

# HDFC BANK

The HDFC Bank to absorb Management Trainees and Trainee Banking Associates for 2 year training period. Accordingly, we request the candidates with following qualifications and skills to apply

## MANAGEMENT TRAINEES

### 1. Eligibility criteria

#### 1.1 Required educational qualifications:

- a. Graduate in Finance, Accountancy, Business Administration, Management, Commerce, Economics, Agricultural Science, Law, Statistics, Mathematics, Engineering, Computer Science, Physical Science.

Or

- b. Full professional qualifications in
  - Banking - IBSL or Chartered Institute of Bankers of London
  - Finance - Institute of chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants of UK (CIMA - UK) / Association of Chartered Certified Accountants of UK (ACCA - UK) / Institute of Certified Management Accountants of Sri Lanka (CMA - SL).
  - Marketing - Chartered Institute of Marketing (CIM-UK) / Sri Lanka Institute of Marketing (SLIM).
  - Law - Attorney-at-Law

Preference will be given to the candidates who are having a 1st Class or 2nd Class Degree (equivalent grading to 1st or 2nd Class, for candidates with professional qualifications) and with two year experience in a Licensed Bank or Financial Institution, under the purview of the Central Bank and for the candidates whose permanent addresses are within the relevant districts where the bank has a vacancy for a Management Trainee at the time of recruitment.

- 1.2 **Age:** Not more than 28 years as at the closing date of the applications.

### 2. Training Period: Two years

### 3. Remuneration: A reasonable monthly allowance will be paid during the period of training.

## TRAINEE BANKING ASSOCIATES

### 1. Eligibility criteria

#### 1.1 Required educational qualifications & skills

- a. Have passed G.C.E (O/L) with six passes with five credits, including Mathematics and Sinhala/Tamil and  
Have passed G.C.E (A/L) with 3 passes, excluding General English
- b. Knowledge in using MS Office package
- c. A flair for good interpersonal relations and customer service.

- 1.2 **Age:** Not more than 24 years as at the closing date of the applications.

### 2. Training Period: Two years

### 3. Remuneration: A reasonable monthly allowance will be paid during the period of training.

## APPLICATIONS PROCEDURE

Applications with two non-related referees, should be sent via email to [careers@hdfc.lk](mailto:careers@hdfc.lk) to reach the undersigned **on or before 17th November 2021**. It is required to indicate the position applied in the subject line of the email.

Any applications not meeting the required qualifications as at the closing date, received after the deadline will be rejected without any notice.

**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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