



The HDFC Bank is looking for competent, dynamic and results oriented individuals to fill the following position exist in all districts.

LEGAL OFFICER (CONTRACT)

1. Job Profile

Litigation

Facilitate legal procedure related to recovery process by

- Drafting, filing legal action & all other legal documents relating to recovery process independently and appear in court and other tribunals on behalf of the Bank.
- Liaising with relevant courts, land registries, customers etc., and internal branches and Departments.

Conveyancing

- Drafting, reviewing and attesting of security and other legal documents.
- Ensure legal clearance of securities offered by customers and prepare title reports.
- Any other legal matters assigned by the Bank from time to time.

2. Eligibility criteria

2.1 Should be a citizen of Sri Lanka.

2.2 Required Educational Qualifications/Professional Qualifications

- Attorney-at-Law & Notary Public.
- Notarial License in English and Sinhala or Tamil.
- Computer literacy and excellent communication skills in English and Sinhala or Tamil languages.

2.3 Experience

- At least 04 years post qualifying experience,
 - especially in Litigation (Money Recovery Action) preferably in financial service.
 - in title work and land registry searches and drafting all security and legal documents.
- Good knowledge in Debt Recovery, Banking & Commercial Law.

2.4 Age : Not more than 45 years.

3. Selection Procedure

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

4. Remuneration

Based on market rates.

5. Terms & conditions relating to the position

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

APPLICATION PROCEDURE

Applications, stating the preferred district to serve along with two non-related Referees, should be sent by registered post or email to career@hdfc.lk to reach the undersigned **on or before February 17th 2020**. It is required to indicate the position applied for on the top left-hand corner of the envelope or subject line of the e-mail.

Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

All applications will be treated in strict confidence and any form of canvassing will be a disqualification.

The Bank reserves the right to decide the number of positions to be filled or postpone/cancel the recruitment.

Chief Manager - HR & Administration
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