



(भारत सरकार के अंतर्गत सांविधिक निकाय)
(Statutory Body under the Government
of India)

Human Resource & Administration Department
Head Office, New Delhi

Phone: 011-3918 7000; Fax: 011-2464 6988; E-mail: ho@nhb.org.in

RECRUITMENT OF PROTOCOL OFFICERS ON CONTRACT BASIS

ADVERTISEMENT NO: NHB(ND)/HRD/03/2019

ONLINE REGISTRATION OF APPLICATION: FROM 30.10.2019 TO 10.11.2019

National Housing Bank invites Online application from Indian citizen for appointment to the following posts.

Candidates are requested to apply Online through the link given on

<https://nhb.org.in/oppurtunitiesnhb/>

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. Candidates are required to provide all required information (Proof of age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.
3. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
4. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Proof Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.
5. Candidates are advised to check Bank's website <https://nhb.org.in> regularly for details and updates (including the list of shortlisted/ qualified candidates). The Call letter/ advice, where required, will be sent by e-mail only (No hard copy will be sent).
6. In case more than one candidate, scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
7. HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE. However a copy of the application may be preserved by Applicant after submitting application.
8. All revision / corrigenda will be hosted only on the Bank's above mentioned websites.

A. DETAILS OF POST / NATURE OF ENGAGEMENT/ CONTRACT PERIOD/VACANCY/ AGE/ SELECTION PROCESS/ PLACE OF POSTING

Post Sr. No.	Post Name	Nature of Engagement	Contract Period	Vacancy	Age (In Years) as on 30.10.2019	Selection Process	Place of Posting
1	Protocol Officer	Contractual	1 Year **	1	Should not exceed 62 years	Shortlisting and Interview	Delhi
				1			Mumbai

NOTE:

1. The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
2. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate has experience in that specific field.
3. Bank reserves the right to cancel the recruitment process entirely at any time.
4. **The period of Contract is initially for a period of 1 year, extendable for further period, not exceeding 3 years or 65 years of age whichever is earlier, depending on satisfactory performance, age and continued requirement. Performance will be reviewed in every six months.

B. DETAILS OF EDUCATIONAL QUALIFICATION, EXPERIENCE and JOB PROFILE

Post Sr. No.	Post Name	Educational Qualifications	Experience as on 30.10.2019	Roles / Job Profile in Brief
1	Protocol Officer	Graduate in any stream from recognized University /Institution.	The candidate should be a retired officer from RBI/Bank/FI in India and should have worked in senior management level. Minimum 25 years' of experience in RBI/Banks/FIs in India out of which at last 05 years work experience should be in the area of Public Relation /Protocol Duty.	<ul style="list-style-type: none"> ❖ Escorting /accompanying the MD to various official meetings, official tours (including protocol duty at Airport) and appointments with various Ministries. ❖ Looking after various requirements of the MD /EDs pertaining to issuance of passes for various ministerial level meetings. ❖ Other administrative work in the Board and MD Secretariat. ❖ Liaise with Government of India and Reserve Bank of India and local Government Authorities

				like DDA, MCD, BSES, Delhi Jal Board etc. in connection with infrastructure facilities and other matters. ❖ Any other assigned duties, from time to time.
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C. REMUNERATION:

Post Sr. No.	Post Name	Remuneration
1	Protocol Officer	A consolidated fixed remuneration of ₹75,000/- per month.

D. HOW TO APPLY: Please refer NHB website <https://nhb.org.in/oppurtunitiesnhb/> for details.

E. CALL LETTER FOR INTERVIEW:

Intimation/ Call letter for interview will be sent by email / will be uploaded on Bank's website. **NO HARD COPY WILL BE SENT.** Date of interview will be communicated to the shortlisted candidates separately.

F. SELECTION PROCESS:

The selection will be based on shortlisting and interview.

Interview: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. Any request for change of address / change of centre for interview shall not be entertained.

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 cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. Qualifying marks in interview will be as decided by the Bank.

G. GENERAL INFORMATION:

- (i) Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- (ii) Application once made will not be allowed to be withdrawn.
- (iii) Duly filled in application form copy along with all enclosures including all supporting documents (w.r.t. age, qualification , experience) in original must be brought by candidates to the interview venue, failing which the candidate shall not be allowed to appear for the interview.

- (iv) A recent passport size colour photograph (without dark glasses), should be uploaded on the application form at the prescribed place. Sufficient copies of the same photograph should be retained for use at the time of interview.
- (v) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT 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 AND DISQUALIFICATION WILL TAKE PLACE WITH RETROSPECTIVE EFFECT.
- (vi) Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.
- (vii) In case of selection, candidates will be required to produce proper discharge certificate in original from the employer at the time of taking up the appointment. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.
- (viii) 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, will have 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.
- (ix) The Bank takes no responsibility for any delay in receipt or loss of any communication.
- (x) The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- (xi) Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. NHB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of NHB.
- (xii) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, 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. The Bank does not furnish the mark sheet of selection process to Candidates.
- (xiii) As interview is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.

- (xiv) In case of multiple application for single post, only the last valid (completed) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- (xv) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process conducted by the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (xvi) In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- (xvii) 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 Delhi and courts/tribunals/forums at Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
- (xviii) BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

H. IDENTITY VERIFICATION:

- (i) 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, 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 attend the interview.

- (ii) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match with 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 and affidavit.

For any query, please write to us through link available on Bank's website URL - recruitments@nhb.org.in

This advertisement is also available on Bank's Website <https://nhb.org.in/oppurtunitiesnhb/>

The Bank is not responsible for printing errors, if any

**New Delhi
Date: October 30, 2019**

**DEPUTY GENERAL MANAGER
Human Resource & Administration Department**