

## Detailed Advertisement



### National Housing Bank (NHB)

#### Recruitment of Officers in Junior Management Grade Scale I (Assistant Managers)

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, Bangalore, Chennai, Kolkata, Lucknow, Ahmedabad, Patna and Bhopal with plans to open a few 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 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 talented and committed young professionals in junior management cadre. Candidates are advised to apply **ONLINE** from 15.03.2013 to 02.04.2013 only, through Bank's web site [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.**

Important Dates	
Opening of Online Registration Gateway	15.03.2013
Closing of Online Registration Gateway	02.04.2013
Date of Online Examination	05.05.2013

Candidates may download their Call letter from the web site from 25.04.2013 to 05.05.2013 (i.e. till the date of examination) onwards by entering their registration number and password.

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Name of Posts Pay Scale (Starting Basic) Gross emoluments (p.m.) at minimum of pay scale	Post code	No. of vacancies #	Reserved For	
			SC	OBC
Assistant Manager (General) – Scale I 14500-600/7-18700-700/2-20100-800/7-25700 (Rs. 14,500/-). Rs. 27365/- approx	01	12	2	4
<b>TOTAL</b>		<b>12</b>	<b>2</b>	<b>4</b>

# The total number of vacancies mentioned above are 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.

Besides emoluments as per the pay scale given above, all the posts indicated above will carry other facilities like pension under new Pension Scheme, gratuity, leave fare concession, reimbursement of medical expenses, reimbursement of vehicle maintenance expenses / allowance, vehicle loan, housing loan etc. as per the Bank's rules. Unfurnished Bank's residential accommodation may also be provided at the discretion of the Bank subject to availability of accommodation on payment of license fee as determined by the Bank from time to time.

### 2. Probation and posting / transfer

Post code	Initial Probation Period	Posting / Transfer
01	2 years extendible at the discretion of the Bank and is not automatic	The selected candidates will be liable to be posted / transferred at discretion of the Bank to various offices of the Bank from time to time and on such terms and conditions as may be decided by the Bank.

### 3. Reservations / Relaxations / Concessions

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs/PWD/Ex-Servicemen candidates as per guidelines issued by Govt. of India.

### 4 Eligibility Criteria

#### 4.1 Nationality / Citizenship

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a Tibetan refugee (who came over to India before 1<sup>st</sup> January, 1962) with the intention of permanently settling in India or (iv) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (i), (ii), (iii) or (iv) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination and/ or group exercises and interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificates have been issued to him/ her by the Government of India.

#### 4.2 Age Limit (as on 31.12.2012)

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Post code	Minimum and Maximum Age Limit
01	Not below <b>21</b> years and not exceeding <b>28</b> years.

#### 4.2.1 Relaxation in upper age limit would be available as under :- (for all posts)

Sr.	Category of Candidate	Relaxation
(a)	Scheduled Caste (SC) and Scheduled Tribe (ST)	By 5 years
(b)	Other Backward Classes (OBCs) below Creamy Layer	By 3 years
(c)	Persons with Disabilities (PWD)	By 5 years (unreserved), By 10 years (SC/ST) and by 8 years (OBCs)
(d)	All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989	By 5 years
(e)	Children / family members of those who died in the 1984 riots	By 5 years

#### (f) Ex-Servicemen (for all posts as indicated above)

5 years in case of Ex-servicemen (including ECOs/SSCOs) provided applicants have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificate that in case of selection they would be released within three months from the date of receipt of offer of appointment.

#### Notes :

(i) An ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.

(ii) The relaxation in upper age limit is allowed on cumulative basis as per Govt. Guidelines.

(iii) All persons who are eligible for age relaxation under 4.2.1(d) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designated in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.

#### 4.3 Essential Educational Qualifications and Post Qualification experience\* (\*as on 31<sup>st</sup> December, 2012)

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Post code	Educational qualification	Post Qualification Experience	Broad skill sets required
01	Bachelor's Degree in any discipline minimum of 60% marks (55% in case of candidates belonging to SC/ST) or Master's Degree in any discipline with aggregate minimum of 55% marks (50% in case of candidates belonging to SC/ST) or CA/ICWA/MBA with minimum 55% marks (50% in case of candidates belonging to SC/ST).	While no prior experience is required, any relevant experience would be given weightage.	Communication skills written and oral, analytical ability and general understanding of economic scenario.

- 4.3.1 (i) Working knowledge of computers is essential for all the above posts.  
(ii) The Bank reserves the right to raise / modify the eligibility criteria in minimum educational qualification and desirable post qualification work experience depending upon the response  
(iii) The post qualification experience should be full time and will be counted from the date of acquiring the prescribed qualification upto 31.12.2012  
(iv) Candidates whose results are awaited are not eligible.

*The requirement regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the SC/ST, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these categories possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.*

**5. Selection Procedure –**

The Selection would be by way of written test, interview and/ or group exercise only. The details of written test structure will be as follows:

**Officers in General Stream**

Paper I	Test	No. of Qs.	Marks	Time	To be changed as per IBPS guidelines
1.	Reasoning	50	50	Composite time of 2 hrs for all the tests together	
2.	English Language	50	50		
3.	Quantitative Aptitude	50	50		
4.	Computer Knowledge and Aptitude	50	50		

The test will be of 200 marks and the composite time for answering the 200 questions would be 120 minutes. All candidates are required to be present in the venue of the examination half an hour before the commencement of actual examination which would be utilized for collection of call letters, verification of identity, logging in etc.

All the Tests will be Objective type with five alternative choices out of which one will be the correct answer. There will be a penalty for wrong answers marked by the candidates. For every wrong answer marked, one fourth of the marks assigned to that question will be deducted from those obtained.

**6. HOW TO APPLY: -**

Application should be through online mode

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### **a. Pre- Requisites for Applying Online**

Before applying online, candidates should

1. Ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Company shall be final in deciding about qualification, experience and other eligibility norms.
2. Have a valid personal email ID, which should be kept active till the declaration of results.
  - a. Intimation about call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.
3. Candidates should fill in the requisite details in the online application form and make the payment of fees online using debit card/ credit card / net banking through the link provided while filling the application form online. No other mode of payment of Fees will be accepted. Online payment of Rs. 500/- as non refundable application fee for General, OBC, Ex-Servicemen candidates. Online payment of Rs. 50/- as non refundable communication charges for SC/ST& PWD candidates. In case of failure of registration after online payment, the candidate should reregister & pay the fees again. The earlier payment entry will be reverted to the candidate's account in due course.
4. The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given below in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate's photo and signature is uploaded after completion of the entry in online mode.
5. After applying online, and uploading the photograph and signature, the candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidate duly signed across is to be pasted on the system generated online application.
6. There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. Candidates can modify details only up to 3 times. After the last date, no modification will be permitted

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

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7. The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.
8. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the National Housing Bank's website on account of heavy load on internet/ website jam.

**Note :**

- The candidates are advised to take System Generated Print-out of the Registered Application, duly completed in all respects along with the self-attested copies of the certificates/documents for proof of date of birth, educational qualification, work experience, caste certificate, age relaxation and other related documents should be submitted at the time of Interview or if advised to submit at any date. The candidates are advised in their own interest to keep all documents related to material information as submitted through online application along with print out of the application form. Any discrepancy in the application and documents, if found at a later stage shall be liable for rejection of his/her candidature.

The National Housing Bank does not assume any responsibility for the candidates not being able to submit their applications online within the last date on account of the aforesaid reasons or for any other reason beyond the control of the National Housing Bank.

- Candidates should keep a copy of the application print out with the call letter at the time of Online examination/ Interview.

Candidates should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondences with the National Housing Bank in future should be identical and there should be no variation of any kind.

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

**6. CALL LETTERS FOR THE "ON LINE TEST"/EXAMINATION:-**

- The date of online test will be intimated in the Call Letter along with the Centre/Venue for the Examination.
- Facility for downloading call letter online will be made available in the Company's website.
- Company takes no responsibility for non-receipt of Intimation or inability to print call letter from WEB. Candidates are advised to keep visiting Company's website for updates on the recruitment process. Phone calls are not solicited from candidates in matters related to the same.
- Candidates have to bring their call letter along with their photo identity proof in original

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as well as a photocopy while attending the Online examination/Group discussion/Interview and will have to submit photocopy of the photo identity proof along with Examination Call Letter.

**After applying online, the candidate is required to download the system generated printout of the application. This system generated printout of the application should be signed by the candidate and kept ready for submitting at the time of Group Discussion/ Interview along with:**

- a. The receipt of online payment of Rs.500/- (Rs.50 postage charges for SC/ST/PWD candidates).
- b. Copies of certificates pertaining to age, educational qualifications and experience
- c. Copy of Caste / Tribe / Class /Class Certificate for SC/ST/OBC category candidates only.
- d. Copy of Medical Certificate issued by the Competent Authority in case of PWD candidates.
- e. Photograph pasted in the given place and signed across.
- f. Candidates (other than SC/ST/OBC/PWD) seeking age relaxation under any other clause must attach a copy of the certificate / documentary evidence issued by the Competent Authority.

**NOTE : The copies of certificates should be self attested**

#### **7. Venue for Online Test, GD and interview**

The Bank shall conduct the online test at Delhi, Mumbai, Chennai and Kolkata. The short listed candidates will be called for interview and/ or group exercise at Delhi.

National Housing Bank

Recruitment of Assistant Managers - JMG Scale I

GENERAL INSTRUCTIONS

[PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE  
FILLING UP THE ONLINE 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 January 01, 2013** 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] 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 conduct of written test, 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.
- 3] The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for written test, group discussion and / or interview commensurate with the number of vacancies.
- 4] Option for use of Hindi/English will be available for online test / group discussion and / or interview.
- 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.
- 6] Duly filled in print out of the system generated Application form along with all enclosures must be brought by candidates to the interview venue
- 7] The candidate must **retain** a photocopy of the system generated application print out, for further reference.
- 8] A recent passport size colour photograph (without dark glasses) should be firmly pasted on the system generated print out of the application 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 online examination / group discussion and 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 online examination / group discussion and / or interview may lead to disqualification.

- 9] In respect of candidates belonging to SC/ST/OBC category, copy of self attested caste / tribe / class certificate along with the original must be brought at the time of GD and interview with the system generated print out of the application. The certificate should have been issued in the prescribed format and by Authorities empowered to issue such certificate.

The OBC certificate should specifically indicate that the candidate does not belong to Creamy Layer Section excluded from the benefits of reservation for OBCs in Civil Posts and Services under Govt. of India. OBC Certificate should not be more than one year old as on the date of application.

Persons with disabilities must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificate.

**Failure to produce all the requisite certificates / documents in original for verification at the time of interview shall lead to disqualification of the candidate.**

- 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*' form 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.
- 11] Only candidates willing to serve anywhere in India may apply.
- 12] Any request for change of address / change of centre for group exercise and / or interview shall not be entertained.
- 13] The bank reserves the right to cancel any of the centres and/ or add some other centres depending upon the response, administrative feasibility etc. The bank also reserves the right to allot the candidates to any of the centres other than the one he/ she has opted for.
- 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.
- 18] **Canvassing in any form will be a disqualification.**

**TO APPLY ONLINE: [CLICK HERE](#)**