

# GREAT OPPORTUNITY TO JOIN THE APEX INSTITUTION IN THE FINANCIAL SECTOR IN SRI LANKA



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இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

The Central Bank of Sri Lanka invites applications from qualified and experienced personnel to be appointed as Junior Personal Assistants in the Management Assistant Class of the Central Bank, subject to a probation period of two years. This position is demanding and open for those who are able to commit themselves to contribute as required and willing to work in a team environment.

## POST OF JUNIOR PERSONAL ASSISTANT (ENGLISH AND SINHALA)

### 1. Competencies

Excellent interpersonal, communication and organizational skills, proficiency in both Sinhala and English languages, ability to use various computer software (Office applications such as MS Word, MS Excel and MS PowerPoint) in performing work at office, prioritizing work appropriately and other generic competencies required by a personal assistant.

### 2. Responsibilities

Maintaining a high level of confidentiality, loyalty and timeliness, ability to coordinate various events by maintaining the diary, liaising with internal and external parties, preparing office correspondence independently, taking dictation and typing work and any other responsibilities under the secretarial functions.

### 3. Qualifications & Experience

#### • Educational Qualifications

Passed at least six (06) subjects including Mathematics with Credit passes for four (04) subjects including English and Sinhala at GCE (O/L) Examination in not more than two (02) sittings

and

Passed three (03) main subjects at GCE (A/L) Examination in any discipline at one sitting

#### • Professional Qualifications

Successful completion of a Professional Diploma/Certificate in Typewriting (English and Sinhala) from a recognized institution acceptable to the Central Bank

#### • Experience

At least 5 years of experience in Typing in English and Sinhala in a reputed institution and be conversant with the MS Office applications. Experience in secretarial services would be an added advantage.

### 4. Following Additional Qualifications would be an added advantage

Successful completion of a Professional Diploma/Certificate in Shorthand, Ability to work in Tamil

### 5. Age

**35 years** or below as at **25.05.2022**

Applicants are strictly advised to submit copies of the certificates relevant to the educational and professional qualifications & work experience. Any application without the copies of the above documents will be rejected without any notice at any stage of recruitment process.

### 6. Remuneration & other benefits

An attractive salary, special payment of two months gross salary per annum, contributions to Provident Fund and Employees' Trust Fund, medical & staff loan facilities, pension benefits and training opportunities

## SELECTION PROCEDURE

Applicants will be shortlisted for an interview based on the performance at a Skill Test conducted in this regard. Final Selection will be made based on the marks obtained at both Skill Test and the interview allocating equal weights. While all the question papers of the Skill Test will be in English medium, typing skills in both English & Sinhala will be tested. The font style "Iskoola Pota" will be used for Sinhala typing.

## APPLICATIONS

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka <http://www.cbsl.gov.lk>.

Applicants are strictly advised to adhere to the prescribed application format and send scanned copies of the duly completed application form with all the required documents to **hrd\_recruitment@cbsl.lk** to reach the Director/Human Resources via email on or before 25.05.2022.

The words "Application for the Post of Junior Personal Assistant (English & Sinhala)" should be mentioned as the subject of the email.

Any application not meeting the required qualifications, received after the deadline or not in the prescribed format will be rejected without any notice. Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post and candidates who fail to provide originals of relevant documents at the interview will not be appointed for this post under any reason.

Any form of canvassing will be a disqualification.

CBSL reserves the right to decide the number of positions to be filled or postpone or cancel the recruitment. CBSL has the discretion to decide the relevancy of the subject area covered in their educational qualifications and the experience as to match the requirements of the CBSL, in shortlisting the applications.

**Director – Human Resources**

**Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01**

**Telephone: 0112477330 Fax: 0112477715**