



# HDFC BANK

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

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

## COMPANY SECRETARY

### **Job Profile :**

- Act as the company secretary of the bank and be in charge of convening Board meetings and Board subcommittee meetings ensuring timely preparation and distribution of agenda, minutes and meeting documents.
- Ensure full compliance with all statutory and regulatory requirements, including those of Central Bank of Sri Lanka, Colombo Stock Exchange.
- Act as the primary liaison officer with the regulatory bodies, including the Central Bank of Sri Lanka, Colombo Stock Exchange, Securities Exchange Commission of Sri Lanka.
- Coordinate Annual General Meetings (AGMs), Extra Ordinary General Meetings (EGMs) and other strategic meetings ensuring adherence to statutory timelines and the requirements of the Bank.
- Coordination of annual report preparation and coordinate dividends related works.
- Facilitate CBSL onsite examinations and ensure timely submission of relevant documents.
- Ensure accurate record keeping and strict confidentiality of all sensitive and corporate governance -related information.
- Support the Board of Directors and the GM/CEO in obtaining CBSL approval for appointments, submission of resignations, retirements, and re-designations of Key Management Personal.
- Submission of Fitness and Proprietary Affidavits to the Central Bank of Sri Lanka.
- Manage annual corporate governance assessments for Directors

### **Candidate Prerequisites:**

- Associate / Fellow member of Chartered Corporate Secretaries or Chartered Governance Institute and/or Attorney-at-Law.
- More than 06 years' Executive experience of which more than 03 years should be at Senior Managerial level in a Bank or financial institution.
- A registered Company Secretary of the Registrar of Companies.
- Proven experience in board advisory functions.
- Proven ability to manage Board meetings, subcommittee meetings independently.
- Thorough understanding of the CBSL directions, particularly on Corporate Governance requirements and compliance thorough knowledge of the requirements of the Colombo Stock Exchange.
- Strong command of English (both written and verbal) high proficiency in MS office, digital communication tools and Board PAC.
- Excellent interpersonal, coordination and documentation skills with high attention to detail and professional integrity.

■ **Age:** should be between 40 years to 55 years as at the closing date of applications.

## APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to **careers@hdfc.lk** on or before **08th February 2026** indicating the position applied in the subject line of the e-mail. The referees must include at least one from candidate's previous employment.

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.

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.

**AGM Treasury & Acting AGM - Human Resources & Administration**

**HDFC Bank of Sri Lanka**

**P.O. Box 2085,**

**Sir Chittampalam A. Gardiner Mawatha, Colombo 02.**