



HDFC BANK

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

The Bank is in the process of chartering into new vistas of development banking.

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

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 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 application is published on the website of Department of Examinations Sri Lanka, www.doenets.lk and the applications can only be submitted online from 09:00 am on 22.07.2024 to 09:00 pm on 12.08.2024.

Method of recruitment:

Recruitments shall be made according to the order of the merit list prepared based on the cumulative results of the written competitive examination and marks obtained at the interview to fill the declared number of vacancies. However, the number of vacancies to be filled and the effective date of appointment shall be determined at the discretion of HDFC Bank.

Written Examination:

The written examination will be conducted by the Commissioner General of Examinations. The examination is expected to be conducted in the month of October 2024. This examination will be conducted in Colombo or if required the examination may be held at examination centers established in other towns indicated below. The candidate shall not be permitted to change the Town/ Towns of the preference in any event, if sufficient number of applicants has not selected a particular examination center, applicants who have selected such examination center will be referred to another appropriate examination centre, based on their secondary choice of town or to an examination center which will be establish at a town is close proximity.

District	District Code	District	District Code
Colombo	01	Badulla	08
Kandy	02	Rathnapura	09
Matara	03	N'Eliya	10
Jaffna	04	Matale	11
Trincomalee	05	Batticaloa	12
Kurunegala	06		
Anuradhapura	07		

Subjects of the examination

Subject no	Subject	Medium	Duration	Maximum Marks	Pass Marks
01	English Language	English	1 ½ hrs	100	40
02	Analytical Skills/IQ	Sinhala/English/ Tamil	1 hr	100	40
03	General Knowledge	Sinhala/English/ Tamil	1 hr	100	40

Note

The Expectation of the written examination is to measure competency and skills of the candidate for the duties of the position. A candidate is required to obtain at least 40% of merits allocated for each subject in order to pass the written subjects.

Interview

This interview will be held to verify whether the applicant has satisfied the minimum eligibility criteria mentioned in the Newspaper advertisement and to further determine the suitability to hold the position. It is strongly emphasized that even though an applicant who has not fulfilled the minimum eligibility criteria specified in the Newspaper advertisement has passed the examination, he/she shall not be eligible to be appointed to the position. 100 marks are allocated at the interview and there the personality and other qualities of the candidate shall be evaluated. At the discretion of HDFC Bank, from applicants who have scored the highest marks at the competitive examination a number of applicants similar to three times the number of vacancies will be called for the interview in the order of the admission number.

Conditions of the Examination

- I. The subject number (01) of the Examination shall be conducted only in English Language and the subject number (02) and the subject number (03) of the examination will be conducted in Sinhala, Tamil & English medium. Candidates shall sit for the examination in only one language of their preference for the subject number (02) and (03). Candidate shall not be permitted to change the language medium of the examination, indicated in the application. All candidates must appear for all three (03) question papers.
- II. Online Examination Application should only be filled in English Medium. Once the Department of Examinations receives the application submitted online and the candidates will be notified via SMS to the mobile phone number used to access the system or via email whether the application was accepted by the Department. Before completing the online application applicant should download the common instructions sheet. Incomplete applications are rejected without any notice.
- III. Examination fee is Rs 1200/= . Payments should be made only via following methods of payments provided by the online system.
 1. Any Bank Credit Cards.
 2. Any Bank Debit Cards.
 3. Bank of Ceylon Online Banking Method.
 4. Bank of Ceylon Slip Payment.

Note

Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site.

- IV. Receipt of payment will be notified via an SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examinations shall not be responsible for any error that occurs during the payment of examination fees via above methods of payment.
- V. Under any circumstances the examination fee will not be refunded or transferred for another examination.

- VI. The admission card to sit for the examination will be issued by the Department of Examinations with the signature of the applicant placed on the admission card should be attested. Applicants should get the signature attested by Government School Principal Officer, Retired Officer, Grama Niladari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a Commissioned Officer in three armed forces, a Permanent Staff Officer in the public or provincial public service or a Chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position.

Note

Entrance to the examination hall shall not be permitted without an admission card. Every applicant should furnish the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/she sits for the examination.

- VII. Personnel who have not satisfied the minimum eligibility criteria should not submit applications. An applicant should not submit more than one application. Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination or to hold the post.
- VIII. Commissioner General of Examinations shall issue admission cards to applicants who have submitted prescribed applications on or before the closing date of applications on the assumption that only those who have satisfied qualifications mentioned in the advertisement and are within the relevant age limits have applied. A notification will be published in newspapers as well as on the official website of Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the notice. When such inquiry is made the candidate should clearly mention the name of the examination, full name of the applicant, National Identity Card Number and Address. In case of an applicant outside Colombo, sending a letter of request furnishing above details and a fax number to which the admission card should be sent would be more effective. It would be advisable to keep the following in hand at the time of calling the Department of Examinations in order to verify certain details inquired by the Department of Examinations i.e. photocopies of the application form and the receipt obtained after paying the examination fee kept at your possession.
- IX. HDFC Bank shall reserve the right to decide the number of vacancies to be filled, to postpone or to cancel the examination or to arrive at a final decision regarding anything that is not indicated in this advertisement.
- X. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting and issuing results of this examination. Further candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

XI. A candidate shall be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject that the candidate sits. For this purpose, any of the following documents shall be accepted:

- a. National Identity card
- b. A valid Passport
- c. A valid Sri Lankan driving license.

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

XII. Issuance of results

Result sheet, listed on the order of merit of the marks secured at the written examination and the interview, prepared on the basis of the admission number, the names of a number of candidates equal to the number of vacancies to be filled shall be provided to the Bank by the Commissioner General of Examinations.

The results of all the applicants who have sat for the examination shall be informed personally or published in the website www.results.exams.gov.lk by the Commissioner General of Examinations.

XIII. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

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