

BANK OF CEYLON

Join the No. 1 Bank in Sri Lanka and build your legal career with us!

Applications are invited from qualified, young, energetic and achievement oriented persons who are willing to build up a career in the Legal Division of the bank, for recruitment to the post of:

TRAINEE ASSISTANT LEGAL OFFICER

(Vacancies are available especially in Anuradhapura, Polonnaruwa and Kegalle)

Key Responsibilities

- o Examination of title in immovable properties
- o Drafting and attesting Mortgage Bonds and other connected deeds and documents
- o Providing advice and opinion based on legal principles
- o Appearing in Courts, drafting Plaints, Motions and other connected documents in litigation matters

Eligibility Criteria

- > **Should be a citizen of Sri Lanka.**
- > **Qualifications :**
Attorney-at-Law & Notary Public with a License to practice in both English and Sinhala/ Tamil Languages
- > **Experience**
Minimum 3 years post qualifying experience in the relevant field.
Experience in banks or other financial institutions will be an added advantage.
- > **Other Attributes**
 - o Computer Literacy and exceptional communication skills
 - o Ability to handle work independently.
- > **Age**
30 years or below as at the closing date

Terms and Conditions

- o The training period will be two (02) years and a monthly allowance (for 1st year - Rs. 90,000/- and 2nd year - Rs. 100,000/- 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 If found suitable at a special examination conducted by the Bank at the end of the training period and general conduct during training period is satisfactory, will be confirmed in the grade of Assistant Legal Officer of the permanent cadre
- o Expected to work beyond normal working hours and weekends/ holidays when required.
- o Should be prepared to serve in any part of the country as per the Bank's requirement.
- o Those who apply for the special areas (i.e. Anuradhapura, Polonnaruwa and Kegalle) should possess their Notarial Licenses for the respective jurisdiction

Selection Procedure

By an interview for the shortlisted candidates

Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website 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, 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 27.07.2024**.

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
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 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 Policy of the Bank*



A (Ba) 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.

