



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 in our bank.

COURT CLERK/NOTARY CLERK, GRADE VI (1) BATTICALOA BRANCH / HOMAGAMA BRANCH (02 VACANCIES)

Key Responsibilities :

- Type litigation documents.
- Carry out title searches at relevant Land Registries.
- Visit the court houses and obtain journal entries / proceeding/ details of cases etc.
- Visit and forward legal documents to courts, land registries, any other institutions etc.
- Update Data Management System (DMS)

Eligibility Criteria :

- G.C.E. (A/L) Examination with three passes, excluding General English.
- G.C.E. (O/L) Examination with six passes with five Credits, including Mathematics, Sinhala/Tamil language and English.
- Knowledge in using MS Office package.
- Good typing skills in Sinhala/Tamil & English required.
- Minimum 3 years' experience in a legal firm or with an Attorney-at-law in a similar capacity is required for the position

Age Limit : Preferably below 30 years as at the closing date of applications.

Terms and Conditions relating to the position :

This position will be initially on contract basis for a period of 2 years and to be placed on permanent cadre on satisfactory performance.

An attractive remuneration package awaits the right candidate.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to : **careers@hdfc.lk on or before 27.03.2024** indicating the position applied for 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 these posts.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only shortlisted 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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www.hdfc.lk