

## Post of “Trainee Secretarial Assistant” - 2026

- *Submit your online application **on or before 27-06-2026**.*
- *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 strongly advised not to use mobile phone to fill the online application since some of the features may not be worked properly in the mobile phone’s browser.*
- *Do not wait till last date to apply online in order to avoid unnecessary system delays due to large number of online applications.*

### **Instructions to the candidates regarding the online application:**

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 an 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 **Personal Tab, Qualification Tab and General Tab are mandatory**. Therefore, you may **skip the Experience Tab and Achievements Tab** and keep blank.
6. Under the Qualification Tab, please **select only the OL, AL and Degree**. Do not select Professional/Masters or any other qualification type.  
(Select “201-Sinhala/ Tamil Language” for *Mother Language*)
7. Under Degree qualification, select ‘**REC - Secretarial Practice Course (English Medium)**’ as Diploma/ Certificate course in Secretarial Practice and select “Pass” as the class.

8. After adding all the relevant subjects, click “*Add Qualification*” button and your results will be shown in a table below.
9. Once you saved A/L, O/L results and Secretarial Practice Course (English Medium) qualification, Mark any one qualification as “Highest Qualification” before save the qualification tab.
10. If you need to edit the subjects, Click GCE O/L or A/L in the table and delete the qualification and add the qualification again.
11. In the General Tab, please acknowledge the declaration by tick the check box before save the tab.
12. 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.
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 011-220-5104 / 5117 / 5118 on working days between 08:15 a.m. and 04:30 p.m.]

HR Division  
Bank of Ceylon  
2026