



National Housing Bank is the apex Financial Institution in the country for housing, set up under an Act of Parliament and is a wholly owned subsidiary of Reserve Bank of India. The Bank is the regulator 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 headquarters in Delhi and offices in Mumbai, Hyderabad, Bengaluru, Kolkata, Chennai, Ahmedabad and Lucknow with plans to open offices at Patna and Bhopal over the next few months.

The Bank is expanding its team to undertake this task with suitable professionals on regular and contract employment.

Applications are invited from retired bankers on contract basis to work as Advisor at Regional/Representative Offices (RO) at Bengaluru, Chennai and Patna. The details of the post are as follows:

- Title** - **Advisor – Business Development**
- Terms of Service** - CONTRACTUAL, initially for a period of one year, extendable for further period, depending on satisfactory performance, age and continued requirement, in exceptional cases, a longer initial period can be considered. Performance will be reviewed after six months.
- Location** - NHB Regional/Representative Offices at Bengaluru, Chennai and Patna
- Job Description** -
- To provide business of the Bank in the Region
  - To network with Government agencies, Banks, Financial Institutions, Micro finance Institutions, Housing agencies, Co-op societies, etc for generating business for the Bank.
  - To advise and assist in formulation and implementation of appropriate business strategies
  - To conduct operational studies in the area of operations of the RO.
  - To provide inputs and assist in appraisal of business proposals.
  - To represent the Bank at official meetings.
  - Advise the ROs on the local conditions and practices.
  - Any other assigned duties, from time to time relating to ROs.
- Competencies** -
- Good banking and development knowledge.
  - Possess good organizing and management capabilities;
  - Pleasant disposition and good inter personal skills.

- Have good bearing and presence and be able to interact effectively with senior functionaries within and without;
- Be able to easily adapt to changing situations and work well with peers in a demanding environment
- Be able to work long hours and to short deadlines.
- Possess good oral and written communication skills.
- Preferably be able to work independently on personal computers.

**Qualification** - Graduate in any discipline from a recognized institution/University

**Experience** - Retired Officer in the level of Scale IV and above or its equivalent of a Public Sector/Private sector Bank/RBI or Financial Institution. Officers who have taken VRS will also be considered for appointment.

**Preference will be given to candidates with**

- a) Good Oral and written communications
- b) knowledge on using personal computer and willing to travel frequently within and outside the Region.
- c) personal accommodation in Representative office location and own conveyance (4 wheeler)
- d) Experience in working with financial institutions/establishments

**Age** - Should not exceed 62 years as on 01/04/2011. Age relaxation may be considered otherwise exceptionally suitable candidates subject to being physically fit.

**Remuneration** - Consolidated Monthly Gross Emoluments of Rs. 30,000/-. For exceptional candidates, higher emoluments may be considered.

**Benefits** - Conveyance/Vehicle Maintenance Allowance and telephone reimbursement would be provided.

**Application** - Interested persons may apply for the post in the attached format and send the same to the following address:

Deputy General Manager (HRD)  
National Housing Bank  
Core 5A, 4<sup>th</sup> Floor, India Habitat Centre,  
Lodhi Road, New Delhi – 110 003.

The envelope may indicate “Application for the post of Advisor – Business Development to ROs at, Bengaluru, Chennai and Patna.

**Last date of receipt of application: April 25, 2011**



7. Place of Birth: Place \_\_\_\_\_ Dist. \_\_\_\_\_ State \_\_\_\_\_

**8. Permanent Address:**

				PIN CODE							

**9. Educational/Professional Qualifications: (from 10th Standard onwards)**

Exam. Passed	Name of the Institution/Board	Subjects	Month & Year of passing	%age of marks

*(If space is not sufficient, please attach separate sheet).*

*Please account for breaks, if any, in academic record.*

**10. Particulars of full time post-qualification experience (as on 01.04.2011)**

Name of the employer	Name of the Post	Period of Service From To	Length of Service		Nature of duties performed
			Years	Months	

*If space is not sufficient, please attach separate sheet. Please account for breaks, if any, in the service.*

**11. In case of last employment, the pay scale and the gross emoluments drawn: \_**

\_\_\_\_\_

**12. Languages known: (please write yes in appropriate box)**

Language	Read	Write	Speak
(a)			
(b)			
(..)			

**13. Comments on proficiency in working on computer:**

\_\_\_\_\_

\_\_\_\_\_

—

**14. If selected, within how much time can you join?**

\_\_\_\_\_

\_\_\_\_\_

—

### **DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated.

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF THE APPLICANT**