

PEOPLE'S BANK

People's Bank, as a commercial bank is involved presently in the process of consolidating it's stability further with the view to face vigorously the current financial scenario. In the context, Bank has decided to recruit intelligent young persons who evince high degree of accomplishments, and are willing to shoulder responsibilities and march forward with our team and to achieve the objectives of the bank.

CUSTOMER SERVICE ASSISTANT

1. ELIGIBILITY

1.1 EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

- Should pass minimum of 06 subjects at G.C.E. (Ordinary Level) Examination with 05 credits (excluding optional subjects) in one and the same sitting. It is compulsory to possess credit passes for the subjects of Mathematics, English and Sinhala/Tamil.

And

- 03 Simple passes at the G.C.E. (Advanced Level) Examination (Excluding General English) in one and the same sitting
- Applicant who possesses a certificate on completion of the Course of study on Computer Application Assistant NVQ Level 03 or a higher course of study awarded by an institute registered with the Tertiary and Vocational Education Commission is **preferred**.

1.2 AGE

- Age Should not be less than 18 years and not more than 28 years as at 30.11.2016. Accordingly only persons whose Birthdays have fallen on 30.11.1988 or thereafter, and on 30.11.1998 or before are eligible to apply for above post.

2. SELECTION PROCESS

While the Applicants who fulfil basic qualifications should appear for a qualifying test, only the applicants who achieve expected merit levels will be called for a subsequent interview.

Selection will be made with due consideration to marks scored at the interview as well as to marks scored at the above qualifying test.

The following three papers will be considered at the qualifying test.

- Paper 1 - Aptitude
- Paper 2 - Comprehension
- Paper 3 - Numerical Skills

3. TERMS & CONDITIONS

While the selected candidates should consent to serve in any part of the Island, it is compulsory for them to serve for a minimum period of five years continuously in the Work Station/Region where they will be initially attached to.

Candidates who are recruited under this scheme will be referred to a formal and comprehensive training covering all the aspects of banking on a four year contract basis.

A monthly allowance will be paid during the period of training. Successful completion of the period of training will not only be a qualification to be considered for a permanent appointment in the bank, but also will open opportunity to reap many benefits including an attractive salary, staff medical aid, housing loans and annual bonuses.

APPLICATIONS :

Eligible candidates are kindly requested to forward their applications along with photocopies of Educational certificates (G.C.E. O/L & G.C.E. A/L), IT Literacy Certificate and NIC/Birth Certificate. The post applied for and the relevant district of residence on the top left hand corner of the envelope (Eg-Customer Service Assistant-District-Kalutara). Duly perfected application forms should reach the undermentioned address on or before 30.11.2016.

Applicants are advised to refrain from forwarding more than one application.

Applications must be prepared in strict accordance with the specimen application form given below by using both side of A4 sheet. (Section No 1 to 11 should be in 1st page and Section No 12 to 15 should be in 2nd page) All incomplete and non-complying applications will be rejected.

Those who are not having the minimum qualifications as described above are advised not to apply.

The specimen application is also available in the People's Bank website www.peoplesbank.lk

Applications that do not conform to above procedure and specified minimum qualifications shall be rejected.

ATTENTION

While newspaper advertisements published on 12.04.2015 and 03.05.2015 in regard to the recruitment of Customer Service Assistants are cancelled hereby, only the applicants who fulfil specific qualifications stated herein should apply again with conformity to this newspaper advertisement.

Any form of canvassing with regard to these recruitments or submission of false information shall lead to immediate disqualification.

People's Bank reserves the right to decide the number of vacancies to be filled, postpone or cancel of recruitment and to arrive at a final decision on any matter not included in this advertisement.

Deputy General Manager (Human Resources)

People's Bank - Head Office

No. 75, Sir Chittampalam A Gardiner Mawatha, Colombo - 02.

APPLICATION FOR THE POST OF CUSTOMER SERVICE ASSISTANT

- 1) Medium ☐ (Sinhala = 2 / Tamil = 3 / English = 4)
Write the relevant number in the cage.

- (2) District number applied to sit for the exam
(Please see Table - I)

- (3) Name with initials eg : SILVA
(Block Letters)

- (4) Names indicated by initials :

- (5) Address (Permanent) :

- (6) Permanent Residential District No. : Electorate :
(Please see Table - I and Write the relevant number in the cage)

- (7) Sex (Male = 0 / Female = 1) :
(Write the relevant number in the cage)

- (8) Date of Birth : (A copy of the NIC or Birth certificate should be attached)

- (9) NIC No: Ethnicity :

- (10) Married/Single: Tel. No :
Mobile No.:

- (11) G.C.E. (O/L) Subjects with Subject Code & Grades Obtained in one sitting
(A copy of the certificate should be attached)
Year : Index No :

| | Subject Name | Code | Grade | | Subject Name | Code | Grade |
|-----|--------------|------|-------|------|--------------|------|-------|
| i | | | | vi | | | |
| ii | | | | vii | | | |
| iii | | | | viii | | | |
| iv | | | | ix | | | |
| v | | | | x | | | |

- (12) G.C.E. (A/L) Subjects with Subject Code & Grades Obtained in one sitting
(A copy of the certificate should be attached)
Year : Index No :

| | Subject Name | Code | Grade | | Subject Name | Code | Grade |
|----|--------------|------|-------|-----|--------------|------|-------|
| i | | | | iii | | | |
| ii | | | | iv | | | |

- (13) IT Literacy & Other Qualifications
- | Name of Institution | Qualification Obtained | Subjects Passed |
|---------------------|------------------------|-----------------|
| | | |
| | | |

- (14) Record of Employment (Present & Previous)
- | From | To | Institution | Designation |
|------|----|-------------|-------------|
| | | | |
| | | | |

- (15) Non - Related Referees :

| | (1) | (2) |
|-------------|-----|-----|
| Name | | |
| Address | | |
| Contact No. | | |

I agree to serve in any part of the country as required by the bank, in the event if I have been selected for the post.

I certify that the information given in this application is true and correct. I am aware that submission of any incorrect information will disqualify me for the post and if any information is found to be incorrect after appointment, the bank has the right to terminate me from service without prior notice and without any compensation.

Also, I am aware that the bank has the right to disqualify me in the event of any form of canvassing.

Date

Signature

Table - I

| District No. | District |
|--------------|--------------|
| 01 | Colombo |
| 02 | Gampaha |
| 03 | Kalutara |
| 04 | Matale |
| 05 | Kandy |
| 06 | Nuwara Eliya |
| 07 | Galle |
| 08 | Matara |
| 09 | Hamabantota |
| 10 | Jaffna |
| 11 | Mannar |
| 12 | Mullaitivu |
| 13 | Vavuniya |
| 14 | Trincomalee |
| 15 | Batticaloa |
| 16 | Ampara |
| 17 | Puttalam |
| 18 | Kurunegala |
| 19 | Anuradhapura |
| 20 | Polonnaruwa |
| 21 | Badulla |
| 22 | Moneragala |
| 23 | Kegalle |
| 24 | Ratnapura |
| 25 | Kilinochchi |



AA- Brand Finance Rating, AA+ Fitch Rating



PEOPLE'S BANK
THE PULSE OF THE PEOPLE