

Post of “Chartered Accountant – Associate Grade III” - 2025

- *Submit your online application **on or before 05-07-2025**.*
- *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/false information will be rejected at any stage of recruitment without any further notice.*
- *It is strongly 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’s browser.*
- *Do not wait till last date to apply online in order to avoid unnecessary system delays due to large number of online applications.*

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. First, register (*Sign-up*) yourself with a valid e-mail address and you will receive a one-time activation e-mail. If you have not received the e-mail within a reasonable time, please check your Spam folder. Once you activate the account by click on the link sent to your e-mail, your online career portal account will be activated. Then *Sign-in* with your credentials (e-mail and password).
3. After successfully signed-in, *Add* the job position to the cart, select the radio button and click *Apply* button.
4. Please fill all the mandatory fields (marked as *) under all tabs correctly.
5. The **Personal Tab, Qualification Tab, Experience Tab and General Tab are mandatory**. Therefore, **skip the Achievements Tab** and keep blank.
6. All above all tabs should be saved one by one properly.
7. Under Personal Tab, you should fill all the mandatory fields under Personal Information, Identification Information and Ethnic Information. Once you finish entering all the mandatory details, click *Save* button.
8. Under the Qualification Tab, please select only one (01) relevant professional qualification. Then click *Add Qualification*. The added qualification will be displayed in

a table below. If you need to edit the already saved qualification, click on the relevant qualification name in the below table and edit it. Then, mark your saved qualification as “Highest Qualification” by click the radio button. Once you finish adding the qualification, click *Save* button.

9. In the Experience Tab, after saving the present and past experiences, click *Finalized* button to save the tab.
10. In the General Tab, please acknowledge the declaration by tick the check box before save the tab.
11. 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.
12. Please ignore about the Preferred Language, Examination District and Examination Town under Examination Details and also Referees’ details under Referees Section in the Preview Page.
13. In the Preview page, please choose your Preferred Communication Method at the bottom of the page before submit your application.
14. Keep the “*Application Reference Number*” for your future reference. This number will be sent to your registered e-mail as well. If you did not receive it in a reasonable time, please check your Spam folder.
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 and sat for the selection examination.
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.]

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 persons to fill the vacancies for the following position.

Chartered Accountant – Associate Grade III

Eligibility Criteria

- **Should be a citizen of Sri Lanka.**
- **Qualifications and Experience :**
 - Full professional membership of at least one of the following institutions :
 - Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)
 - Association of Chartered Certified Accountants UK (ACCA)
 - Institute of Chartered Accountants in England & Wales (ICAEW)
 - AND
 - Minimum of 3 years post qualifying experience in auditing/ accounting in a recognized institution
 - Preference will be given to those having experience in financial services sector in a computerized accounting / auditing environment.
- **Other Attributes:**
 - Familiarity with corporate governance practices in the banking sector though not essential, but will be given preference
 - Candidates with knowledge on new accounting standards and banking products will be an added advantage
 - Ability to work independently with minimum supervision
 - Inter-personal skills with ability to work as a team player
- **Age :**
 - 34 years or below as at the closing date (i.e. date of birth should be on or after 05.07.1991)

Terms and Conditions

- Selected candidates will be placed initially on probation period of one (01) year.
- 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 probation period to the satisfaction of the Bank, candidates will be confirmed in the permanent cadre of the Bank as Chartered Accountant – Associate Grade III.
- Salary scale applicable to the post is :

Rs. 113,040/= - Rs. 150,640/=

Rs. 1,880/= x 20

(All-inclusive approximate initial gross salary with variable cost of living allowance is around Rs. 219,000/- per month)

- Should be prepared to serve in any part of the country as per the Bank's requirement.
- Should be able to work beyond normal working hours and weekends/ holidays.
- Should be able to travel to any part of the country in a short notice.

Selection Procedure

Shortlisted candidates based on the above eligibility criteria will be selected by an interview process.

Application Procedure

Submit your application through our website www.boc.lk (under the tab "Careers") **on or before 05th July 2025** and keep the "Application Reference Number" for your future reference.

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

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 as at the closing date or submitting incorrect information will be rejected at any stage of 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 apply for the vacancy.

Human Resource Division
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 of the Bank.*



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.

