



National Housing Bank

National Housing Bank is the apex financial institution in the country for housing setup 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, Chennai, Bengaluru, Hyderabad, Kolkata, Lucknow and Ahmedabad with plans to open 2 other offices in the country over the next few months. The Bank seeks to promote excellence in its operations through research and analysis and adopting contemporary work practices and technology. The Bank offers a modern, congenial, professional work environment.

To address the higher level of activities, the Bank invites applications for the following posts:

1. Post

Sl. No	Name of the Post	Grade/Scale	Scale of Pay	Number of Posts	Reservation of Post	Age Maximum as on 01.01.2011	Minimum experience in officer grade
1.	Manager	MMGS III	Rs.25700 - 31500	10	Gen -6 SC-1 OBC-3	35 years	6 years as an officer
2.	Deputy Manager	MMGS II	Rs.19400-28100	6	Gen -3 ST-1 OBC-2	30 years	3 years as an officer

The Scale-wise approximate Gross Emoluments (Basic Pay +DA+HRA+CCA) Payable at Metro centres is as under:

Grade/Scale	Gross Emoluments (Approx.)	In addition, officers are also eligible for facilities like, Gratuity, Defined contributory pension, Leave encashment, Leave fare concession for self & dependent family members, Bank's accommodation (No HRA Payable) or leased accommodation, Office car (only for Scale VII), Reimbursement of conveyance charges/fuel expenses, Entertainment expenses, newspaper bills, telephone at residence, medical aid & hospitalization expenses for self & dependent family members, etc. as applicable under Bank's rules.
Scale III	Rs.41260.00	
Scale II	Rs.31280.00	

Note:

The Bank may at its sole discretion, consider granting advance increments to candidates with exceptional qualifications and/or experience in accordance with its internal norms and accepted practices.

- a. The Number of position is approximate and may change at the time of recruitment,
- b. Government of India policy regarding reservation for SC/ST and OBC would apply.

2. EDUCATIONAL QUALIFICATION:-

A First Class graduate / post graduate degree with 55% marks in Finance/Mathematics/Economics/Statistics/IT/Commerce/Science or CA / ICWA / CFA/CS/Law /Civil engineering from a recognized Institute/University. CAIIB will be an additional qualification.

Note:- NHB may assign additional weight-age to higher academic and professional qualifications at its discretion.

3. EXPERIENCE REQUIRED:

Post qualification experience of as specified in Section 1 above as an officer in scheduled commercial bank/financial institution/reputed public or private sector companies and research institute of repute in the field of Treasury Operations/Risk management/ Rural & Micro Finance/ Credit appraisal/statistical analysis/

Information technology/ Estate management or any other discipline considered useful for NHB.

4. GENERAL INSTRUCTIONS

- a. All educational qualifications should have been obtained from recognized Universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate the numerical equivalent. NHB reserves the right to vary the number of posts in each category depending on the need and also may modify the qualifications prescribed for the posts.
- b. Persons serving in State/Central Governments and Public Sector Undertakings should apply through proper channel. However, they can forward an advance copy to the NHB. They will have to resign their post, in order to joining NHB, if selected.

5. MODE OF SELECTION

- i) The selection will be made on the basis of Group Discussion and/or Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / short listing with reference to candidates' qualification, suitability, experience etc. NHB reserves the right to modify the selection procedure, if deemed fit.
- ii) Group Discussion and/or Interview will be held at Delhi. Candidates will be reimbursed the traveling cost as admissible.
- iii) Merely fulfilling the eligibility conditions as regards age/ qualifications/ experience after short-listing of candidates, would not automatically entitle any candidate to be called for the interview. NHB reserves the right to relax any of the criteria/conditions in deserving cases.
- iv) The selected candidates may be posted in the office of the Bank located in Delhi or at any other place where NHB have its office or may establish in future.

6. PROBATION:

- a) **Probation** : The selected candidates will be appointed on probation initially for a period of one year. On successful completion of the probation, the candidates will be considered for regular appointment in their respective Grades. The probation period may, at the discretion of the Bank, be extended up to a maximum period of one year. Failure to complete the probation period successfully may entail termination of the services of the officer.
- b) If at any later stage, it is found that the information furnished in the application is false/incorrect or in according to the Bank, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment will be cancelled/terminated at any stage, without notice or compensation.

7. HOW TO APPLY

Typed copy of the bio-data in the prescribed application form, which can be downloaded from the NHB website: www.nhb.org.in, duly signed, with photograph, attested copies of certificates, testimonials and a Demand Draft.

Application Fee including Postal Charges (Non Refundable)

For SC/ST/PH: Rs. 100/- (For each post)
For all others (including OBC): Rs. 500/- for each post

Note:

- 1. Requisite Application Fee must be paid by means of Bank Pay Order / Bank Draft issued by a Scheduled Commercial Bank payable at DELHI in favor of NATIONAL HOUSING BANK along with the Application Forms*
- 2. Bank Draft / Bank Pay Order must be purchased on or after the date of advertisement but on or before the last date of application*
- 3. Payment by cash / cheque / money orders etc. will not be accepted*
- 4. Candidates must write their names and addresses on the reverse of the Bank Draft / Bank Pay Order*

Applications complete in all respects in a closed envelop and super-scribed "**APPLICATION FOR THE POST OF _____**" **MUST BE SENT TO THE FOLLOWING ADDRESS:-**

**Deputy General Manager
Human Resources Division**

**National Housing Bank
Core 5 A, 4th floor
India Habitat Centre
Lodhi Road
New Delhi - 110003**

8. Last Date for receipt of Applications

April 11, 2011

9. Call Letters

Call Letter for Group Discussion and/or Interview shall be sent to the eligible candidates at the correspondence address given in their application form by ordinary post and requests for sending letters to a different address subsequently shall not be accepted.

10. General Instructions

1. Applications not received in the Prescribed Format or received after the prescribed date will NOT BE CONSIDERED and the Bank shall not be liable for postal delay at any stage of communication. No correspondence will be entertained in this regard.
2. Attempt to bring any outside influence, political or otherwise with regard to selection/recruitment shall be considered as disqualification.
3. Mere Eligibility will not vest any right in any candidate for being called for the interviews.
4. The selected candidates are liable to be posted /transferred to any of the present or future Offices of the Bank.
6. Caste certificate should be produced in original at the time of interview.
7. Attested copies of proof of Date of Birth, Qualifications, Caste Certificate and/or NOC from previous employer should be enclosed along with the Application Form
8. The Bank reserves the right to modify the selection procedure, number of posts in its absolute discretion.

Date:

Deputy General Manager (HRD)

APPLICATION FORM

To
National Housing Bank
India, Habitat Centre
Lodhi Road,
New Delhi - 110003

Please Affix
your recent
passport size
photograph
and sign across

With reference to your advertisement in Employment News dated _____.
I submit my application in prescribed format.

1. FULL NAME IN BLOCK LETTERS:

2. ADDRESS FOR CORRESPONDENCE:

				PIN CODE							

3. POST APPLIED: _____

(i) Category to which you belong SC: ST: OBC: GEN:

(ii) In case of Persons with disability: OH HI VH

(Indicate by √ mark in appropriate box)

Please write % of Disability: _____

4. DATE OF BIRTH: DD **MM** **YY**

Age as on 01.01.2011: _____ years.

5. PARTICULARS OF FEES (Demand Draft/ Pay order)

Name & Address of the issuing Bank	Drawn in favour of	date of issue	DD/PO No.	Amount

(Application fee should be sent in the form of DD/Pay Order payable to National Housing Bank, Payable at New Delhi only) cash, Money Order, Postal Stamps, Cheques, Postal Order etc. will not be accepted.

6. Contact Details

Telephone No. (with STD Code)	
Mobile No :	
E-Mail :	

7. Indicate by $\sqrt{\quad}$ mark in appropriate box:

(i) Gender: Male: Female:

(ii) In case of SC/ST/OBC Candidate:

(a) Name of the Caste/Tribe/Class : _____

(b) Name of the state to which I belong: _____

8. Father's /Husband's Name:

Mr.											
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9. Nationality: _____

10. Place of Birth: Place _____ **Dist.** _____ **State** _____

11. Permanent Address:

				PIN CODE							

12. 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.

13. Particulars of full time post-qualification experience (as on 01.01.2011)

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).

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

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

15. Details of disciplinary proceeding and punishment, if any, imposed in the course of

Employment by the employer(s) : _____

BEFORE MAILING APPLICATION PLEASE CHECK THAT YOU HAVE CORRECTLY MENTIONED,

1. The Post name you have applied for.
2. Category/Sub-category and have enclosed copies of necessary certificates for SC/ST/OBC/PWD Candidates.
3. Details regarding fees (Demand Draft/Pay Order).
4. Address for correspondence.

Check List:

1. *Candidate must enclose attested Photocopy copy of the qualification certificate, caste certificate and disability certificate etc.*
2. *Person must attach attested photo copy of the experience certificate.*
3. *Candidate must produce proper discharge Certificate from the employer before joining in the Bank.*

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. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

PLACE: _____

DATE: _____

SIGNATURE OF THE APPLICANT