

Bank of Ceylon is the largest banking institution in Sri Lanka having an islandwide branch network with operations in overseas locations including a banking subsidiary in London. We are the only Sri Lankan Bank ranked among the Top 500 banking brands in the world and No.01 Banking Brand in Sri Lanka.

We are looking for dynamic and suitably qualified individuals to fill vacancies for the post of ;

Trainee Development Assistant

(Vacancies are available only in Central, Eastern, Northern, North Central, North Western, Sabaragamuwa and Uva Provinces)

Key Responsibilities

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|---|---|
| 1. Product Promotion & Customer Education
Promote microfinance products to the correct target segments and provide appropriate customer education and advice. | 6. Loan Supervision
Recommend staged loan releases and perform inspections to ensure the proper end-use of loan proceeds. |
| 2. Relationship Management
Build and maintain close, trust-based relationships with customers using polite and persuasive communication. | 7. Market Awareness
Identify marketing opportunities, tie-ups, and awareness for customer end-products among potential buyers. |
| 3. Customer Requirement Identification
Identify exact customer requirements and suggest the most appropriate banking products to fulfill them. | 8. Recovery & Deposit Mobilization
Assist in the collection and recovery of loans through borrower visits and mobilize rural deposits based on borrower’s income generating activities. |
| 4. Credit Evaluation
Conduct inspections to gather data for credit decisions and evaluate applications to provide recommendations to the Branch Manager. | 9. Field Operations & Reporting
Engage in data gathering, report submission, and maintain field documentation while adhering to bank protocols. |
| 5. Institutional Coordination
Serve as a coordinator between the Bank and various government and non-government agencies to facilitate customer support. | 10. Other Duties
Perform any other tasks or field assignments as the Branch Manager instructs |

Eligibility Criteria

-  **Should be a citizen of Sri Lanka**
-  **Academic Qualifications:**
 - Minimum of a Diploma in Agriculture (full-time basis with a minimum duration of two years) from a Government Institution.
 - OR**
 - A Diploma in Agriculture on a full-time basis with a minimum duration of two years (equivalent to NVQ 6), offered by any recognized institute registered with the Tertiary & Vocational Education Commission (TVEC).
 - OR**
 - Minimum of a Diploma in Agriculture (Full time basis with a minimum duration of one year) from a Government Institute or recognized institutes registered with the Tertiary & Vocational Education Commission (TVEC) with a minimum of 02 years working experience in the relevant field.
-  **Should be a holder of a valid license for Motorcycle Riding.**
-  **Other Attributes**
 - Strong inter-personal and communication skills
 - Ability to demonstrate perseverance and commitment
 - Ability to work towards time targets
-  **Age**
30 years or below as at the closing date.

General

- o The training period will be two years and a monthly allowance (for 1st year – Rs. 60,000/- and 2nd year - Rs. 75,000/- per month) will be paid during the training period.
- o The post will be subject to the general terms and conditions of the Bank’s service, but outside the normal Banking Stream (Closed Service).
- o Upon fulfilling the requirements of the training to the satisfaction of the Bank, will be confirmed in the grade of Development Assistant – I of the permanent cadre (Non Banking).
- o The Trainee shall serve minimum of ten (10) years obligatory period (including the training period of two (02) years) in the assigned province, unless otherwise decided by the Management.

Selection Procedure

Shortlisted candidates based on the above eligibility criteria will be selected by an interview process. Selections will be based on the requirements of the above seven respective provinces.

Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website **www.boc.lk** (under the “Careers” tab) together with the photocopies of the following documents,

- Birth Certificate
- National Identity Card or any other identification proof
- Valid Driving License for Motorcycle riding
- Diploma in Agriculture (1 year or 2 years -full time) completion certificate& Transcript
- Documentary evidence to prove your experience (Only for 1 year diploma holders)
- Any other educational / professional qualifications

by registered post, with top left-hand corner of the envelope marked the post and the province you have applied for, to the below address to reach us **on or before 25.07.2026**.

Application received through any other method, except the above procedure will not be entertained under any circumstances.

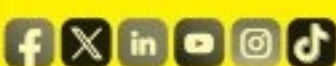
Vacancies are available only in Central, Eastern, North Central, North Western, Northern, Sabaragamuwa and Uva Provinces and the candidate should mention only one province when applying. Mentioning more than one province will lead to disqualification.

Any application not meeting the above required eligibility criteria or pending results as at the closing date or effective date of the qualifications after the closing date or submitting without photocopies of relevant supportive documents or submitting incorrect information will be rejected at any stage of the recruitment without any further notice. If any applicant fails to produce the documentary evidence to prove the above required eligibility criteria at the time of Verification of Certificates, his/her application will be rejected immediately.

The applicant shall read the Bank’s “Personal Data Protection Notice for Recruitment” which is available in the Bank’s website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when applying for the vacancy.

Chief Manager (Sourcing & Career Development)
Human Resource Operations
Bank of Ceylon
Head Office, 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.
- The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy



AA- (Ika) Fitch Ratings, Brand Rating: AAA- (Brand Finance Lanka)
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka.
For suggestions/comments/complaints - <https://www.boc.lk/contact>

Head Office, BOC Square,
No.1, Bank of Ceylon Mawatha, Colombo 1.

