

GREAT OPPORTUNITY TO JOIN THE APEX INSTITUTION IN THE FINANCIAL SECTOR IN SRI LANKA



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இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

The Central Bank of Sri Lanka (CBSL) invites applications from qualified and experienced Sri Lankan citizens to be appointed as a Notarial Clerk to the Management Assistant Class Grade II of the CBSL, subject to a probation period of two years. This position is demanding and open for those who are able to commit themselves to contribute as required and willing to work in a team environment.

POST OF NOTARIAL CLERK

The Job / Responsibilities :

- Preparation of legal documentation in respect of CBSL Loan Schemes, including Mortgage Bonds, Deeds of Release, Title Registration documents such as Instruments of Mortgage and Instruments of Cancellation of Mortgage, extracting relevant information from various documents and typing agreements between the CBSL and outside parties such as lease agreements
- Carry out Land Registry searches, searches at Registrar of Companies and Court Registries, and obtain certified copies of relevant documents
- Compliance with Notarial Requirements of CBSL which includes ensuring payments of stamp duty and registration fees pertaining to deeds, and preparation and submission of monthly statements

Qualifications & Experience :

- **Educational Qualifications :** Passed at least six (06) subjects including Mathematics with Credit passes for four (04) subjects including English and Sinhala at GCE (O/L) Examination in one sitting
and
Passed three (03) main subjects at GCE (A/L) Examination in any discipline in one sitting
- **Experience :** **At least ten (10) years of experience as a Notarial Clerk** in a Financial Institution, Corporation or a Legal firm, and ability to type in English and Sinhala using computer applications and Computer literacy are mandatory requirements.

Age : 40 years or below as at **28th October, 2020**

Applicants are strictly advised to submit copies of the certificates relevant to the educational qualifications & work experience. Any application without copies of the above documents will be rejected without any notice at any stage of the recruitment process.

Remuneration and Other Benefits : An attractive salary and special payment of two months salary per annum, Provident Fund, Employees' Trust Fund, medical and staff loan facilities, and training opportunities

SELECTION PROCEDURE

Based on the performance at one or more interviews

APPLICATIONS

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka www.cbsl.gov.lk

Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications to the following address to reach the **Director/Human Resources** by **registered post on or before 28th October, 2020.**

The words "**Application for the Post of Notarial Clerk**" should be clearly marked on the top left hand corner of the envelope.

Any application not meeting the required qualifications, received after the deadline or not in the prescribed format will be rejected without any notice. Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post and candidates who fail to provide originals of relevant documents at the interview will not be appointed for this post under any reason.

Any form of canvassing will be a disqualification.

CBSL reserves the right to decide the number of positions to be filled or postpone or cancel the recruitment. CBSL has the discretion to decide the relevancy of the experience as to match the requirements of the CBSL in shortlisting the applications.

Director – Human Resources

Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01

Telephone: 011-2477330, Fax: 011-2477715