



# VACANCIES

The HDFC Bank is inviting talented, dynamic, result-oriented individuals to join with HDFC Bank and advance your career in banking with a proven track record to fill the following positions.

## MANAGEMENT TRAINEES

### Eligibility Criteria :

- A degree with a minimum of 2nd class upper division or Grade Point Average (GPA) with a minimum of 3.5 out of a maximum of 4.0 points obtained from a local or foreign university recognized by UGC of Sri Lanka in any of the following subjects/disciplines;

Economics, Statistics, Mathematics, Accounting, Banking, Finance, Commerce, Business Administration, Management (Public / Financial / Accountancy / Business), Marketing, Human Resource, Engineering, Computer Science, Physical Science, ICT, Law, International Business, Valuation, Agriculture or any other discipline related to banking or finance.

### OR

- A passed finalist of the Institute of Bankers of SL or the Chartered Institute of Bankers – UK (CIB) together with a degree from a local or foreign university recognized by the University Grants Commission of SL relating to the above mentioned subjects/disciplines.

### OR

- Full qualification (passed finalists) of one of the following professional bodies;
  - The Institute of Chartered Accountants of Sri Lanka (ICASL)
  - The Chartered Institute of Management Accountants of UK (CIMA – UK)
  - The Association of Chartered Certified Accountants of UK (ACCA – UK)
  - The Institute of Certified Management Accountants of Sri Lanka (CMA – SL)
  - The Chartered Institute of Marketing (CIM – UK)
  - The Chartered Financial Analyst Programme of the CFA Institute (CFA – USA)
  - The Institute of Chartered Accountants in England and Wales (ICA – EW)

### OR

- Attorney-at-Law.

**Age Limit :** Below 30 years as at the closing date of applications.

### Terms and Conditions relating to the Position :

- The training period will be two years and a monthly training allowance of Rs. 75,000/- will be paid during the training period.
- While the Selected candidates should consent to serve in any part of the country, it is compulsory for them to serve a minimum of 5 years continuously including the training period in the District / Region where they will be initially attached to.
- Upon fulfilling the requirements during the training period to the satisfaction of the Bank, will be considered to be absorbed in the permanent cadre in the Executive Grade III (3).

## BANKING ASSISTANTS

### Eligibility Criteria :

- G.C.E. (A/L) Examination with three passes, excluding General English.
- G.C.E. (O/L) Examination with six passes with five Credits, including Mathematics, Sinhala/Tamil language and English.
- Knowledge in using MS Office package.

**Age Limit :** Below 24 years as at the closing date of applications.

### Terms and Conditions relating to the Position :

- The training period will be two years and a monthly training allowance of Rs. 45,000/- will be paid during the 1st year, and a monthly training allowance of Rs. 60,000/- will be paid during 2nd year of the training period.
- While the Selected candidates should consent to serve in any part of the country, it is compulsory for them to serve a minimum of 5 years continuously including the training period in the District / Region where they will be initially attached to.
- Upon fulfilling the requirements during the training period to the satisfaction of the Bank, will be considered to be absorbed in the permanent cadre as Banking Assistant, Grade VI (1).

### Terms and Conditions relevant to the recruitment :

Relevant applications are published on the website of Department of Examinations Sri Lanka, [www.doenets.lk](http://www.doenets.lk) and the applications can only be submitted online from **09:00 a.m. on 22.07.2024 to 09:00 p.m. on 12.08.2024.**

(Visit our careers page at HDFC Website [www.hdfc.lk](http://www.hdfc.lk) for detailed job advertisement).

**Assistant General Manager - Human Resources & Administration**

**HDFC Bank of Sri Lanka**

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