

# HDFC BANK

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

## ASSISTANT LEGAL OFFICER - JAFFNA / VAVUNIYA / BATTICALOA / TRINCOMALEE BRANCH (01 VACANCY)

### 1. Job Profile

#### 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.

### 2. Eligibility Criteria

2.1 Required Educational/Professional Qualifications and skills.

- Attorney-at-Law & Notary Public.
- Notarial licence to practice in English and Tamil languages.
- Computer literacy and excellent communication skills in English and Tamil languages.

2.2 Experience

- 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

2.3 Age : Less than 40 years as at closing date of applications.

### 3. Work station

To be stationed in one of the said branches, where the Notarial Licence is valid, and to overlook the duties in the rest of the three branches.

This position is transferrable on the need basis of the Bank.

## TECHNICAL OFFICER (ELECTRICAL)

### 1. Eligibility Criteria

1.1 Required Educational/Professional Qualifications and skills

Should possess one of the following qualifications or equivalent in the fields of electrical.

- National Diploma in Technology (NDT)
- Higher National Diploma in Engineering (HNDE)
- National Diploma in Engineering Science (NDES)

1.2 Experience and other requirements

- Minimum 5 years post qualifying experience
- Well conversant with AutoCAD
- Knowledge in AC, Generator, Security & Office equipment will be an added advantage
- Age : Between 35 - 45 years as at closing date of applications

## AUDIT ASSISTANT

### 1. Eligibility Criteria

1.1 Required Educational/Professional Qualifications and skills

- G.C.E (O/L) with six passes with five credits, including Mathematics and Sinhala/Tamil language and Should have passed G.C.E. (A/L) with 3 passes, excluding General English
- Part qualified in Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)/ Chartered Institute of Management Accountants of UK (CIMA - UK)/ Chartered Certified Accountants of UK (ACCA - UK)/Institute of Certified Management Accountants of Sri Lanka (CMA - SL)/ Banking - IBSL
- Knowledge in using MS Office package
- Should have good analytical skills and report writing skills

1.2 Experience and other requirements

- Minimum 2 years auditing experience, preferably in banking or finance sector
- Willing to visit branches islandwide
- Be a good team player
- Age : Less than 30 years as at closing date of applications

#### Remuneration

An attractive remuneration package awaits the selected candidates.

#### Selection Procedure

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

## APPLICATION PROCEDURE

Applications with two non-related referees, should be sent to [careers@hdfc.lk](mailto:careers@hdfc.lk) to reach the undersigned on or before **23rd March 2022**. It is required to indicate the position applied for in the subject line of the e-mail.

**Assistant General Manager - HRM & Company Secretary**  
**HDFC Bank of Sri Lanka**  
**Sir Chittampalam A. Gardiner Mawatha,**  
**P.O. Box 2085, Colombo 02.**

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