

HDFC BANK

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

ASSISTANT LEGAL OFFICER - BADULLA, JAFFNA, VAVUNIYA & TRINCOMALEE BRANCHES (02 VACANCIES)

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 Should be a citizen of Sri Lanka.

2.2 Required Educational/Professional Qualifications and skills

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

2.3 Experience

i. At least 4 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.

ii. Good knowledge in Debt Recovery, Banking & Commercial Law.

2.4 **Age** : Not more than 38 years.

3. Selection Procedure

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

4. Work station

- Badulla Branch (01 vacancy)
- Jaffna, Vavuniya & Trincomalee Branches - To be stationed in one of the said branches and to overlook the duties in the rest of the two branches (01 vacancy)

This positions are transferable on the need basis of the Bank.

5. Remuneration

Attractive Allowance will be paid based on industry rates.

APPLICATION PROCEDURE

Applications with two non-related referees, should be sent to careers@hdfc.lk to reach the undersigned **on or before 15th December 2021**. It is required to indicate the position applied in the subject line of the e-mail.

Assistant General Manager - HRM & Company Secretary
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