

CORRIGENDUM

Reference is invited to the Advertisement No. NHB/HR & Admin./Recruitment/2019/06 dated 28.12.2019 published on the NHB website and in the Employment News dated 04.01.2020 on the recruitment of Officers in MMGS-II (Dy. MANAGER), MMGS-III (MANAGER), SMGS-V (ASST. GENERAL MANAGER) & TEGS-VI (CHIEF RISK OFFICER).

In this regard, it is notified for information to all candidates applied for the Post of MMGS-II (Dy. MANAGER) on the following -

1. SCHEME OF SELECTION

Selection for the Post of MMGS-II (Dy. Manager) will be done through two tier process i.e. online examination and interview.

ONLINE WRITTEN EXAMINATION WILL BE HELD ON MARCH 28, 2020 i.e. SATURDAY.

Candidates have to select the centre of examination online from **05.03.2020 to 11.03.2020**.

Steps to be followed for selecting the Centre of Online Examination -

Candidates to visit National Housing Bank website www.nhb.org.in → click on the section "Opportunities@NHB" → "CURRENT VACANCIES" → "Recruitment of Officers in Scale II, III, V and VI" → "Click here to Select Online Examination Centre" which will open a new screen.

Candidates need to login by entering the Registration Number and Password allotted during the registration process, which will opens up a new screen. Candidates to choose their **Centre of Examination** from the list of centres and submit.

Further, candidates belonging to Person with Benchmarked Disabilities (PwBD) category eligible for scribe and/or compensatory time may choose options accordingly.

List of centres for Online Examination are as under -

Sr. No.	Name of the Centres	Sr. No.	Name of the Centres
1.	Ahmedabad	7.	Lucknow
2.	Bengaluru	8.	Mumbai/Navi Mumbai Mumbai/Greater Mumbai
3.	Chennai	9.	Nagpur
4.	Hyderabad	10.	New Delhi - NCR
5.	Jaipur	11.	Patna
6.	Kolkata/Greater Kolkata		

Notes:

- i. The Bank reserves the right to cancel any centre and/ or add new centre/s depending upon the response, administrative feasibility etc.
- ii. The Bank also reserves the right to allot candidates to any centre other than the one he/ she has opted.
- iii. No request for change of Venue/Date/Session for Examination shall be entertained.
- iv. Candidates have to appear for the examination at an Examination Centre at his/her own risk and expense. No claim for the same, whatsoever, shall be entertained by the Bank. NHB shall also not be responsible for any injury or losses etc., of any nature, to the candidate.
- v. Choice of Centre once exercised by the candidate will be final.
- vi. If sufficient number of candidates does not opt for a particular Centre for Online examination OR if the number of candidates are more than the capacity available for online exam for a Centre, NHB, reserves the right to allot any other Centre to the candidate.
- vii. Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by NHB.
- viii. Candidates who fails to choose the centre for online examination will be allotted examination centre as decided by the Bank.

Phase I: Online Examination

Online examination will consist of Objective Test.

Objective Test for 200 marks will be of 2 hours duration consisting of 5 sections. The details of online test structure is as follows:

S. No.	Name of Tests	No. of Questions	Max. Marks	Medium of Exam	Duration	
1	General Aptitude*	Reasoning	25	25	English & Hindi	Composite Time of 2 hours
2		Quantitative Aptitude	25	25	English & Hindi	
3		English Language	25	25	English	
4	General Awareness (with special focus on Economy & Banking)	25	25	English & Hindi		
5	Professional Knowledge (Risk, Credit and Audit)	50	100	English & Hindi		
Total		150	200			

*Qualifying in nature.

Reasoning, Quantitative Aptitude and English Language tests will be of qualifying nature. Candidates have to score minimum qualifying marks in these papers. Minimum qualifying marks will be as decided by the Bank.

Marks scored in General Awareness and Professional Knowledge tests will be used only for shortlisting of candidates for interview. To be eligible for being short-listed for interview, candidates have to score equal to or above the cut-off marks to be decided by the Bank for the General Awareness and Professional Knowledge tests.

THE FINAL SELECTION WILL BE ONLY ON THE BASIS OF PERFORMANCE OF CANDIDATES IN INTERVIEW.

Phase II: Interview

Interview will carry 100 marks. The minimum qualifying marks in interview will be as decided by Bank. No correspondence will be entertained in this regard.

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.

The Bank reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the e-Call Letters from the official website of NHB www.nhb.org.in

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:

- 1. Valid e-Call Letter for the respective date and session of Examination.**
- 2. Photo-identity proof (as specified) in original bearing the same name as it appears on the e-Call Letter / application form and**
- 3. Photocopy of photo-identity proof (as mentioned in (2) above)**

Candidates reporting late i.e. after the reporting time specified on the e-Call Letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the e-Call Letter is prior to the Start time of the test. Though the duration of the Online examination is 2 hours, candidates may be required to be at the venue for about 2:30 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

Penalty for Wrong Answers: - Each question in Objective Tests will have five alternative choices, out of which one will be the correct answer. There will be a penalty for wrong answers marked in the Objective Tests. For every wrong answer marked, one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Scores

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations.

2. IDENTITY VERIFICATION

i. Documents to be produced

In the examination hall, the e-Call Letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the e-Call Letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the e-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 Examination/ interview.

- **Ration Card and Learning Driving License will not be accepted as valid id proof.**
- **In case of candidates who have changed their name, they will be allowed only if they produce necessary proof like their original marriage certificate / affidavit in original etc.**

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ e-Call Letter and submit photocopy of the photo identity proof along with Examination e-Call Letter while attending the examination, without which they will not be allowed to take up the examination.

ii. Biometric Data - Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination.

Please note: The biometric data and photograph will be captured / verified on the following occasions -

- (i) Before the start of the Online Examination it will be captured.
- (ii) At the end of Online Examination before leaving the exam hall / lab it will be captured and verified on spot.

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process -

- If fingers are coated (stamped ink/mehandi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

iii. [Following items are not allowed inside the examination centre:-](#)

- a. Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- b. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- c. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- d. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- e. Any watch/Wrist Watch, Camera, etc.
- f. Any metallic item
- g. Any eatable item opened or packed, water bottle etc.
- h. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

iv. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means.

At the time of Online examination, if a candidate is (or has been) found guilty of

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- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by IBPS
 - (c) for termination of service, if he/ she has already joined the Bank service.

Important: NHB would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NHB, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NHB reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

v. e-CALL LETTERS

The Centre, Venue address, Date and Time for online examination shall be intimated in the e-Call Letter.

An eligible candidate should download his/her e-Call Letter from the official website of NHB www.nhb.org.in by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the e-Call Letter / Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for the Post. IBPS/NHB will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical

fault or otherwise beyond the control of IBPS/ NHB. Candidates are hence advised to regularly keep in touch with the official website of NHB www.nhb.org.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

3. USE OF SCRIBE & COMPENSATORY TIME:

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- i. The candidate will have to arrange his / her own scribe at his/her own cost.
- ii. Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of examination. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- iii. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- iv. The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- v. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- vi. Guidelines for candidates with locomotor disability and cerebral palsy -
A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- vii. Guidelines for Visually Impaired candidates -
 - a. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for

every hour or otherwise advised of examination.

- b. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- viii. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if has already joined the Bank.
- ix. Scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

All other terms and conditions of recruitment remains unchanged.

New Delhi
04.03.2020

[Click here to Select Online Examination Centre](#)

Dy. Gen. Manager
HR & Administration