

F.No.21/07/2019-CS-I(P)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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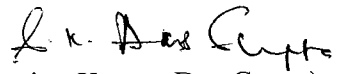
2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 06<sup>th</sup> January, 2020

**OFFICE MEMORANDUM**  
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**Subject:- Deputation of Officer/s to the post of Executive Director (Special Grade) in National Housing Bank.**  
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The undersigned is directed to circulate the Vacancy Circular No. NHB/ND/A-13544/2019 dated 18<sup>th</sup> December, 2019 who intended to recruit Executive Director (Special Grade) on deputation basis from Scheduled Commercial Banks (SCBs)/ Public Sector Financial Institutions (FIs)/ Public Sector Organizations in Financial Sector in India and Regulatory Bodies in the country as well as Officers serving as Director or above in Government of India or at an equivalent level in the State Government.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Sanjay Kumar Das Gupta)

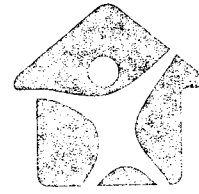
Under Secretary to the Government of India  
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

Ref: NHB/ND/A-13544/2019

Date: December 18, 2019



राष्ट्रीय  
आवास बैंक  
NATIONAL  
HOUSING BANK

Sh. Rajul Bhatt  
Director (CS - I)  
Lok Nayak Bhawan  
DoPT, North Block, Central Secretariat,  
New Delhi 110001

Dear Sir,

**SUB: Deputation of Officer/s to the post of Executive Director (Special Grade) in National Housing Bank**

National Housing Bank is an apex Financial Institution in the country for housing, set up under an Act of Parliament. Bank is the Supervisor for Housing Finance Companies in the country and also a significant provider of development finance.

2. To meet the new challenges, NHB requires experienced, talented and committed professional with proven management, leadership and innovative skills for the post of Executive Director (Special Grade).

3. We would also be considering appointment of Executive Director (Special Grade) in NHB, from Scheduled Commercial Banks (SCBs) / Public Sector Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in the country as well as ~~Officers serving as Director or above in Government of India~~ or at an equivalent level in the State Government on deputation for a period of 3 years extendable upto 2 years, as per the criteria and terms and conditions laid down in the recruitment advertisement on the Bank's website ([www.nhb.org.in](http://www.nhb.org.in)) under the section of "Opportunities@NHB".

4. It is requested that advertisement as enclosed may be circulated amongst departments / organisations coming under your purview.

5. It is requested that applications along with relevant enclosures, of suitable and eligible officers may be sent to NHB latest by January 10, 2020. The application format is available on our Bank's website. Applications not routed through proper channel of the present employer will not be considered.

I request your favourable consideration please.

With regards,

Yours sincerely,

General Manager - HR

Encl: Copy of Advertisement

भारत सरकार के अंतर्गत सांविधिक निकाय  
कोर 5-ए, तीसरे से पांचवां तल, इंडिया हैबिटेट सेंटर, लोधी रोड, नई दिल्ली-110003  
दूरभाष : 011-3918 7000 फ़ैक्स : 011-2464 9030  
वेबसाइट : [www.nhb.org.in](http://www.nhb.org.in) ई मेल : [ho@nhb.org.in](mailto:ho@nhb.org.in)

Statutory Body under the Government of India  
Core 5-A, 3rd to 5th Floor, India Habitat Centre, Lodhi Road, New Delhi-110003  
Phone : 011-3918 7000 Fax : 011-2464 9030  
Website : [www.nhb.org.in](http://www.nhb.org.in) E-mail : [ho@nhb.org.in](mailto:ho@nhb.org.in)

**"बैंक हिन्दी में पत्राचार का स्वागत करता है"**



**राष्ट्रीय  
आवास बैंक  
NATIONAL  
HOUSING BANK**

Advt. No. – NHB/HR & Admin./ Recruitment/2019/05

**Recruitment of Executive Director (Special Grade) in National Housing Bank**

**on Direct Recruitment/Deputation Basis**

National Housing Bank is an apex Financial Institution in the country for housing, set up under an Act of Parliament. The Bank is the supervisor for Housing Finance Companies as also a significant provider of development finance. The Bank is headquartered in Delhi.

Bank intends to recruit Executive Director (Special Grade) in NHB. Interested candidates may apply in the prescribed format (available on the bank's website [www.nhb.org.in](http://www.nhb.org.in)) from **18.12.2019 to 10.01.2020**, only after carefully going through all the instructions contained in this advertisement and after satisfying themselves regarding the eligibility criteria. No other means / mode of Application will be accepted.

Important Dates	
Application Begin Date	18.12.2019
Application Close Date	10.01.2020
Date of Interview	The date of interview will be communicated to the shortlisted candidates separately.

Name of Post Pay Scale (Starting Basic)	No. of vacancies
Executive Director (Special Grade)* Rs.1,76,800 - 2,24,400  On selection, the candidate will be placed in the initial scale of Rs. 1, 76,800.	1 (Un-reserved)

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*\*The position is not a Board level position. However, allowances and other perquisites will be payable as applicable to the Executive Director of the Nationalized Banks. The Performance Linked Incentive, as applicable to the Whole time Directors of Nationalized Banks, is not applicable for this position.*

*Bank reserves the right to accept or reject any application as also to cancel the advertisement fully or partly on any grounds.*

*The mode of selection will be interview.*

### **Eligibility Criteria**

#### **1. Common Eligibility Criteria as on last date of receipt of applications i.e. 10.01.2020:**

<b>Age</b>	<p>Age of superannuation is 60 years.</p> <p><b>For Direct Recruitment:</b> The minimum age of the candidates applying for the post of Executive Director (Special Grade) in the Bank shall be 45 years and the minimum residual service w.r.t. the date of superannuation shall be 05 years as on the last date of receipt of applications.</p> <p><b>For internal candidates,</b> minimum age for applying for the post of Executive Director (Special Grade) in the Bank shall be 45 years and the minimum residual service w.r.t. the date of superannuation shall be 03 years as on the last date of receipt of applications.</p> <p><b>For Deputation:</b> The minimum age of the candidates applying for the post of Executive Director (Special Grade) on deputation in the Bank shall be 45 years and the minimum residual service w.r.t. the date of superannuation shall be 05 years as on the last date of receipt of applications.</p>
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#### **2. Educational Qualification & Experience as on the last date of receipt of applications i.e. 10.01.2020:**

<b>Post</b>	<b>Executive Director (Special Grade)</b>
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<b>Educational Qualification</b>	<p><b><u>Direct Recruitment:</u></b></p> <p>The candidates eligible to apply for the position of Executive Director (Special Grade) in NHB should have a Graduate degree. MBA (full time) - Finance / Post Graduate Degree or Diploma in Business Administration with specialisation in Finance, Post Graduate degree in Economics, Statistics, and Commerce will be preferred.</p> <p><b><u>Deputation:</u></b></p> <p>The educational qualifications shall be same as above for candidates applying on deputation basis.</p>
<b>Experience</b>	<p><b><u>Direct Recruitment:</u></b></p> <p>(a) Minimum 20 years of experience <b>as on the last date of receipt of applications</b> in different verticals / domains in Scheduled Commercial Banks (SCBs) / Public Sector Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India, out of which relevant experience in the area of Credit / Risk Management / Regulation or Supervision will be desirable.</p> <p>(b) Of these 20 years, at least 2 years of experience should be one or two position below the Board level.</p> <p><i>*Candidates are required to specify the names of the Organisations, Departments, period and the nature of work performed in support of their experience.</i></p> <p><b><u>Deputation:</u></b></p> <p>(i) The Bank may consider Officers serving as Director or above in Government of India or at an equivalent level in the State Government. Experience in the field of housing / infrastructure / finance shall be considered desirable.</p> <p>(ii) The Bank may also consider deputation of Officers from Scheduled Commercial Banks (SCBs) / Public sector Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India, having qualifications and experience as prescribed for direct recruitment.</p> <p>(iii) <b>Period of Deputation:</b> The tenure of deputation shall be 3 years, subject to annual performance review. This may be extended for a further period of 2 years depending on the performance and as per Bank's requirement.</p>

### Other important Eligibility Criteria

- ✓ The candidates should have:
  - ◆ Proven track record at leadership, management and innovative skills to build and inspire teams
  - ◆ Experience of institutional development in the financial, banking and services sector.
  - ◆ Adequate knowledge and experience in Re-finance, Corporate Finance, Treasury Operations, Resource Mobilisation, Risk Management, Information Technology etc.
  - ◆ Excellent communication skills.

### **3. Selection Procedure:**

Selection will be based on Short listing and Personal Interview.

1. Possessing eligibility criteria does not entitle a candidate to be called for the 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.
2. **Interview:** Only short listed candidates will be called for interview. The qualifying marks in Interview will be as decided by the Bank.
3. **Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview. In case more than one candidate score equal marks, such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.

### **4. How to apply:**

Candidates have to fill in the Application Form available on Bank's website under **Opportunities@NHB** and attach all relevant documentary supports in respect of all credentials furnished in the application form. All the attachments should be self- attested by the candidates and latest passport size photograph (cross signed) along with signature of the candidate should be affixed on the application form. The duly filled in application form along with all attachments has to be sent to the **following mailing address** and it should be ensured by the candidate that the application form is received by the Bank latest by **05:00 pm on 10.01.2020**, failing which the same would not be considered as also no correspondence/representation in this regard shall be entertained by the Bank:

**The General Manager  
Human Resource Department  
National Housing Bank  
3rd Floor, Core - 5A  
India Habitat Centre  
Lodhi Road  
New Delhi - 110003**

Candidates have to ensure that the e-mail ID and mobile no. provided by them in the application form is correct and without mistake. It will help him/her in getting call letter/interview advices etc. by email/phone.

**5. IMPORTANT INFORMATION:**

- i) Candidates should satisfy themselves about their eligibility for the post applied for.
- ii) 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.
- iii) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY CRITERIA 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.
- iv) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, SHORTLISTING, CONDUCT OF INTERVIEW AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- v) Outstation candidates, called for interview will be paid Air Fare (economy class) or Actual expenses, if travelled by other modes, whichever is less by the shortest route in India.

- vi) 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 New Delhi and courts/tribunals/ forums at New Delhi only shall have exclusive jurisdiction to try any cause/dispute.



## National Housing Bank

### GENERAL INSTRUCTIONS

**[PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE  
FILLING UP THE 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 10.01.2020** 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 interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the Bank in this regard. The Bank does not furnish the mark-sheet of selection process to candidates.
- 3) Application once made will not be allowed to be withdrawn.
- 4) Duly filled in application form copy along with all enclosures including all supporting documents in original must be brought by candidates to the interview venue.
- 5) A recent passport size colour photograph (without dark glasses) should be firmly pasted on the application form 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 interview.
- 6) 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

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before applying in NHB as per rules / regulations of their present employer in this regard.

7) **For Deputation:**

- (i) **Process:** Applications of Candidates applying for deputation, should be sent through proper channel, along with Performance Appraisal Reports for the last 3 years.
  - (ii) **Period of Deputation:** The tenure of deputation shall be 3 years, subject to annual performance review. This may be extended for a further period of 2 years depending on the performance.
- 8) Only candidates willing to serve anywhere in India may apply.
- 9) Any request for change of address / change of centre for interview shall not be entertained.
- 10) Candidates applying through open recruitment or on deputation basis shall have to route their applications through proper channel without which the application shall not be considered. Candidates working under the Central Staffing Scheme shall also have to obtain No-objection certificate from DOPT (Cadre Controlling Authority).
- 11) 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.
- 12) In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- 13) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Delhi.
- 14) 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.
- 15) **IDENTITY VERIFICATION**

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, 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 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. 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/affidavit.

#### **16) OTHER CLAUSES:**

- (a) Decision of NHB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- (b) 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.

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