

# 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 suitably qualified, experienced, dynamic and results oriented young persons to fill the following positions in the Legal Division of the Bank:

## Trainee Court Clerk / 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 20 w.p.m. in English and Sinhala/Tamil
  - Computer Literacy and Competency in English Language are essential
- **Age:**  
35 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. 45,000/- and 2<sup>nd</sup> year - Rs. 60,000/- 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
- Should be prepared to serve in any part of the country as per the Bank's requirement

### Selection Procedure

- By a competitive examination (written examination and speed test in typewriting) and subsequent interview for shortlisted candidates.
- The marks obtained at the competitive examination will be used only for shortlisting the candidates for 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 documents to prove your experience 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 13.08.2022**.

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

**Chief Manager (Sourcing & Career Development)**  
**Bank of Ceylon**  
**Human Resource Division**  
**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 to postpone/ cancel the recruitment.*