



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for four decades standing by all stakeholders, providing shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

The Bank is in the process of chartering into new vistas of development banking.

The HDFC Bank is looking for competent, dynamic & result-oriented individuals with a proven track record to fill the following positions.

SOFTWARE ENGINEER, GRADE III (2) - (02 VACANCIES)

Key Responsibilities :

- Apply the engineering principles and knowledge of programming languages to build software solutions for HDFC Bank and to design, develop, maintain, test, and evaluate computer software applications.
- Maintain systems by monitoring and correcting software defects.
- Develop existing programs by analyzing and identifying areas for modification.
- Attending to office related IT issues and providing on-site support as needed.
- Provide end user training when required

Eligibility Criteria :

- A Bachelor's degree from a recognized university in the field of Computer Science with 5 years' experience in programming
OR
- Recognized Diploma with minimum 01-year duration in Computer Science with 6 years' experience in programming.
- Exposure to software development using Java, dotNet, mobile application, C# and Oracle SQL's in a Banking /Financial institution is advantageous

Age Limit : Preferably below 35 years.

ASSISTANT LEGAL OFFICER, GRADE III (3) - BADULLA BRANCH

Key Responsibilities :

Litigation :

- Facilitate legal procedure related to recovery process by drafting, filing legal actions & all other legal documents relating to recovery process independently and appear in courts and other tribunals on behalf of the Bank.

Conveyancing :

- Ensure legal clearance of securities offered by customers and prepare title reports.
- Drafting, reviewing and attesting of security and other legal documents.
- Any other legal matters assigned by the Bank from time to time

Other duties :

- Liaising with relevant courts, land registries, customers etc., and internal branches and departments

Eligibility Criteria :

- Attorney-at-Law & Notary Public.
- Notarial license in relevant to the area to practice in English and Sinhala/Tamil languages.
- At least 3 years post qualifying experience in,
 - > Litigation (Money Recovery/Mortgage Action) preferably in financial service.
 - > Title work, court work and land registry searches and drafting all security and legal documents.
- Good knowledge in Debt Recovery, Banking & Commercial Law, Computer Literacy and excellent communication skills.

Age Limit : Preferably below 45 years.

Terms and Conditions relating to the position :

This position will be initially on contract basis for a period of one year and to be placed on probation on satisfactory performance.

GOLD VERIFICATION OFFICER (MALE) – GRADE IV (04 VACANCIES)

Key Responsibilities :

- To identify the genuineness of the gold articles.
- Ensure the Bank disbursed right value against the gold articles.
- To ensure that the adherence to laid down policies, procedures, rules and regulations of Gold Loan.
- To ensure the Bank's gold loan portfolio with the relevant karatage.
- Must visit islandwide branches on regular basis to verify gold articles.
- Verify proper safe keeping of gold articles

Eligibility Criteria :

- Three passes at GCE (A/L) excluding General English.
- 5 years' experience in pawning/gold loan related activities.
- Prior experience in Gold Loan Auditing is advantageous.
- Training certificates on Gold verification from a reputed Institution will be an advantage.
- Ability of identifying quality of gold with experience.
- MS Office skills.
- Fluency in English and Tamil languages will be an advantage

Age Limit : Preferably below 45 years.

An attractive remuneration package awaits the right candidates.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to : careers@hdfc.lk on or before **07.02.2024** indicating the position applied in the subject line of the e-mail.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above posts. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only short-listed candidates will be contacted for the next step of the recruitment process.

Assistant General Manager - Human Resources & Administration
HDFC Bank of Sri Lanka

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