HDFC BANK
The Bank for your Home

Management Trainees

HDFC Bank is a licensed specialised Bank quoted in the Colombo Stock Exchange. The Bank performs financial services for the housing industry and has expanded its services in related development in the SME sector, Savings and Fixed Deposits with 39 Branches spread all over the country. Currently the HDFC is planning ahead to strengthen its island wide operations. The Bank will recruit Management Trainees who have sound academic background plus professional achievements, in order to take up new challenges in the prevailing competitive market.

Candidates' Eligibility

- A First class or Second class (upper) Degree from a recognized University in Economics, Commerce , Law, Business Administration, Computer science , Financial Management, Statistics
  AND/ OR
- DBF/DABF qualification from IBSL or Chartered Institute of Bankers of London with a degree from a recognized University relating to the above mentioned disciplines
  AND/ OR
- A passed finalist from a recognized professional Accounting body such as Institute of Chartered Accountants of Sri Lanka/ Chartered Institute of Management Accountants of UK, Association of Chartered Certified Accountants of UK, and Attorneys at law or equivalent
- Age below 32 Years as at the closing date of the application.
  (Previous Banking experience will be an added qualification)

Competencies

- Sound written and oral communication abilities in English and Sinhala/Tamil
- Demonstrated initiative and a capacity to be innovative
- Leadership skills and management potential to grow
- High level of team-performance skills and positive work attitude
- High Level of analytical and inter-personal skills
- High level of computer literacy
- Excellent Sales and Marketing Skills

Mode of Selection

Selection will be made through a written examination as follows and Subsequent interview

	Subject	Medium
(a)	Language paper to test the working knowledge of English and the organization of thought and knowledge	English
(b)	Analytical Skills/IQ	Sinhala/Tamil or English

Training period

Two years subject to satisfactory performance evaluation bi-annually. Trainees are required to work in any part of the Island during the training period.

Remuneration

Remuneration will be commensurate with the industry norms but will be attractive.

- Canvassing in any form will be a definite disqualification.
- In the selection process the management decision will be final and conclusive.

Applicants who wish to apply for the above post should forward their applications to reach us on or before 28th April,2017by registered post with the post applied for on the top left hand corner to

Chief Manager –Human Resources & Administration,
P O Box 2085, Sri Chittampalam A Gardiner Mw., Colombo -2
or ***career@hdfc.lk***The applications can be downloaded from ***www.hdfc.lk***

Housing Development Finance Corporation Bank of Sri Lanka

HDFC BANK

Sir Chittampalam A Gardiner Mawatha,
P. O. Box 2085,
Colombo 02.

Application Form

(**Instructions**: Please fill in the required information clearly and completely. Type or write legibly in black ink. If you need more space, attach additional pages of the same size)

POST:

01. Personal Details

1.1 Family Name (Surname) with initials *(Mr/Mrs/Miss)*	**1.2** Name indicated by initials
1.3 Address *(Permanent Residence)*	**1.4** Contact Address *(If different from Permanent Residence)*
1.5 Telephone No:	**1.6** Telephone No:

1.7 E-mail address	**1.8** Mobile No:	**1.9** Office Telephone No: Fax No:
1.10 Date of Birth: Age:	**1.11** National ID No: Passport No:	**1.12** Marital Status:

02. Education

	From	To	School	Area (Maths/Science/Commerce/ Arts)
2.1 GCE O/L				
2.2 GCE A/L				

2.3 Academic & Professional Qualification

2.3.1 Academic Qualification	University	From-To	Nature Of Degree

2.3.2 Professional Qualification	Institution	From-To	Nature of Qualification

3.0 Other Training Programs / Seminars/ Workshops attended
(which are relevant to the present job)

3.1 Membership in Recognized Professional Institutions

3.2 Computer Literacy (Ms Office: Word, Excel, Power point)

04. Employment History (Please start with present employment)

Name & Address of Employer	Designation	From DD/MM/YY	To DD/MM/YY	Name, Telephone No and Designation of Superior Officer	Reason for leaving the relevant working place.

05. Other Information

5.1.1 Do you have any friends or relatives working at HDFC Bank? If yes, please state name and relationship.

5.2 Court Cases/ Disciplinary actions

5.2.1 Have you ever been convicted or pleaded guilty in a court of law for any crime and or offence other than minor traffic offences? Are there any court cases pending against you? If yes, give details.

5.2.2 Has disciplinary action been taken against you and or contemplated against you by a previous employer?

6.3 Medical Status:

6.3.1 Do you suffer from any illnesses? If yes, give details.

6.4 professional interest & activities

07.References

7.1 Please give names and addresses of two referees

Name	Official Address	Telephone Number
7.1.1		
7.1.2		

I certify that the information I have provided in this employment application is accurate and has been compiled to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in this application will be sufficient reason to deny employment and / or may be reason for future dismissal.

……. ……

Signature of the Applicant **Date**