

## Post of Trainee Development Assistant - 2025

- Submit your online application **on or before 26<sup>th</sup> July 2025**.
- *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 information will be rejected at any stage of recruitment without any further notice.*
- *It is **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 browser.*

### **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. Register yourself first with a valid e-mail address and then login with your credentials, if you have not registered already.
3. After successfully signed-in, add the job position to the cart 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 and Achievements Tabs** and keep blank.
6. Under the **Personal Tab**, please mention the province you wish to apply for in the “Preferred Place of Assignment” field. Applicants should type only the province mentioned in the paper advertisement. Applicants **should mention only one (01) province**. If applicant type anything other than the province name mentioned in the paper advertisement, the application will be treated as disqualified.
7. Under the **Qualification Tab**, applicant has to fill O/L, A/L and Diploma qualifications. Add the relevant subjects one by one. (*Select “201-Sinhala/ Tamil Language” for GCE O/L Mother Language*)
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 Diploma qualification, Mark any one qualification as “Highest Qualification” before save the qualification tab.
10. If you need to edit the subjects after saved the Qualification Tab, Click GCE O/L or A/L in the table and edit.

11. In the General Tab, please acknowledge the declaration by tick the check box before save it.
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 any Preferred Communication Method at the bottom of the page before submit your application.
14. Keep the “*Application Reference Number*” for your future reference.
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.
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 011-220-5115 / 5117 / 5118 on working days between 08:15 a.m. and 04:30 p.m.]

HR Division  
Bank of Ceylon  
2025

# BANK OF CEYLON

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 1,000 banks in the world and No.01 in Sri Lanka.

We are looking for suitably qualified and experienced persons to fill the vacancies for the post of ;

## Trainee Development Assistant

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

### Eligibility Criteria

**1. Should be a citizen of Sri Lanka**

**2. Qualifications**

- o Passed GCE Ordinary Level in 6 subjects (excluding optional subjects) with at least 5 Credit passes including Mother Language, Mathematics and English Language, obtained in same sitting

**AND**

- o Passed GCE Advanced Level in 3 subjects (excluding General English, General Knowledge and General Information Technology), obtained in same sitting

**AND**

- o 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 5 or above), offered by any recognized institute registered with the Tertiary & Vocational Education Commission (TVEC).

**3. Should be a holder of a valid license for Motorcycle Riding**

**4. Other Attributes:**

- Strong inter-personal and communication skills
- Ability to demonstrate perseverance and commitment
- Ability to work towards time targets

**5. Age :**

28 years or below as at the closing date

### Terms and Conditions

- 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.
- The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service).
- 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.
- The Trainee shall serve minimum of ten (10) years obligatory period (including the training period) 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

Submit your application through our website [www.boc.lk](http://www.boc.lk) (under the tab “Careers”) on or before **26th July 2025** and keep the “Application Reference Number” for your future reference.

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.

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

*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 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.*

*Please read the ‘Instructions to Candidates’ available in the Careers Page carefully and fill the online application form according to the given instructions.*

*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.*

### Human Resource Division

**Bank of Ceylon**

**Head Office**

**Colombo.**

- 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 Rating, AAA Brand Finance Rating.  
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.

