

<https://jobtalent.jobcitylive.com/job/hdfc-bank-recruitment-2023-clerk-post/>

## HDFC Bank Recruitment 2023 – Clerk Post

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

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### Base Salary

Rs. 10,000 - Rs. 20,000

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The clerk is responsible for providing clerical and administrative support to the department.

### Jobs Near Me

#### Responsibilities:

- Sort and distribute mail
- Answer phones and take messages
- Update and maintain department records
- Schedule appointments

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#### HDFC Bank Careers

#### Skills:

Basic knowledge of computers and software programs.

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

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### Hiring organization

HDFC Bank

### Date posted

February 4, 2023

### Valid through

31.12.2025

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