



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

We are looking for bright minds to help us create a world of happy experiences.

LAND REGISTRY CLERK (Outsourced)

Job Role

HNB PLC is on the lookout for a detail oriented and dependable Land Registry Clerk to join its Legal Department. The candidate must be experienced in handling legal documents, managing registrations, and to travel island-wide on a regular basis.

Duties and Responsibilities

- Visit Land Registries in both Colombo and outstations, as well as the Department of the Registrar General (DRG), Department of the Registrar of Companies (ROC), Local Authorities and any other institution as may be directed, for document submission, registration, follow-up and collection.
- Conduct Land Registry searches, DRG and ROC searches and other documentation searches and manage retrieval of documents and information.
- Conduct searches and obtain certified copies from Courts.
- Handle transaction related files handled by the Legal Department.
- Liaise and manage correspondence with Land Registries, Local Authorities, Public Offices and other legal entities.
- Manage and maintain organized filing, recording, reporting and retrieval systems, whether physical or digital.
- Handle payment processing for any of the matters referred above, including the payment of stamp duty.
- Support daily administration and document verification related tasks.
- Support Legal Officers and Managers of the Legal Department with any other documentation requirements.
- Ensure all deeds/Instruments handed over for registration are submitted on time
- Follow up registration of all deeds/instruments tendered for registration
- Conduct after searches and obtain last entries to ensure due registration of deeds
- Report any deficiency, refusal of any matter relating to registration process immediately to the respective Legal Officer for necessary action
- Keep informed Legal Officers about any procedural changes at the Land Registry

Educational Qualifications

- At least three (3) C passes or equivalent, at G.C.E. Advanced Level examination (preferably in the Commerce stream or in the Arts stream provided one subject taken was law-related).
- Native proficiency in Sinhala and Advanced/Upper Intermediate proficiency in English. Intermediate proficiency in Tamil will be considered an advantage.
- 2-3 years' experience in legal and Land Registry related work.
- Strong understanding of registration, documentation and document discovery related work.
- Excellent organization and attention to detail.
- Proficient in the use of Microsoft Office, especially MS Word, MS Excel and MS Outlook.
- Proficient in English and Sinhala typing.
- Willingness to travel regularly.
- A diploma in Law, Business Administration or related discipline would give the candidate an added advantage.

Interested candidates are invited to apply for the position
All applications must reach us by.

4th November 2025

