

BOC IT Solutions (Pvt) Ltd, a fully owned subsidiary of the Bank of Ceylon is looking for suitably qualified, experienced, dynamic and results oriented young persons to fill the following positions.

IT Administrator (Contract Basis - 3 Years)

1. Educational Qualifications

- Bachelor's degree in Information Technology or related field **(Please attach a copy with your application)**

2. Professional Qualification

- ITIL Foundation or any accounting professional qualification will be added qualifications

3. Previous Work Experience

- Should have a minimum of three (03) years of experience in similar position
- Experience in spread sheet applications, technical writing and good knowledge in financial management.

4. Age Limit

- 45 years or below as at the closing date of the Application

• Employment Category

- The post applied for should be clearly indicated in your application

• Contract Period

- The total contract period will be 03 years (Subject to review of performance annually)

• Salary Scale

- Negotiable; An attractive remuneration package will be offered based on the candidate's profile.

• Other Attributes

- Self-motivated and Results oriented
- Highly innovative with excellent problem solving skills
- Expected to work beyond normal working hours and week-ends/ holidays

Application Procedure

- Applicants may submit their applications along with the photocopies of Degree certificates, Professional Qualification certificates all other relevant educational certificates, and documents to prove experience with the copies of Birth Certificate and National Identity Card to the following address via registered post with the post applied for marked at the top left corner of the envelope or to the email address given below to reach us on or before **10/11/2025**.

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 Executive Officer

BOC IT Solutions (Pvt) Ltd.,

18th Floor, Bank of Ceylon – Head Office

“BOC Square”, No. 1, Bank of Ceylon Mawatha, Colombo1.

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Email: bocmss@slt.net.lk

BOC IT Solutions (Pvt) Ltd

(A fully owned subsidiary of the
Bank of Ceylon)

- Any form of canvassing will lead to immediate disqualification.
- Reserves the rights to call only the shortlisted candidates.
- Reserves the rights to decide the number of positions to be filled or postpone/ cancel the recruitment.