

# BANK OF CEYLON

Bank of Ceylon is the largest banking institution in Sri Lanka having an islandwide branch network with operations in overseas locations including a banking subsidiary in London. We are the only Sri Lankan bank ranked among the Top 1,000 banks in the world and No.01 in Sri Lanka.

We are looking for suitably qualified and experienced persons for the following positions in our Legal Department :

## Trainee Court Clerk and Trainee Notarial Clerk

### Eligibility Criteria

- **Should be a citizen of Sri Lanka.**
- **Qualifications and Experience :**
  - o Passed GCE Ordinary Level with 5 Credit passes including Mother Language and English Language and an Ordinary Pass for Mathematics
  - AND
  - o Passed GCE Advanced Level with 3 subjects (excluding General English and General Knowledge), in same sitting
  - AND
  - o 2 years experience in a legal firm or with an Attorney-at-Law as a Court Clerk / Notarial Clerk
- **Other Attributes :**
  - o Speed in computer typing:  
Trainee Court Clerk – 20 w.p.m. in English and Sinhala/Tamil  
Trainee Notarial Clerk – 20 w.p.m. in English
  - o Computer Literacy and Competency in English Language are essential
- **Age :**  
35 years or below as at the closing date of application.

### Terms and Conditions

- o The training period will be two (02) years and a monthly allowance (for 1st year – Rs. 55,000/- and 2nd year - Rs. 70,000/- per month) will be paid during the training period.
- o The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service).
- o Upon fulfilling the requirements of the training to the satisfaction of the Bank, will be confirmed in the grade of Court Clerk – I / Notarial Clerk – I of the permanent cadre.
- o Expected to work beyond normal working hours and weekends/ holidays, if the need arises.
- o Should be prepared to serve in any part of the country as per the Bank's requirement.

### Selection Procedure

By a competitive examination (a written examination and a speed test in computer typing) and subsequent an interview;

The marks obtained at the competitive examination will be used only for calling the candidates for the interview. The final selection will be on merit basis based on the marks obtained at the interview.

### Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website [www.boc.lk](http://www.boc.lk) (under the "Careers" tab) together with the photocopies of your Birth Certificate, National Identity Card, all educational certificates and certificate/documentary evidence to prove your experience, by registered post on top left-hand corner of the envelope marked the post you have applied for to the below address to reach us **on or before 27th July 2024**.

*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 Manager (Sourcing & Career Development)

**Bank of Ceylon**

**26<sup>th</sup> 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 decide the number of positions to be filled or postpone / cancel the recruitment.*
- *The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection.*



A (Ika) Fitch Rating, AAA Brand Finance Rating.  
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka.

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

