

## HDFC Bank Careers 2023 – Jobs Near Me – Assistant Clerk Post

**Hiring organization**  
HDFC Bank

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

### Date posted

February 24, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 10,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The Assistant Clerk will be responsible for providing administrative and clerical support to the Clerk's Office.

### Jobs Near Me

#### Responsibilities:

- Assist the Clerk's Office in the management of files
- Prepare documents for filing and for public inspection
- Answer phones and provide customer service to members of the public

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#### HDFC Bank Careers

#### Skills:

- Strong communication and interpersonal skills
- Excellent organizational skills

Basic computer skills  
important links

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

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