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

TECHNICAL SUPPORT ADMINISTRATOR-ATM (Contract Basis)

1. Educational Qualifications

Bachelor's Degree in Information Technology or related field from a UGC recognized local or foreign university

OR

One (01) year Diploma in Information Technology from a recognized institution

(Please attach a copy with your application)

2. Professional Qualification

- Any certification in Microsoft Windows will be an added advantage

3. Previous Work Experience

- Should have a minimum of 03 years' experience in PC, Desktop and ATM/CRM hardware administration
- Good knowledge of ATM/CRM/CDM internal components
- Hands-on hardware troubleshooting experience
- Experience in electronic equipment support
- Working knowledge of operating systems, technical protocols, and industry standards
- Ability to operate tools, components, and peripheral accessories
- Ability to understand and follow technical manuals and operational guidelines

4. Other Attributes

- Strong customer service orientation.
- Excellent problem-solving skills.
- Ability to prioritize and execute tasks effectively
- Strong written, verbal, and interpersonal communication skills
- Ability to research and resolve ATM/CRM and software-related issues

5. Age Limit

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

6. Employment Category

- The post applied for should be clearly indicated in your application

7. Contract Period

- The total contract period will be 03 years (Subject to review of performance annually)

8. 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 Birth Certificate, National Identity Card, all educational certificates and documents to prove experience, by registered post with the top left hand corner of the envelope marked the post applied for or to the Email address given below to reach us on or before **25/11/2026**.

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: 011 476 4891
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.