

FROM: ESTABLISHMENT OFFICER TO THE
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING
NEW DELHI

TO: THE CHIEF SECRETARIES
OF ALL THE STATE GOVERNMENTS/
ADMINISTRATORS OF UNION TERRITORIES

NO.26(3)EO/07(ACC) DATED: 7TH JUNE, 2007
APPLICATIONS ARE INVITED FROM SUITABLE AND ELIGIBLE PERSONS FOR
THE POST OF CHAIRMAN AND MANAGING DIRECTOR, HUDCO (.) A COPY OF
THE COMPANY PROFILE AND JOB DESCRIPTION ETC. OF THE POST ARE
UPLOADED ON WEBSITE
ENCLOSED (.) THIS MAY PLEASE BE GIVEN WIDE PUBLICITY UNDER YOUR
ADMINISTRATIVE CONTROL (.) IT IS REQUESTED THAT THE APPLICATIONS
COMPLETE IN ALL RESPECTS, ALONG WITH ATTESTED COPIES OF THE ACRs
(NOT ORIGINAL) FOR THE LAST FIVE YEARS MAY BE FORWARDED TO THE
OFFICE OF THE ESTABLISHMENT OFFICER, DEPARTMENT OF PERSONNEL
AND TRAINING, ROOM NO.115, NORTH BLOCK, NEW DELHI, SO AS TO REACH
THIS OFFICE LATEST BY 20.6.2007(.)


(ALOK KUMAR)
DIRECTOR (ACC)

No.26(3)EO/07(ACC)

Dated: 7th June, 2007

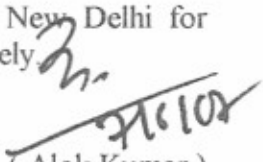
By Speed Post

1. All Secretaries to the Government of India (By name as per list attached) with the request that names of suitable and willing Group 'A' Services officers alongwith the CR dossiers and vigilance clearance, may please be forwarded to this department immediately

By Special Messenger

2. Director (CS Division), Department of Personnel and Training in respect of officers of the Central Secretariat Service (CSS) with the request that names of suitable and willing officers alongwith the CR dossiers and vigilance clearance may please be forwarded to this Department immediately.

✓ 3. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this circular on the official website of this Department, immediately.


(Alok Kumar)
Director(ACC)

No.26(3)EO/07(ACC)

Dated: 7th June, 2007

Copy for information to:

1. Cabinet Secretariat (Shri K.S. Achar, Director).
2. PS to Secretary (P)/PS to EO.
3. M/o Housing & Urban Poverty Alleviation (Shri Sunil Kumar Singh, Joint Secretary), Nirman Bhavan, New Delhi.
4. Public Enterprises Selection Board (Shri R. Datta, Secretary).



(S.K. Ahluwalia)

Under Secretary to the Government of India

Office of the Establishment Officer
Deptt. of Personnel & Training
Ministry of Personnel, Public Grievances and Pension

**Recruitment to the post of Chairman & Managing Director,
Housing & Urban Development Corporation Ltd. (HUDCO), in schedule
'A' scale of pay of Rs.27750-750-31500 (Revised)**

Company Profile

The Housing & Urban Development Corporation Ltd. (HUDCO), a fully owned Company of the Govt. of India, is a national level techno-financial organization in the field of housing and urban development. It is, first & foremost, a housing finance institution (HFI). It was established in 1970 to meet the financial needs of the institutions in housing and urban sector, such, as housing boards, development authorities, municipalities, co-operatives, etc., in the country through project financing. The accumulated surplus of HUDCO at Rs.367 crores reflects viable operations & efficient management. HUDCO has set up Zonal, Regional and Development Offices, across the country.

HUDCO is implementing a number of projects assisted by OECF, Japan and KfW, Germany it is also seeking a line of credit from World Bank and Asian Development Bank.

Job Description and responsibilities

The Chairman and Managing Director is the Chief Executive of the Corporation and responsible to the Board of Directors. He is responsible for all the activities of the Corporation, including personnel, financial and commercial management, corporate planning and project implementation. He is responsible for the effectiveness of the organization in pursuit of the Company's goals and objectives and would need to develop business strategies and operate plans for long-term corporate objectives and establish the basic priorities, ethical values, policies, attitudes within the Company that would instill a sense of personal involvement in and commitment to the strategic vision. He is also expected to develop and maintain excellent working relationships between the Central and State Government, State Housing Boards, Development Authorities and various Central and State level Organisations

Qualification and Experience required for the post

The applicant should be at least, a Graduate from a recognized University with good academic record. Adequate knowledge in the field of Housing and Urban Development is highly desirable. Technical/ MBA/ Economics qualification experience in Management and familiarity with Housing Finance corporation with financial expertise, Marketing/ Production in an organization of good repute will be of added advantage.

The job requires a person of outstanding professional competence and proven managerial ability. As Head of the Organisation, he should be able to coordinate and interact, effectively, with various other institutions and agencies. He should possess requisite conceptual ability and qualities of leadership to effectively direct a multi-disciplinary and highly qualified team to achieve the objectives of the organization. He should have the ability to build a strategic vision with demonstrated ability for change management and translation of vision into goals and the ability to convert ideas into action plans. He should have sharp business acumen with demonstrated sensitivity to surrounding business environment and ability to spot opportunities. His communication skills should be of an excellent order.

The post carries Schedule 'A' pay scale of Rs.27750-750-31500 (revised as on 1.1.1997), plus industrial Dearness Allowance, City Compensatory Allowance and other allowances as provided for in the HUDCO Rules, as admissible in terms of Deptt. of Public Enterprises guidelines.

The Public Sector executives and Government/Bank officers holding posts in the pay scale of Rs.8250-9250/- (pre-1.1.1992 scale) / Rs.11500-13500/- (post-1.1.1992 scale) Rs.23750-28550 (post-1.1.97 scale) and above with Industrial DA or Rs.22400-24500 and above with Central DA or equivalent scale of pay will be eligible for consideration on absorption basis for a period of 5 years or till superannuation, whichever is earlier, subject to usual performance review. In the case of Banks, the eligibility would be executive experience of at least 25 years, of which at least three years at Board level in the organization. The upper age limit will be 57 years. Eligibility in respect of age will be determined with reference to 1.7.2007. In the case of Public Sector, applicants should have been in the required pay scale for a minimum of two years as on the date of vacancy, whereas for the in-house candidates, the requirement, in this behalf, is one year.

Notwithstanding the above, Government/PSU/Bank Officers, in the scale of pay of Additional Secretary to the Government of Indian and equivalent scale of pay and above, with adequate experience in the relevant field, will also be eligible for consideration, on deputation for 3 to 5 years, provided, they are in the requisite scale of pay as on the date of vacancy i.e. 1.10.2006. Eligibility, in respect of age, will be determined with reference to this date. In the case of Public Sector, applicant should have been in the required pay scale for a minimum of two years as on the date of vacancy, whereas for in-house candidates, the requirement in this behalf is one year. In case of such deputation, the rule of immediate absorption will not apply. The appointment in such cases of deputation, shall be for a period of 3 to 5 years or till the date of superannuation, whichever is earlier, and subject to review of performance by the Government.

Preferred age would be 47 years and in any case, the candidate should not be more than 58 years of age as on the date of occurrence of vacancy. The retirement age of CMD, HUDCO would be 60 years, as per extant orders.

Prospective candidates whether they are from Government/PSU/Banks may send their applications in the following format, along with a write up on the significant contributions made by them during the present/past assignments and their

suitability for the post to Shri P.K. Misra, Establishment Officer, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, North Block, New Delhi by 20.06.2007.

TO BE SUBMITTED BY THE APPLICANT TO THE ESTABLISHMENT OFFICER,
DEPARTMENT OF PERSONNEL & TRAINING, NORTH BLOCK, NEW DELHI)
(IN BLOCK LETTERS)

1. NAME OF THE POST APPLIED FOR : _____
2. NAME OF THE APPLICANT (IN FULL): _____
3. FATHER'S NAME : _____
4. DATE OF BIRTH OF THE APPLICANT: _____
5. POSTAL ADDRESS : _____
6. TELEPHONE NO.
OFFICE : _____
- RESIDENCE : _____
7. EDUCATIONAL/PROFESSIONAL
QUALIFICATIONS : _____
8. POSITIONS HELD DURING THE
PRECEDING TEN YEARS

S.NO.	DESIGNATION, ORGANISATION AND PLACE OF POSTING	FROM	TO	PAY SCALE
1.				
2.				
3.				

9. WHETHER ANY PUNISHMENT AWARDED TO THE APPLICANT DURING THE
LAST 10 YEARS AND ALSO WHETHER ANY ACTION OR INQUIRY IS GOING ON
AGAINST HIM AS FAR AS HIS KNOWLEDGE GOES.

(NAME AND SIGNATURE OF THE APPLICANT)

DATE:

TO

SHRI P.K. MISRA,
ESTABLISHMENT OFFICER, ROOM NO.115,
DEPARTMENT OF PERSONNEL, PUBLIC GRIEVANCES AND PENSION,
NORTH BLOCK, NEW DELHI