



Housing & Urban Development Corporation Ltd., a mini-ratna CPSE, invites applications for the following positions on short-term engagement for a period of six months (extendable up to 2 years) for its Corporate Office, New Delhi and Regional Office Guwahati :

1. Position : Consultant Finance (Risk Management Cell)

Qualification : ACA/CMA/MBA
Experience : Retired Officer with minimum 20 year work experience in Finance Department / Risk Management Department in PSUs.
Emoluments : 50% of the last drawn basic pay of the retired person from Govt./ CPSEs /State PSEs etc. plus conveyance allowance of Rs. 5,000/- per month.
Age : Between 60-65 year
Number of slot: 01
Location : New Delhi

2. Position : Consultant (PG Gell)

Qualification : Post Graduate – Public Administration /Political Science/ Sociology/ Social Work
Preferably : Bachelor of Law / Bachelor of General Law
Experience : Retired Officer with minimum 5 year experience having worked in CPGRAM/NHB GRIDs Portals or reviewed through email, mail etc., follow up with the concerned deptt. and communicating / upload the resolution / reply to grievance etc.
Emoluments : 50% of the last drawn basic pay of the retired person from Govt. / CPSEs State PSEs etc.plus conveyance allowance of Rs. 5,000/- per month.
Age : Between 60-65 year
Number of slot : 01
Location : New Delhi

3. Position : Consultant Finance

Qualification : MBA(F), PGDFM
Experience : Retired Finance Officer with minimum 5 years experience. Have worked in Guwahati / North East, operations related, expansion and loan recovery etc.
Emoluments : 50% of the last drawn basic pay of the retired person from Govt. / CPSEs State PSEs etc. plus conveyance allowance of Rs. 5,000/- per month
Age : Between 60-65 year
Number of slot : 01
Location : Regional Office, Guwahati

Handwritten signature

Handwritten signature

Handwritten mark

4. Position – Consultant (Administration)

Qualification : Graduate / Post Graduate
Experience : Having minimum 3 years of experience in all type of administrative works like ticketing, travel arrangements, clerical duties etc.
Emoluments : Rs. 30,000/- plus conveyance of Rs. 5,000/- per month
Age : Maximum 35 years
Number of slot : 01
Location : New Delhi

5. Position - Consultant (Administration - APMCHUD)

Qualification : Post Graduate / MBA(HR)
Experience : Retired Officer with minimum 5 years experience, having good drafting skills, handled international co-operation including APMCHUD, Familiar with e-mails/webpage and other computer related skills, ability to liaison with Ministry and other countries and Commutation with member Countries etc.
Emoluments : 50% of the last drawn basic pay of the retired person from Govt. / CPSEs State PSEs etc. plus conveyance allowance of Rs. 5,000/- per month
Age : Between 60-65 year
Number of slot : 01
Location : New Delhi

6. Position - Consultant (Human Resource)

Qualification : BBA
Experience : Having minimum 3 years of experience in Office Management, IT related work and overall office administration work etc. Preferably having HR knowledge
Emoluments : Rs. 30,000/- plus conveyance of Rs. 5,000/- per month
Age : Maximum 35 years
Number of slot : 01
Location : New Delhi

7. Position - Consultant (Finance -General Accounts)

Qualification : Post Graduate in Finance
Experience : Retired E-3 above Finance Officer with minimum 5-10 year experience and have worked in General Accounts covering Balance Sheet, third party payments, fixed assets etc.
Emoluments : 50% of the last drawn basic pay of the retired person from Govt. / CPSEs State PSEs etc. plus conveyance allowance of Rs. 5,000/-
Age : Between 60-65 year
Number of slot : 01
Location : New Delhi

 

PROCEDURE FOR APPLYING:

Eligible and interested candidates should send scanned copy of the following documents through email at hrrudco@hudco.org for the above posts latest by **28.01.2024**. The applications received after due date would be summarily rejected :

- a) Detailed Resume/Bio-data mentioning name of the post applied for, age, qualification, experience & last grade/level held on the date of retirement.
- b) Self attested copy of pass certificate of Bachelor's Degree from a Government recognized University.
- c) Self-attested copy of all Post Qualification Experience Certificate indicating clearly the date of joining and relieving of the posts [e.g. Service/Experience certificate, last pay slip, job assignment order (if any)].
- d) Self-attested proof of identification (Aadhar card/ PAN card/ Voter Identity Card/ Indian passport etc.)
- e) Scanned copy of one recent passport size color photograph in jpg format.

SELECTION PROCEDURE:-

The Selection will be done by way of screening and short-listing of the applications on various criterion viz. profile, age, educational qualification, experience etc. by Selection Committee. Decision of HUDCO will be final in this regard. The mode of selection will be through Personal Interview.

General Conditions:

1. Applicants should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria for the post advertised in all respects.
2. Candidature will be liable for cancellation of assignment, at any stage, if it is found that information furnished in the application is misleading/incomplete/false.
3. The cut-off date for determining the age shall be the closing date of receiving application i.e. 28.01.2024.
4. HUDCO reserves the right to terminate the assignment, without any notice.
5. In case of selection, vigilance clearance procedure will be followed.
6. This assignment shall not create any legal obligation on the part of HUDCO to consider you for any employment in HUDCO.
7. During the period of assignment, you are expected to maintain discipline and follow the Rules & Regulations, of the Corporation.
8. Prospective applicants are advised to visit HUDCO website regularly for any corrigendum/addendum/errata in respect of the above advertisement.
9. Any queries/issues regarding above advertisement are to be addressed to HUDCO only through email
10. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi

The interested/eligible candidates as per the above said requirement may send their application, **clearly mentioning the post applied for**, with full details and the nature of work handled by them to JGM(HR), HUDCO through e-mail at hrrudco@hudco.org latest by **28/01/2024**.

