

# 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 vacancy for the position of :

## Administrator - Data Centre Operations (Probation)

### Eligibility Criteria

- Should be a citizen of Sri Lanka.
- Qualifications and Experience :
  - Bachelor's Degree in Computer Science or Information Technology or Information & Communication Technology or Software Engineering obtained from a local or foreign university, recognized by UGC of Sri Lanka
  - Post qualifying experience in IT Data Centre Operations will be an added advantage
  - Possession of ITIL foundation or any other system administration qualifications such as MCSA, RHCSA, IBM AS/400 certified System Administrator, CCNA will be an added advantage
- Other Attributes:
  - Self-motivated and service oriented
  - Highly innovative with excellent problem solving skills
  - Positive mindset with drive and commitment to achieve bank's objective
  - Ability to work effectively under pressure
- Age :  
30 years or below as at the closing date of the application

### Terms and Conditions

- The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service).
- If found suitable, candidate will be confirmed in the permanent cadre of the Bank after a probationary period of one (01) year as Administrator- Data Centre Operations.
- Salary scale applicable to the post is :

$$\frac{\text{Rs. } 90,645/= - \text{Rs. } 115,045/=}{\text{Rs. } 1,220/= \times 20}$$

(The approximate initial gross salary with variable cost of living allowance is around Rs. 188,000/- Per month)

- Expected to work on roster basis and beyond normal working hours and weekends/ holidays.

### Selection Procedure

- By an Aptitude Test and subsequent interview
- The marks obtained at the Aptitude Test will be used only for shortlisting the candidates for the interview
- The final selection will be on merit basis, based on the marks obtained at the interview

### Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website [www.boc.lk](http://www.boc.lk) (under the "Careers" tab) together with the photocopies of your Birth Certificate, National Identity Card, all educational & professional certificates and certificate/documentary evidence to prove your experience, by registered post to the below address to reach us **on or before 16th November 2024**.

*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 Manager (Sourcing & Career Development)

Bank of Ceylon

26th Floor — Head Office

"BOC Square"

No. 1, Bank of Ceylon Mawatha, 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 of the Bank.



A (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.

