted candidates.
- Reserves the rights to decide the number of positions to be filled or postpone/ cancel the recruitment.