

# BANK OF CEYLON

The Bank of Ceylon, premier state owned commercial bank ranked among the top 1000 global banks and No.1 in Sri Lanka, is looking for suitably qualified, experienced, dynamic and results oriented young persons to fill the following positions in the Legal Division of the Bank.

## Trainee Court Clerk and Trainee Notarial Clerk

### Eligibility Criteria

- **Should be a citizen of Sri Lanka**
- **Qualifications and Experience**
  - Passed GCE Ordinary Level with 5 Credit passes including Mathematics, English Language and Mother Language (excluding optional subjects), obtained in same sitting  
AND
  - Passed GCE Advanced Level with 3 subjects (excluding General English and General Knowledge), obtained in same sitting  
AND
  - 2 years experience in a legal firm or with an Attorney-at-Law as a Court Clerk / Notarial Clerk
- **Other Attributes :**
  - Speed in typewriting with 30 w.p.m. in English and 25 w.p.m. in Sinhala/Tamil
  - Computer Literacy and Competency in English Language are essential
- **Age**  
28 years or below as at the closing date

### Terms and Conditions

- The training period will be two years and a monthly allowance (for 1<sup>st</sup> year – Rs. 25,000/- and 2<sup>nd</sup> year - Rs. 28,000/- per month) will be paid during the training period
- The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service)
- 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
- Expected to work beyond normal working hours and weekends/ holidays

### Selection Procedure

By a written examination, speed test in typewriting and subsequent interview for shortlisted candidates

### Application Procedure

Send your resume through our website [www.boc.lk](http://www.boc.lk) (under the tab "Careers") on or before **13<sup>th</sup> February 2021** and keep the online "Reference Number" of the submitted application for your future reference.

*Application received through any other method except the above procedure will not be entertained under any circumstances.*

*Any applicants not meeting the above required eligibility criteria or submitting incorrect information will be rejected without any further notice at any stage of the recruitment.*

**Chief Manager (Sourcing & Career Development)  
Human Resource Division  
26<sup>th</sup> Floor, Bank of Ceylon Head Office  
"BOC Square", No. 01,  
Bank of Ceylon Mawatha,  
Colombo 01.**

*Any form of canvassing will lead to immediate disqualification.  
The Bank reserved the right to call only the short-listed candidates.*

