



(भारत सरकार के अंतर्गत सांविधिक निकाय)

(Statutory Body under the Government of India)

Human Resource & Administration Department

Head Office, New Delhi

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APPOINTMENT OF IT CONSULTANT AND CONSULTANT/ADVISOR FOR NHB RESIDEX

ADVERTISEMENT NO: NHB(ND)/HRD/2632/2021

ONLINE REGISTRATION OF APPLICATION: FROM 09.06.2021 TO 30.06.2021

The National Housing Bank (NHB) is a statutory body, established in 1988, under an Act of Parliament, viz. the National Housing Bank Act, 1987 (53 of 1987). The mandate of NHB is to operate as a principal agency to promote housing finance institutions and to provide financial and other support to such institutions. The Bank is also mandated to carry out supervision of Housing Finance Companies (HFCs). The supervision of HFCs is done by the Bank through on-site inspection and off-site surveillance, market intelligence and co-ordination with other regulators.

It is committed towards the establishment of a sound and stable housing finance system in the country by way of promoting financial and institutional framework for the housing finance sector. NHB has been continuously striving for the development and promotion of innovative market based solutions, especially for low income housing segments.

The Bank is an officer-oriented, professionally managed institution with headquarter in New Delhi and Regional / Representative offices in Mumbai, Ahmedabad, Bengaluru, Bhopal, Chennai, Guwahati, Hyderabad, Kolkata and Lucknow. 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.

National Housing Bank invites online applications from Indian citizens for Appointment of IT Consultant and Consultant/ Advisor for NHB Residex

Candidates are requested to apply online through the link given on

<https://nhb.org.in/oppurtunities@nhb/>

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 shortlisted).

4. In case a candidate is called for interview and is found not satisfying the eligibility criteria (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, wherever 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 website.

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

Post Sr. No.	Post Name	Nature of Engagement	Contract Period	Vacancy	Category	Age (In Years) as on 01.06.2021	Selection Process
1	IT Consultant for NHB Residex	Contractual	** 12 months	1	UR	Should not exceed 45 years	Shortlisting and Interview
2.	Consultant for NHB Residex	Contractual	** 12 months	1	UR	Should not exceed 45 years	Shortlisting and Interview

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 without assigning any reason at any point of time.
4. **The period of Contract is for a fixed period of 12 months extendable upto another 12 months, depending on satisfactory performance, age, and continued requirement.

B. DETAILS OF EDUCATIONAL QUALIFICATION, EXPERIENCE AND WORK PROFILE

1) IT CONSULTANT FOR NHB RESIDEX

IT CONSULTANT FOR NHB RESIDEX	
I. Eligibility Criteria	
(a) Age	Not above 45 years as on date of advertisement
(b) Educational Qualification	<ul style="list-style-type: none"> • Graduate / Post Graduate in Computer Science from recognized University /Institution.

(c) Experience	<p>Desirable</p> <ul style="list-style-type: none"> • Minimum Experience: 08 years post qualification • Should be Microsoft SQL certified or equivalent, working knowledge in SQL Server (2012 and higher version) as backend for atleast 2 years in the last 4 years • Should have working knowledge for atleast 2 years in database management <p>Preferable</p> <ul style="list-style-type: none"> • Experience and proficient in advanced Microsoft Excel • Experience in MVC/VB.net as front-end and well conversant in ASP.Net, ASP, HTML, XML script and development of web-based applications • Experience in Machine Learning • Experience in developing mobile application in Android and iOS and publishing the app in Google Play Store and Apple App Store
II. Contract Period	12 months (to be extended by another year, if required)
III. Work Profile	<p>1. The work profile of the IT Consultant shall include the following (indicative only):</p> <ul style="list-style-type: none"> • to set up the processes required and manage them for the Bank with the highest standards of data quality • on-line platform to store and analyze data quickly and publish at regular intervals • to set up processes for calculation of HPIs in SQL and MS Excel • to improve the systems using experience in Machine Learning • refining the present input data sets to make it more granular and accurate • systematic storing of the complete data set used for publishing all the existing and proposed indices, for enabling the smooth retrieval of the same for historical analysis, at a later date • periodic deriving and publishing the Indices with map based interactive display on NHB's Website in bilingual format (Hindi & English) • developing, implementing and managing a portal in NHB where data fields can be masked, and data can be uploaded by the PLIs • developing/improving a mobile application for various housing price indices covered under NHB RESIDEX on NHB's Mobile App Platform, in bilingual format (Hindi & English) • analysis for making improvement in the system • processing, analyzing the data for publishing the housing price index • managing data quality • identify, analyze and interpret trends or pattern in the complex data sets • Documenting/updating the processes, records and documents such as standard operating procedure (SOP), Website User Guide etc.

	2. Any other matter as decided by the Bank.
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2) CONSULTANT/ADVISOR FOR NHB RESIDEX

CONSULTANT/ADVISOR FOR NHB RESIDEX	
I. Eligibility Criteria	
(a) Age	Not above 45 years as on date of advertisement
(b) Educational Qualification	Graduate / Post Graduate in Statistics/ Mathematics/ Economics or Bachelor’s Degree in Engineering from a recognized University /Institution.
(c) Experience	<p>Desirable</p> <ul style="list-style-type: none"> • Minimum Experience: 8 years post qualification • Should have experience in the field of publishing property/housing price indices preferably for atleast 2 years in the last 4 years. • Should have experience in statistics and statistical techniques using IT platform for atleast 2 years in the last 4 years. <p>Preferable</p> <ul style="list-style-type: none"> • Should have experience in data analysis, analytics, Advanced Microsoft Excel, Statistical Programming for atleast 2 years in the last 4 years • Should have skill and experience for atleast 2 years in the last 4 years required in data analysis of Big Data, Geographical Data Analysis, understanding of Indian cities their administrative boundaries along with that of zones, wards etc. and Pin Codes • Data visualization and data presentation skills • Good skills in documentation and presentation • Experience in database, SQL Server (2012 and higher version) as backend in the last 3 years • Experience in Machine Learning in the last 2 years
II. Contract Period	12 months (to be extended by another year, if required)
III. Work Profile	<p>1. The Consultant/ Advisor shall carry out the following exercise (indicative only):</p> <ul style="list-style-type: none"> • Assisting in providing statistical support towards development and construction of indices and preparation/updation of manuals and FAQs for the existing indices under NHB RESIDEX and other indices proposed to be introduced under NHB RESIDEX • Publishing Housing Price Indices (HPIs) under the approved methodology for compilation and publication of HPI@Assessment Prices and HPI@Market Prices for Under Construction

Properties along with Composite HPIs for both the indices for compilation and publishing

- Processing, analyzing the data for publishing the HPIs
- Preparing and publishing the other HPIs as and when approved *with base year FY 2017-18* and linking it up with the earlier HPIs under NHB RESIDEX
- Publishing zone-wise un-stratified median house price (institution valuation price), and change in price (for under construction house) for the cities covered under NHB RESIDEX
- Shifting the base year periodically every five years, if applicable
- Exploring data sources for collection of data for HPI@Market Prices for Under Construction Properties
- Revising the segmentation based on the municipal administrative zones or property tax zones, based on the applicable zonal segmentation done by the city authorities with automatic realignment, if applicable
- Refining the present input data sets to make it more granular and accurate
- Manage data quality
- Preparation and execution of test cases for data
- Manage data governance and monitoring
- Identify, analyze and interpret trends or pattern in complex data sets. Data analysis of large data sets.
- Exploring alternative data sources from which price indices and related statistics can be computed
- Analytical skills with the ability to organize, analyze and disseminate information with attention to detail and accuracy
- Analyzing the NHB RESIDEX with HPI of Reserve Bank of India (RBI), in order to bring in more reliability
- Publishing the research and analytical reports periodically on all the existing and proposed indices, linking with HPI of RBI and other developments in the national and international scenario
- Gradually expanding the coverage of NHB RESIDEX (from the present 50 cities) and the proposed indices to maximum number of cities
- Documenting/updating the processes, records and documents such as standard operating procedure (SOP), Processing Manual, User Manual, Website User Guide etc.
- Analysis for making improvement in the system.

2. Any other assignment as decided by the Bank.

C. REMUNERATION:

Sr. No.	Post Name	Working Days	Remuneration
1	IT Consultant for NHB Residex	The consultant has to attend office 45 days in a quarter as per the discretion of the Bank.	A consolidated fixed remuneration of ₹ 1 Lac per month.
2.	Consultant for NHB Residex	However, Bank reserves the right to call the consultant as per requirement.	A consolidated fixed remuneration of ₹ 1 Lac per month. per month.

D. HOW TO APPLY: Please refer NHB website <https://nhb.org.in/oppurtunities@nhb/> 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) In case of selection, candidates will be required to produce proper discharge certificate / relieving letter / proof of retirement 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.
- (vii) The Bank takes no responsibility for any delay in receipt or loss of any communication.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- (xv) 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.

- (xvi) 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 on recruitments@nhb.org.in

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

The Bank is not responsible for printing errors, if any

Place: New Delhi
Date: June 09, 2021

DEPUTY GENERAL MANAGER
Human Resource & Administration Department