



## **Recruitment of Executive Director (Special Grade) in National Housing Bank**

National Housing Bank is an apex Financial Institution in the country for housing, set up under an Act of Parliament and is a wholly owned subsidiary of the Reserve Bank of India. The Bank is the regulator and supervisor for Housing Finance Companies as also a significant provider of development finance. The Bank seeks to catalyze institutional funds to reduce housing shortage in the country through various development initiatives particularly rural housing and housing for economically weaker sections in urban areas. The Bank is mandated for the holistic development of the housing finance market in the country.

The Bank is an officer oriented, professionally managed institution with headquarter in Delhi and offices in Mumbai, Hyderabad, Bangalore, Chennai, Kolkata, Ahmedabad and Bhopal. The Bank seeks to promote excellence in its operations through research and analysis and adopting contemporary work practices and technology. The Bank has embarked on a number of path breaking initiatives which has attracted national and international attention. The Bank offers a modern, congenial, professional work environment and career opportunities for qualified, energetic, sincere men and women.

To meet the new challenges, NHB requires experienced, talented and committed professional with proven management, leadership and innovative skills as Executive Director, Special Grade.

Interested candidates are advised to apply from 21.12.2017 to 22.01.2018 only, through Application Form (off-line mode. please refer to How to apply section on page no. 05 for details) available on Bank's website [www.nhb.org.in](http://www.nhb.org.in) after carefully going through all the instructions contained in this application and general instructions given in this advertisement. No other means / mode of Application will be accepted.

| <b>Important Dates</b>        |                   |
|-------------------------------|-------------------|
| <b>Application Begin Date</b> | <b>21.12.2017</b> |

|                               |   |
|-------------------------------|---|
| <b>Application Close Date</b> | <b>22.01.2018</b>   |
| <b>Date of Interview</b>      | <b>The date of interview will be communicated to the candidates separately.</b> |

| <b>Name of Post<br/>Pay Scale<br/>(Starting Basic)<br/>Gross emoluments (p.m.) at minimum of pay scale</b>                   | <b>No. of vacancies#</b> |
|--|--------------------------|
| <b>Executive Director (Special Grade)*<br/>1,76,800 - 2,24,400<br/>(Rs. 1,76,800/-).<br/>Rs. 1,83,872/- incl. Pay and DA</b> | <b>1</b>                 |

*\*The position is not a Board level position. Allowances and other perquisites will be payable as applicable to the Executive Director of the Nationalized Banks. However, Performance Linked Incentive as applicable to the Whole time Directors of Nationalized Banks is not applicable for this position.*

*# The total number of vacancies mentioned above is provisional and may vary depending upon actual requirement of the Bank. NHB reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement. The wait list will be valid for a period of one year from the date of approval of the final panel.*

*Bank reserves the right to accept or reject any application as also to cancel the advertisement fully or partly on any grounds.*

*The mode of selection will be Interview. NHB reserves the right to modify the selection procedure, if deemed fit.*

## **Eligibility Criteria**

### **1. Common Eligibility Criteria as on 01.12.2017**

|            |   |
|------------|---|
| <b>Age</b> | Minimum Age Limit is 45 years and Maximum Age limit is 55 years |
|------------|---|

## 2. Minimum Educational Qualification & Experience as on 01.12.2017

|                                  |   |
|----------------------------------|---|
| <b>Post</b>                      | <b>Executive Director (Special Grade)</b>   |
| <b>Educational Qualification</b> | Graduate from recognized university/institution   |
| <b>Experience</b>                | Minimum 20 years of relevant post-qualification experience, out of which minimum 15 years of experience in Financial Sectors/Regulatory bodies in India with relevant experience in Credit/Risk Management/Regulation or Supervision. |

### Other important Eligibility Criteria

- ✓ Experience in the area of housing, urban planning and related sectors is desirable.
- ✓ The candidates eligible to apply should have served minimum of two years in the rank of General Manager (TEG Scale VII) in nationalized banks (including other institutions which follows IBA pay scale) or two years in the rank of Chief General Manager (Grade F) in FIs/Regulatory bodies in India.
- ✓ The officers working at the highest level just below the Board level position in the Pvt. Sector Banks/FIs for minimum of one year, having total assets of the respective Banks/FIs of Rs. 50,000 Crore or above in India business (as per last audited balance-sheet), may also apply.
- ✓ The candidates should possess proven management, leadership and innovative skills to build an inspired team.

**Note:-** The Bank may also consider deputation of officers from Nationalized Banks and Regulatory Bodies of India having aforesaid qualification and experience for the post of Executive Director in the Bank.

### 3. Selection Procedure:

Selection will be based on Short listing and Personal Interview.

1. The candidates shall be shortlisted as per criteria decided by the Bank after receipt of applications.
2. Possessing eligibility criteria does not guarantee a candidate to become eligible to be called for interview.
3. **Interview:** Short listed candidates will be called for interview. The qualifying marks in Interview will be as decided by the Bank.
4. **Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the same marks, such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.

#### 4. How to apply:

Candidates should apply by filling up the enclosed application Form, which is available on Bank's website [www.nhb.org.in](http://www.nhb.org.in), along with copy of relevant documentary supports in respect of all the credentials required to be furnished in the application form. Candidates have to ensure that the e-mail ID and mobile no. provided by them in the application form is correct and without mistake. It will help him/her in getting call letter/interview advices etc. by email/phone.

#### IMPORTANT INFORMATION:

- i) Candidates alone shall be responsible about their being eligible as per the eligibility criteria laid down in this advertisement for the post applied. Candidates have to pay a registration fee of Rs. 1000/- by way of DD and enclosing the same with their application form or by depositing this amount in following Bank account:
  - a. Name of Beneficiary: NATIONAL HOUSING BANK
  - b. Bank Name: HDFC Bank Ltd.
  - c. Bank Branch: K. G. Marg, New Delhi
  - d. Branch Code: 0003
  - e. Bank A/c No.: 00030350017076
  - f. IFSC/NEFT Code: HDFC0000003

In case of online payment in aforesaid account, candidate have to ensure that the UTR No. of the successful online transaction is attached with the application form.

- ii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

- iii) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.
- iv) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, SHORT LISTING, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- v) Candidates, called for interview will be paid Air Fare economy or Actual expenses, travelled by other modes, whichever is less by the shortest route in India.
- vi) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/ forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

Candidates have to fill in the Application Form available on Bank's website under Opportunities@NHB section and attached all relevant documentary supports in respect of all credentials furnished in the application form. All the attachments should be self-attested by the candidates and latest passport size photograph (cross signed) along with signature of the candidate should be available on the application form. The duly filled in application form along with all attachments has to be sent to the **following mailing address** and it should be ensured by the candidate that the application form is received by the Bank latest by **January 22, 2018**, failing which the same would not be considered as also no correspondence/representation in this regard shall be entertained by the Bank:

**The Deputy General Manager  
Human Resource Department  
National Housing Bank  
4<sup>th</sup> Floor, Core - 5A  
India Habitat Centre  
Lodhi Road  
New Delhi - 110003**

## National Housing Bank

### GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

#### **[PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM]**

- 1] Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on December 01, 2017** in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
- 2] Candidates should fill in the requisite details in the application form and make the payment of fees either online using the Bank details mentioned on page no. 04 or by attaching DD in the name of NATIONAL HOUSING BANK. No other mode of payment of Fees will be accepted. Payment of Rs. 1000/- as non-refundable application fee is to be deposited by all candidates.
- 3] Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquires shall be entertained by the Bank in this regard. The Bank does not furnish the mark-sheet of selection process to candidates.
- 4] The Bank reserves the right to raise/lower the minimum eligibility standard, etc., in order to restrict/get the requisite number of candidates to be called for interview commensurate with the number of vacancies.
- 5] Application once made will not be allowed to be withdrawn and the application fee / postal charges once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee / communication charges shall also **NOT BE** refunded in case the application is rejected / not considered by NHB.

- 7] Duly filled in application form copy along with all enclosures must be brought by candidates to the interview venue.
- 9] A recent passport size colour photograph (without dark glasses) should be firmly pasted on the application form at the prescribed place and should be signed across by the candidate. Sufficient copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph at the time of interview may lead to disqualification.
- 10] Selected Candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, must produce a '*proper relieving letter in original*' from their present Employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, may like to obtain prior permission / no objection certificate from their present employer before applying in NHB as per rules / regulations of their present employer in this regard.
- 12] Only candidates willing to serve anywhere in India may apply.
- 13] Any request for change of address / change of centre for interview shall not be entertained.
- 14] The Bank has the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- 15] In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- 16] Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Delhi.
- 17] Appointments of selected candidates will be subject to his / her being declared medically fit by Bank Medical Officer, satisfactory report about his / her character and antecedents by the Police Authorities, satisfactory report from his / her previous employer and referees, verification of caste / tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Bank. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.

**(A) IDENTITY VERIFICATION**

At the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the desk for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Interview.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Interview call letter as well while attending the interview, without which they will not be allowed to take up the interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the interview. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit

**(B) OTHER CLAUSES**

1. Decision of NHB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
2. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in further recruitment process conducted by the Bank in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

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