

HDFC Bank Careers 2023 - Freshers Jobs - Assistant Clerk Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
January 17, 2023

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Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 17,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Assistant Clerk will provide clerical and administrative support to the Registry Manager.

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Responsibilities:

- Prepare legal documents for filing with the court registry
- Maintain accurate and up-to-date files
- Data entry

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HDFC Bank Careers

Skills:

Strong computer skills, including experience with Microsoft Office Suite

Important Links [Find the Link in Apply Now Button](#)

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