



**Housing & Urban Development Corporation Limited  
(A Government of India Enterprise)  
Core-9A, HUDCO Bhawan, India Habitat Centre, Lodhi  
Road, New Delhi**

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Ref. No. HUDCO/FixedTerm HUDCO/2024/01

Dated: 21.02.2024

## **NOTICE**

Ref: HUDCO invites applications for the hiring of experienced professionals on a fixed-term basis.

Sub: Extension of date for receipt of online Applications

The last date to receive the online application form for hiring of manpower on a Fixed Term Basis for the eight positions was 21.02.2024 till 6.00 PM, which is now extended till 13.03.2024 upto 6.00 PM.

The other terms and conditions will remain the same. For any further clarifications or assistance, please contact at [hrhudco@hudco.org](mailto:hrhudco@hudco.org) while mentioning the Subject of the email "APPLICATION FOR FIXED TERM BASIS."



## Detailed Advertisement for Website

Ref. No. HUDCO/FixedTerm HUDCO/2024/01

### **HIRING OF EXPERIENCED PROFESSIONALS ON FIXED TERM BASIS**

1. HUDCO, India's premier techno-financing public sector enterprise, in the field of housing and infrastructure development. With an authorized capital of Rs 2,500 crore, as on date, HUDCO has a paid-up equity of Rs. 2,001.90 crore. The Corporation is headquartered in the National Capital, New Delhi, and operates through a strong and multi-disciplinary workforce placed over its nationwide network of Regional and Development offices. With its corporate vision of being a leading techno-financial institution for transforming the lives of people, HUDCO is on the mission of promoting sustainable habitat development to enhance the quality of life. HUDCO was upgraded to a Schedule-A PSE in 2002 and was also conferred the Mini Ratna status in 2004.
2. HUDCO invites applications from dynamic and experienced professionals for the following positions to be filled on the fixed-term basis (Contract) initially for a period of one year which may be extended up to 4 years on a yearly basis, subject to the requirement and performance of the individual:

Sl. No	Post/ Level	Essential Education Qualification and Maximum Age	Minimum Post-Qualification Experience	No. of vacancies/ Category	Experience and Job profile
1	Assistant Executive (Finance) (Level – 1)  <b>(Risk Management)</b>	CA/CMA/ Regular full-time MBA (Fin)/two- year PGD(Fin.) with minimum 60% marks or equivalent CGPA  Age – 35 years	05 years	01 (UR)	The candidate will be required to assist in the formulation and implementation of the Early Warning Signal Mechanism, to review the various Fraud cases for ascertaining the role of HUDCO employees, if any and to assist in the preparation of various returns to be submitted to the regulatory and compliance requirement of RBI pertaining to Fraud Cell.  Preferred: Exp. in the Financial Sector and Retail Financing (Home loans) and Project Financing.



2	Deputy Executive (Finance) (Level – 2) <b>(Risk Management)</b>	CA/CMA/ Regular full-time MBA (Fin)/ two- year PGD(Fin.) with minimum 60% marks or equivalent CGPA  Age – 40 years	07 years	01 (UR)	The candidate will be required to assist in review/ revamp of Risk Management Policy (RMP) of HUDCO. To assist in accessing the capital requirement in terms of Capital guidelines prescribed by RBI(ICAAP), to prepare and monitor the various compliance requirements of RBI pertaining to the Risk Management Department  Preferred: Exp. in Financial Sector and Risk Management, compliances
3	Assistant Executive (Finance) (Level – 1) <b>(Resource Mobilization)</b>	CA/CMA/ Regular full-time MBA (Fin)/two- year PGD(Fin.) with minimum 60% marks or equivalent CGPA  Age – 40 years	05 years	01 (UR)	The candidate should have good understanding of fund-raising / institutional resource mobilization, both from domestic and international sources, exposure to accounting, settlement of various derivative trades and debt servicing, regulatory filings, exposure to capital & debt markets, etc.  Preferred: Exp. in HFC/ NBFC/Bank / Financial Institution.
4	Assistant Executive (Finance) (Level – 1) <b>(RM/ Special Loans)</b>	CA/CMA/ Regular full-time MBA (Fin)/two- year PGD(Fin.) with minimum 60% marks or equivalent CGPA  Age – 40 years	05 years	01 (UR)	The candidate should have an understanding/ capability of analyzing the financials of the institution / the proposed borrower and can assess the capacity of the project for providing long-term/short-term finance with due diligence. Further, the candidate should have some experience of investment in Bonds/ debentures issued by various Government agencies i.e. he/ she should have a flair of lending and investment. He/ she should also be conversant about the various regulatory/statutory



					requirements, in this regard.  Preferred: Exp. in NBFC/Bank / FI.
5	Deputy Executive (HR)  (Level – 2)  <b>(HR)</b>	Regular full-time MBA (HR)/two-year PGD (HR) with minimum 60% marks or equivalent CGPA  Age – 40 years	07 years	01 (UR)	The candidate should be having experience of manpower planning activities and to assist with recruitment, talent acquisition, and retention, review of promotion policies to make employees more competitive and suggest methods of selection on merit basis. Review and revise roles and responsibilities of various departments to match with the business operations of the organization by interacting with the stakeholders/ departments and based on which define delegation of powers at levels. He/she should be well versed with reservation policies as applicable to Govt. organization. The incumbent would be required to assist the regular employees involved in carrying out the different HR related activities.  Preferred: Experience of working in a Govt. organisation/CPSE of repute with minimum workforce of 500 employees.
6	Executive (HR)  (Level – 3)  <b>(HR)</b>	Regular full-time MBA (HR)/two-year PGD (HR) with minimum 60% marks  Age – 45 years	10 years	01 (UR)	The candidate should be well versed with training and development procedures and bring in latest concepts, assist in the activities related to capability building initiatives in the organization, identify critical training needs with analysis and accordingly identify training programmes, develop training calendar with budgets/financial implications, prepare annual training calendar, liaise with



					external training agency, etc. The incumbent should also suggest ways and methods of employee engagement to keep the employees motivated and committed to their work.
7	Executive (Projects) (Level – 3) <b>(Operations)</b>	B. Tech in Engineering Preferred: MBA (Finance)	10 years	01 (UR)	The candidate will be required to study on State Budget and explore the opportunities for HUDCO financial assistance and, (b) Peer NBFCs – working/ process, products, and best practices. He/ She will need to devise the monitoring procedure/ system for HUDCO-financed projects on real real-time basis, carry out the Site visits and monitoring of HUDCO-funded projects, and also suggest new workable products for HUDCO finance.
8	Assistant Executive (PR) (Level – 1) <b>(PR)</b>	MBA/ Post Graduation Degree/ Diploma (2 years full time) in Public Relations/ Journalism/ Mass Communication	05 years	01 (UR)	The candidate should have proficiency in the English language, especially for editing work of all in-house publications in addition to writing messages for the publications, proofreading, making replies for the interview of top management personnel in media, etc. The candidate will be requested to scan the news of HUDCO & and other related subjects to put it up to the Competent Authority.

3. Category of PwD identified for the above positions are as follows

For Sl. No.1,2,3 & 4 the following category of disability has been identified for PwD candidates  
i) Deaf and hard of hearing ii) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims iii) Specific learning disabilities iv) Multiple disabilities from among (i) to (iii) above except muscular dystrophy and deaf.

For Sl. No.5 and 6 the following category of disability has been identified for PwD candidates (i) blind and low vision (ii) Deaf and hard of hearing (iii) Locomotor Disability (OL, OA, OAL) including leprosy cured, acid attack victims and muscular dystrophy (iv) Autism, Specific



learning disabilities iv) Multiple disabilities from among (i) to (iv) above except deaf and blindness.

For Sl. No. 7 The following category of disability has been identified for PwD candidates (i) Deaf and hard of hearing (ii) Locomotor Disability (OL, OA) including leprosy cured and acid attack victims (iii) Specific learning disabilities vi) Multiple disabilities from among (i) to (ii) above except deaf and Specific learning disabilities.

For Sl. No. 8 The following category of disability has been identified for PwD candidates (i) Hard of hearing (ii) Locomotor Disability (OL, OA) including leprosy cured and acid attack victims and muscular dystrophy (iii) Specific learning disabilities vi) Multiple disabilities from among (i) to (iii) above except muscular dystrophy.

Reservation to PwBD shall be admissible in accordance with Government of India guidelines. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.

#### 4. Remuneration

S. No.	Name of the Post & Grade	Experience	MCP (Monthly consolidated Pay)
01.	Asstt. Executive (Finance) Level-1	05 years	Rs.65,000/-
02.	Dy. Executive (Finance) Level-2	07 years	Rs.85,000/-
03.	Executive (HR) Level-3	10 years	Rs.1,10,000/-

The following will be the components of Monthly Consolidated Pay (MCP):

S. No.	Item	Component
(i)	Basic Pay (%age of MCP)	50%
(ii)	Employers PF contribution (%age of MCP)	6% (12%* of BP)
(iii)	HRA (%age of MCP)	15%
(iv)	Ex-Gratia / Gratuity	5%
(v)	Other lumpsum benefits (%of MCP)	24%
<b>Total</b>		<b>100%</b>

- \*Similar employee contribution of 12% of Basic Pay would be recovered from the monthly consolidated pay of the employee and both the contributions (employer and employee) would be deposited in the Provident Fund.
- Percentage component of HRA would remain same irrespective of place of posting

#### 5. Annual Increment:

Annual increments will be sanctioned from 1<sup>st</sup> day of the anniversary month of joining, subject to annual performance review.

#### 6. Benefits:

Fixed Tenure Staff will be entitled to below-mentioned benefits as per their respective grades:



<b>Grade</b>	<b>Level-1</b>	<b>Level-2</b>	<b>Level-3</b>	<b>Level-4</b>
<b>Leave</b>	CL – 12; RH – 2; Sick Leave - 10			
<b>TA/DA</b>	At par with E-1 level officers of HUDCO.			
<b>Conveyance Allowance (on self-certification basis)</b>	Rs.5,000/- per month			
<b>Medical Insurance (reimbursement on annual basis)</b>	Annual premium of upto Rs.7,000/- is reimbursable for medical/health insurance (annual basis). It will be mandatory for such staff to take medical insurance.		Annual premium of up to Rs.8,000/- is reimbursable for medical/health insurance (annual basis). It will be mandatory for such staff to take medical insurance.	
<b>Annual Performance Linked Incentive</b>	This Fixed Term staff will be entitled for Performance Linked Incentive also. (Different from PRP applicable to regular employees) Based on the performance carried out in the year, Annual Performance Linked incentive of upto a Maximum one-month consolidated pay will be payable. (Excellent rating @ full one-month MCP, Very Good @ 75% of one-month MCP and Good @ 50% of one-month MCP)			
<b>Meal Coupons</b>	@ Rs.2000/- per month			
	Besides above, they will also be entitled to monthly mobile call reimbursement & reimbursement of mobile handset (once in serve) as per policy.			

- The final selection process will comprise of overall performance in the Interview. The personal interview may be held in physical or online mode.

## 7. Eligibility Criteria

- i. Candidates meeting the eligibility criteria will be shortlisted for Personal Interview.
- ii. The Selection process consists of marks obtained in Personal Interview.
- iii. Candidates must qualify in the Personal Interview and must score 50% marks in order to be considered for empanelment.
- iv. The offer of appointment shall be issued to the suitable candidates in the order of merit.
- v. Mode of selection may change for any/all post subject to the number of applicants and.

## 8. Nationality: Only Indian Nationals are eligible to apply.



9. **Educational Qualifications:** The requirements regarding essential educational qualifications for different posts are given in the Table above. All qualifications should be from Universities/ Institutions recognized and approved in India by UGC/ AICTE/ Appropriate Statutory Authority with a minimum of 60% marks (relaxed to 55% for SC/ST category against reserved positions) in aggregate. Equivalence of qualification shall be decided at the discretion of HUDCO Management.
- Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.
  - Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated while filing the application form as per norms adopted by University/ Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University/Institution, failing which the application is liable to be rejected.
10. **Work Experience:** Teaching experience & Internship will not be counted as experience.
11. **Age:** The candidates must not have an age more than that mentioned in the first Table above. Following relaxation in age shall be given in case the position is reserved for the specific category subject to production of required certificate from the prescribed authority as per Government of India norms:
- SC/ST category: Five years,
  - OBC (Non-creamy layer): Three years,
  - Persons with Benchmark Disabilities (PwBD) Ten years, in addition to the age relaxation. permissible for SC/ST/OBC-NCL category candidates subject to the condition that the maximum age of the applicant including relaxation on the cut-off date shall not exceed 55 years;
  - In case no post is reserved for any particular category, no relaxation shall be applicable to such categories.

**Cut-off Date:** The cut-off date for ascertaining age and post-qualification experience will be **21<sup>st</sup> February, 2024.**

### **Selection Process**

- Candidates meeting the eligibility criteria will be shortlisted for Personal Interview.
- The selection process consists of performance/marks obtained in the Personal Interview.
- Candidates must qualify in the Personal Interview with a minimum of 50% marks in order to be considered for empanelment.
- The offer of appointment shall be issued to the suitable candidates in the order of merit.
- Mode of selection may change for any/all posts subject to the number of applicants and management discretion.





### **Other Important Terms & Conditions**

17. Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, candidature will be summarily rejected
18. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for an interview/ selection process.
19. Detailed scrutiny of the applications shall be done to ascertain the eligibility and with a view to selecting for the purpose of interview, only those shortlisted candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each specific post.
20. Applicants found suitable shall be called for an interview, the venue and time for which will be intimated through our website/email indicated along with the application. The interview may be held in physical or online mode.
21. If the number of applications for any post is high, HUDCO reserves the right to shortlist candidates with higher criteria than the minimum eligibility requirements mentioned above
22. Any request for a change in date or venue of the selection process will not be entertained.
23. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview
24. Candidates will be selected in order of merit, subject to medical fitness and verification of character and antecedent. Selected candidates will be informed individually at the address for correspondence and/or e-mail given in the application.
25. Candidates working in the Public Sector/Government Sector/Autonomous bodies of Government shall be required to submit a proper relieving order from the present employer at the time of joining.
26. Those working in the Public Sector/ Government Sector/ Autonomous bodies of Government may forward the application Through Proper Channels or submit 'No Objection Certificate' at the time of Interview should submit proper relieving order from present employer at the time of joining.
27. Selected candidates, who are already in service, must produce a proper relieving letter/discharge certificate in original from their present employer at the time of joining.
28. All appointments are subject to medical fitness as per the Rules of the Corporation.
29. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offence involving moral turpitude



30. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body.
31. No person who has more than one spouse or who has entered into a marriage with any person having, spouse living shall be eligible for appointment to any post unless such marriage is permissible under U personal law applicable to the candidate and the other party to the marriage.
32. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

**General Instructions:**

33. Candidates called for an interview may be reimbursed actual expenses, up to a maximum of II<sup>nd</sup> AC rail fare.
34. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for selection process, assessment prescribing minimum qualifying standards in the selection process, number of vacancies, communication of result etc., HUDCO's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
35. The engagement will be purely temporary and contractual and on fixed term basis and will not be against any permanent vacancy. This engagement will not entitle candidates selected for FTB to claim for regular/permanent employment.
36. The person selected will not be entitled for any TA/DA on account of his joining the Organisation.
37. The personnel engaged on full term basis will not be allowed to take any other assignment during the period of contractual engagement
38. The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
39. The selected persons will be required to work on full time basis and on all working days as applicable or in operation in the company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements
40. The engagement can be discontinued or terminated with one months' notice or one month's salary, by either side without assigning any reasons(s)
41. All the educational qualifications should be full time from University/Institution /Board recognized by Govt. of India/approved by the regulatory bodies.
42. Selected candidates, who are already in service, must produce a proper relieving letter/ discharge certificate in original from their present employer at the time of joining, failing which they shall not allowed to join the Organisation.



43. Appointment of the selected candidate will be subject to his/her being declared medically fit by a medical practitioner/HUDCO doctor.
44. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that/ s/he has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is / are detected even after appointment, his/her services are liable to be terminated without notice.
45. The application forms of those candidates who do not apply in the prescribed format or do not enclose the required documents or do not pay the application fee (if applicable) within the stipulated time period will not be considered and no further correspondence in this regard will be done or entertained.
46. HUDCO reserves the right to increase/decrease the vacancies or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.
47. HUDCO has operations all over the country and the selected candidate can be posted anywhere in the country.
48. All information regarding this recruitment would be available in the 'Careers' tab at <https://www.hudco.org.in>, herein called the website/portal. Applicants are advised to check the portal / website periodically for updates. Any corrigendum/clarification on the advertisement, if required, shall be uploaded on the HUDCO website only. No individual mails shall be sent.
49. In case of any ambiguity/dispute on account of interpretation in versions other than English, English version will prevail.
50. No correspondence will be entertained from candidates not shortlisted/not selected.
51. All disputes cases related to this recruitment process are subject to the jurisdiction of courts of Delhi only.



## **PROCESS OF APPLYING:**

Please note that:

- A. While applying for a post, the candidate should ensure that he/she fulfils the prescribed eligibility criteria on the cut-off date(s) and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/ incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any shortcoming (s) is/are detected after his/her assumption of charge, his/her service is liable to be terminated without any notice.
- B. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of Interview.
- C. Candidates who want to avail relaxations available to SC/ST/OBC- NCL/PWBD/Ex-servicemen/EWS are required to furnish Valid Caste/ Category Certificate in the prescribed format issued by the Authority as per Gol guidelines (in case of SC/ST/OBC-NCL/EWS).
- D. Validity of such certificate shall be the responsibility of the candidate at the time of application and also its verification as and when required.
- E. All the details given in the application form will be treated as final and no changes will be entertained later.

## **STEPS to APPLY**

1. Interested and eligible candidates should visit the 'Careers' Tab of the HUDCO website and click on 'Online Registration and Application Form'
2. Thereafter, candidates need to register themselves using a valid email ID and mobile number. The login details will be sent to their email. Subsequently, the candidates can log in with their login details to start filling out the application form.
3. The candidate can see the Vacancy on the Home Page with the detailed advertisement by clicking on the vacancy position.
4. Candidates need to fill in all the mandatory information as mentioned on the right side of the page with the following title:
  - a. Basic Information
  - b. Post Qualification Experience
  - c. Education Details

*(no mandatory fields should be left/blank)*



**(The maximum Age and the minimum Post Qualification Experience will be reckoned as on 21.02.2024)**

5. In case of any fields being left/ un-fill on pressing the submit button in any of the above titles (Basic Information/Post Qualification/Education Details), the missing field(s) shall be displayed on the top of the same window in red colour.
6. After completing the above, the candidates need to upload the following scanned documents in one single PDF file with a total size up to 10MB in the **Document Upload section**.
  - a. Copy of the PAN Card
  - b. Copy of the AADHAAR Card
  - c. Degree & mark sheets of the Essential Qualification Certificate
  - d. Proof of Date of Birth (10<sup>th</sup> class certificate)
  - e. Experience Certificate
  - f. PwBD Certificate (If Applicable)
  - g. Caste Certificate (If Applicable)
7. The candidate needs to upload a scanned copy of a recent passport-size colour photograph with a white background (size – up to 500KB & Format – PNG) in the View Complete Profile. If the file format is JPG, then please convert it into PNG before uploading.
8. **Candidates are requested to check all the filled information and uploaded documents by clicking on View Complete Profile and ensuring that all the mandatory fields have been filed.**
9. Candidates belonging to the General (UR)/ OBC (NCL)/ EWS category are required to pay a non-refundable application fee of **Rs.500/- (Rs. Five hundred only)** to the HUDCOs designated bank, the details of which are given below:

Beneficiary Name:	HUDCO Ltd
Bank and Branch:	HDFC Bank, K.G. Marg, New Delhi
Account No.:	00030350017801
IFSC Code:	HDFC0000003

Further, candidates can deposit the application fee by any means of mode. However, he/ she needs to mention the Unique Transaction Reference (UTR), Paid Amount, and Payment Date in the relevant fields after clicking the "Apply" button of the respective position. This activity needs to be carried out after filling the Basic Information, Post Qualification Experience Education Details and uploading of documents.

Candidates are advised to ensure that they fulfil the eligibility criteria as notified and that they have filled in all the relevant information and uploaded all the required documents before depositing the payment towards the application fee since the same is non-refundable under any circumstances.



10. All the details given in the online application will be treated as final and no changes will be entertained later.
11. The incomplete applications or applications without supporting documents or the application fee (where applicable) will be rejected without any further correspondence.
12. Candidates are NOT required to submit hard copy of any documents at this stage. However, in case HUDCO asks for any document for further verification of eligibility the same is required to be sent by e-mail.
13. In case of any issue arising while submitting the online application. Candidates are requested to send their query to [hrhudco@hudco.org](mailto:hrhudco@hudco.org) while mentioning the Subject of the email "APPLICATION FOR FIXED TERM BASIS."

**Important Dates:**

a)	Commencement of Online Registration and Application	07.02.2024
b)	Last Date for Submission of Online Application	21.02.2024 up to 6.00 PM

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**Addendum/ Corrigendum to Detailed Advertisement dated 07.02.2024 in respect of hiring of experienced professionals on a fixed-term basis.**

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- I. The Maximum Age for the posts mentioned at Sl.No.7 i.e. Executive (Projects) (Level – 3) (Operations) and at Sl.No.8 i.e. Assistant Executive (PR) (Level-1) (PR) was inadvertently missed. The same may be noted as 45 years and 35 years respectively. Further, Essential Qualification for the notified these above posts, the candidates should have minimum 60% marks or equivalent CGPA.
  
- II. The Maximum Age mentioned for the posts at Sl.No.3 i.e. Assistant Executive (Finance) (Level – 1) (Resource Mobilization) and at Sl.No.4 i.e. Assistant Executive (Finance) (Level – 1) (RM/ **Special Loans**) should be read as 35 years instead of 40 years.