

HDFC BANK

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

COURT CLERK/NOTARY CLERK – MATARA & JAFFNA BRANCHES

Key responsibilities

- Type litigation documents.
- Carryout title searches at relevant Land Registries.
- Visit the court houses and obtain journal entries/proceeding/ details of cases etc.
- Visit & forward legal documents to courts, land registries, any other institutions etc.
- Any other duties assigned by the respective Legal Officer & Branch Manager.

Eligibility criteria

- Three passes at the GCE (A/L) examination, excluding General English.
- GCE (O/L) with five credits, including credit passes for Mathematics, Sinhala/Tamil & English.
- Good typing skills in Sinhala/Tamil & English.
- Knowledge in MS Office package.
- Minimum of 2 years' experience in a legal firm or with an Attorney-at-law as a Court Clerk/Notary Clerk.
- Age : Below 30 years

Selection Procedure : Through an aptitude test and interview.

Terms & conditions relating to the position :

This position will be on contract basis for a period of 2 years.

APPLICATION PROCEDURE

Applications with two non-related referees, should be sent by registered post or email to careers@hdfc.lk to reach the undersigned **on or before 11th August 2021**. It is required to indicate the position applied on the top left hand corner of the envelope or subject line of the e-mail.

Assistant General Manager – HRM & Company Secretary
HDFC Bank of Sri Lanka
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