

HDFC BANK

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

ASSISTANT LEGAL OFFICER - GAMPAHA & KEGALLE 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 licence to practice in English and Sinhala languages.
- Computer literacy and excellent communication skills in English and Sinhala languages.

2.3 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

2.4 Age : Less than 40 years..

3. Selection Procedure

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

4. 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 29th June 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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Telephone : 0112356800

www.hdfc.lk

