

POST OF STAFF ASSISTANT - CLASS I

**National Savings Bank calling applications for the
post of Staff Assistant Class I**

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka
2. Educational Qualifications

Should have passed the GCE (O/L) Examination in one sitting in 06 subjects with 05 Credit Passes including Sinhala Language / Tamil Language, Mathematics and English
And

GCE (A/L) Examination with 03 Passes in one sitting (excluding General English, General Knowledge and General Information Technology)

Preference will be given to those who possess knowledge in Computer applications.

3. Age Limit
Below 28 years

METHOD OF SELECTION

By Written Examination and Interview

Out of the applications received in response to the vacancy advertisement published in the newspapers and NSB website, the shortlisted applicants who fulfill the above qualifications will be required to sit for a written examination comprising the following papers and a subsequent interview.

Paper 1: Numerical Skills & IQ (2hr)

Paper 2: General Knowledge (1hr)

Only the applicants who score the highest marks at the written examination will be called for the interview.

TERMS & CONDITIONS

- Successful candidates will be deployed for a two-year training period and a monthly allowance (1st year - Rs. 45,000/- and 2nd year - Rs. 60,000/-) will be paid during the training period.
- At the end of the two-year training, they will be absorbed into the permanent cadre as per the existing Bank's regulations.
- The selections for the interview will be on district basis. Those who are selected should be prepared to serve in any part of the country as per the requirements of the Bank and shall be responsible for Point of Sales (POS) collection, debt recoveries, marketing activities in addition to the routine Banking activities and any other tasks assigned by the Management of the Bank.
- The selected applicants should serve at the initially posted station for minimum of 5 years. Those who have served 5 years at the same station will be transferred to another station in any part of the country.
- Those who are selected are expected to work after normal working hours and during weekends and/or holidays, as and when required.

SUBMISSION OF APPLICATIONS

Applicants must use our standard application form which is available in the National Savings Bank Website www.nsb.lk. Applications should be sent under Speed Post or Registered Post to reach the address given below on or before **20.08.2021**. Applicants must keep the receipt with them given by Post/Sub Post Offices for future reference.

Photocopies of the relevant certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

The post applied for should be stated on the top left-hand corner of the envelope.

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 or submitting incorrect information will be rejected at any stage of recruitment without any further notice.

Any form of canvassing or submitting false information shall lead to immediate disqualification.

The Bank reserves the right to call only the shortlisted candidates and postpone or cancel the recruitment.

**Dy. General Manager (HRD)
HRD Division
National Savings Bank
Head Office
Colombo 3.**

100% Government Guaranteed

**Call Centre: 0112 379 379
Web - www.nsb.lk**