

PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for talented & dynamic individuals to fill the following position in the Bank.

COURT CLERK

The duties and responsibilities relevant to the position of Court Clerk among others are;

- Maintain the record room of the Regional Head Office (RHO) in a proper manner ensuring cleanliness and safety.
- Assist Senior Legal Officers, Legal Officers and Assistant Legal Officers in searching for and providing relevant case records from the record rooms or otherwise and when necessary.
- Obtain all journal entries, case proceedings, judgments, orders and any legal documents requested by the Legal Officers from courts.
- Update the court diary in a proper and accurate manner tallying with the journal entries and/or day book maintained at the court.
- Update the status of each case in the legal system on a daily basis with consultation of Legal Officers.
- Assist Legal Officers and other officials of the Legal Department, Head Office and RHOs in delivering relevant documents, to the counsels, other Legal Officers and/or third parties.
- Engage with posting letters, courier services, hand deliver of any letters or documents to the respective parties and keep and /or handover such proof of service to the respective officer/file.
- Assist Legal Officers in typing and filing letters of demand, proxies of the cases, motions, summons, percepts, notices, decrees, decree nisi, lists of witnesses, objections, replications, answers, petitions, complaints, written submissions and any other relevant documents.
- Assist in identifying hearing dates for cases, including matters listed for motions and other urgent matters.
- Handle payment of stamp duty on legal documentation in a proper manner and paste and maintain receipt in safe custody in relevant files.
- Maintain all files properly, ensuring they are securely bound and safely stored.
- Keep and maintain all the case records and other files in line with the 5S manner.
- Assist Senior Legal Officers, Legal Officers and Assistant Legal Officers in preparing and filing court documents and execution of writ and conduct auction and post auction activities together with providing assistance to the fiscals.
- Maintain good relationship with court officers and officials in all Governmental and Non-Governmental institutions.
- Assist Legal Officers in submitting monthly lists and duplicates to relevant Land Registries and provide copies to respective officers.
- Assist Legal Officers in obtaining certified copies of executed documents, title extracts, and deeds and do searches in the Land Registries all over the Land.
- Assist Legal Officers in obtaining certified copies of the documents and do searches at the Registrar of Companies, Trade Mark Office, Police, Labour Department and other relevant Governmental and Non-Governmental authorities and institutions.
- Assist Legal Officers in handing over the deeds/documents to the Land Registries as well as returning registered documents from the Land Registries at the reasonable time period to the respecting officers. Following up and collecting registered deeds from the Land Registries is a must.
- Perform in all matters assigned by the Senior Legal Officers, Legal Officers and Assistant Legal Officers of the Head Office, Legal Department and RHOs as well.
- Assist in preparing reports and co-ordinate with the Legal Department.
- Maintain attention to detail.
- Maintain due respect for Legal Officers at all times, recognizing their professional responsibilities and roles.

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka.
- **Qualifications**
 - ❖ Should have minimum of six passes (including Mathematics and English) in GCE (O/L) examination with 3 credit passes including Sinhala or Tamil language.
- **Working Experience**
 - ❖ Should have minimum of two years of experience as a Court Assistant preferably in a Law firm or under a senior lawyer.
- **Technical Skills**
 - ❖ Computer Literacy and typing skills will be an essential requirement.
 - ❖ A valid riding license will be considered as an added advantage.
- **Age**
 - ❖ Should be below the age of 30 years as at closing date of applications.

METHOD OF SELECTION

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

CONDITIONS OF EMPLOYMENT

The appointment will be made on contract basis and performance will be evaluated annually. The candidates should be willing to serve in any part of the country. Selected candidates should serve for a minimum period of 10 years in the region where they will be initially appointed. However, the bank retains the right to affect transfers in any part of the country at its discretion even within said 10 years.

REMUNERATION

Selected candidates will be paid an all-inclusive monthly allowance of Rs.55,000/- during the period of contract.

APPLICATIONS

The applicants must fill in the **Application form on the Career page of People's Bank website** and send the duly filled application along with Curriculum Vitae and other necessary supportive documents (Should be less than 2 MB). The post applied for must be clearly stated in the subject line of the Email and must be sent to the Email address: recruitment@peoplesbank.lk on or before **25.05.2026**.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741420/011 3741421.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

The Bank ensures the protection of your personal data's privacy and confidentiality in full compliance with its established Information Security Policy.

Deputy General Manager (Human Resources)
People's Tower - Level 14
No. 374, Dr. Colvin R. de Silva Mawatha
Colombo - 02.



A (Ba) Fitch Rating / AA Brand Finance Rating
People's Bank is a licensed commercial bank approved by the Central Bank of Sri Lanka.



Pride of the Nation