



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for over four decades. We provide shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

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

Assistant Legal Officer

Job Profile:

- Drafting of Plaints for filing action by checking the relevant security documents.
- Filing of court cases.
- Filing of All documentation as instructing attorneys required to file pertain to court cases such as complaints, answers, objections, written submissions, decrees, writ papers, proxies, witness lists, auction papers, motions etc.
- Court case appearance and represent HDFC for cases filed/against all litigation matters
- Obtaining writs and enforcing judgements.
- Auctioning of properties through courts.
- Obtaining garnish orders.
- Liaise with Panel lawyers and follow-ups Security documents.
- Checking the relevant security documents for loan granting and legal approvals.
- Title searches and legal documentation.
- Deed attestation Legal Opinions.
- Giving legal opinions for Branch day to day operational matters.
- Proper supervision of Junior Legal officers
- Advisory for main areas for litigation and title work
- Follow-up of Litigation matters based on different KPIs for regions.
- Contract Documentation and agreements of administration. IT, etc.
- Legal opinions for sensitive matters, investments, HR, RTI, corporate governance etc.
- ROC registration of security charges and under secured transactions Act.
- Continues Training of Legal staff.

Candidate prerequisites:

- Attorney-at-Law & Notary Public.
 - Notarial license in relevant to the area to practice in English and Sinhala/Tamil languages.
 - At least 02 years to 04 years post qualifying experience in,
 - i. Litigation (Money Recovery/Mortgage Action) preferably in financial service.
 - ii. Title work, court work and land registry searches and drafting all security and legal documents.**(Candidates will be positioned within the applicable grades according to relevant experience.)**
 - Good knowledge in Debt Recovery, Banking & Commercial Law, Computer literacy and excellent communication skills.
- **Age:** should be between 25 years to 45 years as at the closing date of applications.
 - **Remuneration:** An attractive remuneration package awaits the right candidates.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to careers@hdfc.lk on or before **22nd February 2026** indicating the position applied in the subject line of the e-mail. The referees must include at least one from candidate's previous employment.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above posts. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only shortlisted candidates will be contacted for the next step of the recruitment process.

Acting Assistant General Manager - Human Resources & Administration
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