

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 the areas of 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 English Language
- **Experience**
Minimum 1 year post qualifying experience in the relevant field.
Experience in banks or other financial institutions will be an added advantage
- **Other Attributes:**
 - Computer Literacy and exceptional communication skills
 - Ability to handle work independently
- **Age :**
32 years or below as at the closing date

Terms and Conditions

- 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.
- The post will be subject to the general Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service).
- 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.
- Expected to work beyond normal working hours and weekends/ holidays when required.
- Should be prepared to serve in any part of the country as per the Bank's requirement.
- Those who will be selected 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

Submit your application through our website www.boc.lk (under the tab "Careers") **on or before 22nd February 2025** and keep the "Application Reference Number" for your future reference.

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

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

The applicant shall read the Bank's "Personal Data Protection Notice for Recruitment" which is available in the Bank's website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when apply for the vacancy.

Please read the 'Instructions to Candidates' available in the Careers Page carefully and fill the online application form according to the given instructions.

**Human Resource Division
Bank of Ceylon
Head Office
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.