



Indian Bank

Colombo

(Commercial Bank registered with Central Bank of Sri Lanka)

RECRUITMENT OF BANKING ASSISTANTS

We are looking for energetic and self-motivated individuals who are willing to perform in a demanding environment for the post of Banking Assistant with a competitive remuneration package and other fringe benefits (Gross salary – LKR 104,720.00 on confirmation) as per the Bank's Norms.

Minimum Eligibility Criteria:

- GCE (O/L) with minimum of 05 Credit Passes including "A" Pass in English and Mathematics in one sitting.
- Four Passes in GCE (A/L) including English in one sitting.
- Computer Literacy is essential
- Age limit: Should not be more than 28 years of age as of 30.04.2024

Preference will be given to those who have:

- Banking experience
- Part / Full qualification in Banking and Finance (IBSL)

For shortlisting of candidates, Bank may conduct a written exam followed by an interview to test the proficiency in Mathematics, General Knowledge, IQ and English.

Successful candidate should be able to work in any part of the Island wherever the bank is having its branches or may open in the future.

Candidates who are interested may apply with your resume mentioning name, address and contact details of two non-related referees, along with copies of the following documents to reach us on or before 28.05.2024.

1. Copy of Birth certificate
2. GCE (O/L) and (A/L) certificates
3. Copy of National Identity Card (NIC)
4. Computer Literacy certificate/s
5. * Experience certificate/s
6. * Additional qualification/s' certificates
* Optional

(Note: There shall be a probation period of 1 year and selection / confirmation on completion of probation period is at the satisfaction and discretion of the management)

The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication

The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of other terms and conditions spelt out in this notice including criteria for qualifying / method and procedure for selection.

Only those candidates who fulfil the eligibility criteria will be called for written exam / interview and intimated by E-mail mentioned in the Application.

Decision of the Bank in all matters regarding eligibility of candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of exam/interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the bank in this regard.

Candidates called for final joining shall be required to provide an acceptance to the service conditions and staff regulation of the Bank.

Candidates those who are interested:

1. Use the link to download the Application form in the link: <https://www.indianbank.in/wp-content/uploads/2024/03/Application-for-Post-of-Banking-Assistants-2024.pdf>
2. Completed Application along with Annexures to be sent by Registered Post to the below mentioned address mentioning on the envelop "Application for the post of Banking Assistant".

Postal Address:

HR Manager
Indian Bank
No 356 Galle Road
Colombo 03

Any clarification:

HR Manager 0755 700 215