



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.

THREAT ANALYST

Job Profile:

- Responsible for assuring the security posture of the Bank Information systems and promptly respond to the information security incidents and support to prevent, detect & control security threat scenarios by using automated means.
- Conduct & support vulnerability and penetration testing requirements.
- Prepare security threat and vulnerability assessment reports by using security analytical tools.
- Responsible for follow the hardening practices and review the security controls of the corporate information assets.
- Report the potential threats and propose improvements and handle continuing security issues.
- Work with Security Operations Team to protect the Bank's Information assets.
- Act up on cyber threat intelligence information receive from various industry specific groups.
- Perform any other ad hoc duties.

Candidate prerequisites:

- A Bachelor's Degree from a recognized university in the field of Information Security / Cyber security.
- Relevant security professional qualifications such as CEH would be a distinct advantage.
- Knowledge in cyber security best practices.
- Minimum 04 years working experience in similar capacity.
- Sound knowledge on vulnerability management and security scanning tools.
- Excellent analytical and troubleshooting skills.
- Ability to work under pressure in a dynamic environment.

■ **Age:** should be between 35 years to 45 years as at the closing date of applications.

SECURITY OPERATIONS CENTER (SOC) ANALYST

Job Profile:

- Monitor and analyze security events and alerts generated by security tools and third party security vendor systems.
- Investigate and respond to security incidents, including malware infections, phishing attempts, unauthorized access and other potential threats.
- Conduct in-depth analysis of security events to determine root causes and access potential impacts.
- Collaborate with IT and other departments to resolve incidents and implement preventive measures.
- Perform vulnerability assessments and penetration testing to identify weaknesses in networks and systems.
- Stay updated on emerging security threats and recommend improvements to enhance the organizations security posture.

- Gather and analyze threat intelligence specific to financial sector, including emerging fraud schemes and targeted attacks.

- Prepare detail reports on security incidents, trends and use the latest technology to protect information.

- Perform any other ad hoc duties.

Candidate prerequisites:

- A Bachelor's Degree from a recognized university in the field of Information Security / Cyber security.
- Relevant security professional qualifications would be a distinct advantage.
- Knowledge of network security protocols and best practices.
- Minimum 04 years working experience in similar capacity.

- Sound knowledge on vulnerability management and security scanning tools.

- Strong analytical and problem-solving skills.

- Ability to work under pressure and respond quickly to security incidents.

- Communication skills for reporting incidents and collaborating with teams.

■ **Age:** should be between 35 years to 45 years as at the closing date of applications.

SOFTWARE ENGINEER

Job Profile:

- Develop high quality software solutions (web/windows/mobile), APIs and/or batch processes/programs as per banks' requirement in a timely manner.

- Integrate with other bank systems in order to have seamless solutions across multiple systems.

- Maintain development standards, best practices and documentations.

- Comply with regulatory/compliance/audit/security/performance standards defined by the bank.

- Ensure unit testing is performed for accuracy of the functions. Close identified errors, bugs or defects in a timely manner based on the severity.

- Keep updated on the technology changes and suggest adoption of new technologies in order to upgrade quality of the applications/solutions. Willing to learn new technologies.

- Maintain consistent technology framework.

- Proper version controlling and release management.

- Participate on audit, compliance, security/performance related assessments and provide required support for such activities. Implement fixes to any findings on such activities.

- Ensure all critical systems are available 24x7.

- Provide user training sessions as needed and support in identifying production system bugs/defects.

Candidate prerequisites:

- A Bachelor's degree from a recognized university in the field of computer science with 4 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:** should be between 25 years to 45 years as at the closing date of applications.

➤ **Remuneration: Attractive remuneration packages await the right candidates.**

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

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