

BANK OF CEYLON

The Bank of Ceylon, premier state owned commercial bank ranked among the top 1000 global banks, top 500 largest banks in the Asia Pacific Region and No. 1 in Sri Lanka, is looking for a suitably qualified and experienced person to the position of :

TRANSLATOR (SINHALA/ENGLISH)

Key Responsibilities

The key responsibilities of this position include the following but not limited to :

- Translate the official documents of the Bank from Sinhala to English and vice versa
- Ensure that the translated documents convey the original tone
- Proof reading the translated documents for grammar, spelling and punctuations
- Maintain the cordial relationship with other internal departments and provinces

Eligibility Criteria

☞ **Should be a citizen of Sri Lanka**

AND

☞ **Educational/ Professional Qualifications:**

Degree from a recognized University (approved by the UGC) with Sinhala as a subject And Credit pass in English Language at GCE (O/L) Or Ordinary pass in English Language at GCE (A/L)

OR

Degree from a recognized University (approved by the UGC) with English as a subject And Credit pass in Sinhala Language at GCE (O/L) Or Ordinary pass in Sinhala Language at GCE (A/L).

❖ Diploma in Translation or any other professional qualifications (e.g. Sworn Translator) would be a definite advantage.

☞ **Experience:**

- Minimum of 3 years experience in Sinhala/English translation and vice versa from a Government Department, Public Organization, Bank or any reputed commercial organization.

☞ **Other Attributes:**

- Ability in translation work in Sinhala / Tamil and vice versa would be an added qualification
- Computer literacy and typing skill in Sinhala and English
- Ability to work under tight deadlines
- Have knowledge of the translation process, terminology and localization techniques
- Familiar in cross-reference specialized dictionaries and translation tools to check quality of translation

☞ **Age:**

35 years or below as at the closing date

Salary Scale :

- Salary scale applicable to the post is :

$$\frac{\text{Rs. } 62,060/= - \text{Rs. } 81,660/=}{\text{Rs. } 980/= \times 20}$$

(The approximate initial gross salary with variable cost of living allowance is around Rs. 150,000/= per month)

General Terms and Conditions :

- The post will be in Closed Service (Non-Banking) and subject to the general terms and conditions applicable to the Bank's Service.
- If found suitable upon fulfilling the requirements of the probation period to the satisfaction of the Bank, candidate will be confirmed in the permanent cadre of the Bank after a probationary period of two (02) years as Translator - I (Sinhala/English).
- Expected to work beyond normal working hours and weekends/holidays.

Selection Procedure :

By a competitive examination and subsequent interview for shortlisted candidates.

Application Procedure :

Send your updated curriculum vitae together with the photocopies of your Birth Certificate, National Identity Card, all educational / professional certificates and documents to prove your experience along with the contact details of two non-related referees by registered post, with top left-hand corner of the envelope marked the post you have applied for, to the below address to reach us **on or before 13th May 2023**.

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 will be rejected at any stage of the recruitment without any further notice.

Chief Manager (Sourcing & Career Development)

Bank of Ceylon

26th Floor - Head Office

"BOC Square"

No.1, Bank of Ceylon Mawatha,

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 postpone / cancel the recruitment at any time.



Head Office, BOC Square,
No.1, Bank of Ceylon Mawatha, Colombo 1.

Head Office, BOC Square,
No.1, Bank of Ceylon Mawatha, Colombo 1.

