

## HDFC Bank Jobs 2023 – File Clerk Posts

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

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### Base Salary

Rs. 16,000 - Rs. 22,000

### Qualifications

12th pass & Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The file clerk is responsible for organizing and maintaining the company's physical and digital files.

### Jobs Near Me

#### Responsibilities:

- Organize and maintain the company's physical and digital files
- Create and organize digital folders
- Label and scan documents

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#### HDFC Bank Careers

#### Skills:

- Proven organizational skills

Strong attention to detail

#### Important Links

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

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### Hiring organization

HDFC Bank

### Date posted

February 27, 2023

### Valid through

31.12.2025

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