



NATIONAL HOUSING BANK

Head Office, New Delhi - 110003.

EMPANELMENT FOR NOMINATION AS DIRECTOR ON THE BOARD OF HOUSING FINANCE COMPANIES (HFCs)

SUBMISSION OF APPLICATION - FROM 15.02.2025 TO 15.04.2025

(This advertisement and the web link to download Application Form can be accessed on www.nhb.org.in)

Advt. No. - NHB/ROD/EMP/2024-25/2

The National Housing Bank is an apex Financial Institution in the country for housing, set up under an Act of Parliament and is a Statutory body under the Govt. of India with its offices in Ahmedabad, Bengaluru, Bhubaneswar, Bhopal, Chandigarh, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi and Thiruvananthapuram. The Bank is the supervisor for Housing Finance Companies and is also a significant provider of development finance. The Bank seeks to catalyze institutional funds to reduce the housing shortage in the country through various developmental 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.

National Housing Bank (NHB) extends refinance to primary lending institutions (PLIs) in respect of eligible housing loans extended by them to individual borrowers under its various schemes. To ensure that the interest of the Bank and public at large are protected, NHB keeps on reviewing the system and procedures in place and issues various directives / guidelines / circulars to this effect from time to time to the PLIs. NHB reserves the right to appoint a Nominee Director on the Board of any HFC as well.

Accordingly, to meet its internal requirement, NHB is inviting applications from the eligible candidates for their empanelment for engagement as nominee director on the Board of HFCs as may be required by NHB from time to time as per following eligibility criteria:

- Retired Officers of the Rank of Group "A" not less than level 16 of Central / State Governments / Union Territories (UTs) Administration / Public Sector Undertakings (PSUs); or
- Retired Officers of the Rank of CGM and above / CVO, of Public Sector Banks (PSBs)/ All India Financial Institutions (AIFI) / RBI; or
- Board of Directors in Private Sector Banks / Small Financial Banks; or
- Practicing Chartered Accountants having experience of audit of Housing Finance Companies (HFCs) of minimum of 15 years.

I. MODE OF APPLICATION

Candidates are required to download the Application Form from NHB's and send duly filled application form at the following e-mail ID from **15.02.2025 TO 15.04.2025**. **No other mode of submission of Application shall be accepted.**

E-Mail ID, where the duly filled scanned application form is to be submitted: rod.empanelment@nhb.org.in

Candidates have to ensure that all relevant documentary supports are also attached at the time of e-mailing the duly filled in scanned application form.

1. HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR -

- A. Downloading Application Form
- B. Sending Scanned Application Form and Supporting Documents

Candidates can apply **from 15.02.2025 to 15.04.2025**. The application form is available on NHB's website under Opportunities@NHB section and can be downloaded.

After downloading the candidates have to carefully read the instructions as contained in the advertisement and thereafter fill the Application Form neatly. Since the filled-in scanned application form together with supporting documents are to be scanned and sent on the rod.empanelment@nhb.org.in e-mail ID, the candidates have to ensure that the total size of the scanned file doesn't exceed 15 MB.

Important points to be noted before filling-up the application form

Before applying, candidates should -

- (i) Have passport photograph ready with clean background for affixing the same on the application form.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) Keep the necessary details/ documents ready before you start to fill the application form.
- (iv) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Process. Bank may send intimation (wherever required) through the registered e-mail ID from which application is received. In case a candidate does not have a valid personal e-mail ID, he/ she should create his/her new e-mail ID and mobile no. before applying and must maintain that email account and mobile number.
- (v) Candidates are advised to carefully fill and verify the details filled in the application themselves as no change will be possible/ entertained after sending the final scanned application form.
- (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/ alteration found may disqualify the candidature.

- (vii) Modify details, if required, and fill fresh application instead of cut marks and overwriting and only after verifying that the details are correct and application is clean, the candidate should proceed for scanning of the application together with supporting documents and to send the same on the designated e-mail ID prescribed herein.
- (viii) **Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date to avoid the possibility of non-delivery of e-mail/ inability/ failure to send e-mail due to last moment glitches.**

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

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

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

DISCLAIMER:

Instances for providing incorrect information and/or suppression of any information by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the empanelment process. If such instances go undetected during the current process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the appropriate authority in NHB shall be final and binding.

(Hindi version of this advertisement is available on the Hindi website of the Bank)

New Delhi

12.03.2025

Deputy General Manager

National Housing Bank