



# NATIONAL HOUSING BANK

Head Office, New Delhi – 110003.

## RECRUITMENT OF OFFICERS AT VARIOUS POSITIONS (REGULAR & ON CONTRACT/DEPUTATION)

SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEES – FROM 01.10.2025 to 21.10.2025

(This advertisement and the web link to apply ONLINE can be accessed on [www.nhb.org.in](http://www.nhb.org.in))

Advt. No. – NHB/HRMD/Recruitment/2025-26/02

The Bank (NHB) invites applications from eligible candidates for appointments to the post of General Manager - Credit Monitoring, Deputy Manager - Human Resources, Deputy Manager – Audit, Deputy Manager - Learning & Development, General Manager – HR (on contract), Deputy General Manager - Company Secretary (on contract), and Chief Economist (on deputation)

### I. IMPORTANT INSTRUCTIONS

#### 1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POST

- Candidates are advised to read all the instructions contained in this advertisement regarding eligibility criteria, online registration method, payment of Application Fee/Intimation Charges, issuance of e-Call Letters & interview processes etc. and ensure that they fulfil all the eligibility criteria before applying for the post. Only those candidates who are willing to serve anywhere in India should apply.
- The process of Registration of application is complete only when the prescribed Application Fee/Intimation Charges (as applicable) is deposited with the Bank through online mode on or before the last date of fee payment.
- Candidates are provisionally admitted to the interview with the requisite Application Fee/Intimation Charges (wherever applicable) on the basis of the information furnished in the ONLINE application. Mere issue of e-Call Letter to the candidate for Interview will not imply that his/her candidature has been finally cleared by the Bank. The Bank will take up verification of eligibility criteria with reference to original documents at the time of Interview or earlier (if called). If at that stage, it is found that candidate is not fulfilling the eligibility criteria for the post (age, educational, professional qualification, post-qualification experience, etc.), his/her candidature will be cancelled, and he/she will not be allowed to appear for Interview. Such candidates are not entitled for reimbursement of any conveyance expenses.

#### 2. MODE OF APPLICATION

Candidates are required to apply ONLINE through NHB website [www.nhb.org.in](http://www.nhb.org.in) from 01.10.2025 to 21.10.2025. No other mode of submission of Application is accepted.

#### IMPORTANT DATES/MONTHS

| Events                                                                                            | Tentative Dates/Months <sup>^</sup>               |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Cut-off date for eligibility criteria                                                             | 01.09.2025                                        |
| Website link open for Online registration of Applications and payment of fees/ intimation charges | 01.10.2025                                        |
| Last date for online registration of Applications and payment of fees/intimation charges          | 21.10.2025                                        |
| Download of e-Call Letter                                                                         | The intimation shall be uploaded on NHB's website |
| Conduct of Interview                                                                              |                                                   |
| Declaration of Final Result                                                                       |                                                   |

<sup>^</sup>The Bank reserves rights to make changes in the above schedule. Candidates are advised to check their registered E-mail on regular basis besides the official website of NHB for updates regarding all the posts.

### 3. NUMBER OF VACANCIES

| A.                                                       | FRESH RECRUITMENT |          |                      |          |          |          |
|----------------------------------------------------------|-------------------|----------|----------------------|----------|----------|----------|
| Name of the Posts                                        | SC                | ST       | OBC-NCL <sup>^</sup> | EWS      | UR       | Total    |
| General Manager - Credit Monitoring                      | -                 | -        | -                    | -        | 1        | 1        |
| Deputy Manager - Human Resources                         | -                 | -        | -                    | -        | 1        | 1        |
| Deputy Manager – Audit                                   | -                 | 1        | -                    | -        | -        | 1        |
| Deputy Manager - Learning & Development                  | -                 | -        | -                    | 1        | -        | 1        |
| General Manager – HR (on contract)                       | -                 | -        | -                    | -        | 1        | 1        |
| Deputy General Manager - Company Secretary (on contract) | -                 | -        | -                    | -        | 1        | 1        |
| <b>Grand Total</b>                                       | <b>-</b>          | <b>1</b> | <b>-</b>             | <b>1</b> | <b>4</b> | <b>6</b> |
| B.                                                       | DEPUTATION        |          |                      |          |          |          |
| <b>Chief Economist</b>                                   | <b>1</b>          |          |                      |          |          |          |

SC: Scheduled Caste; ST: Scheduled Tribe; OBC-NCL: Other Backward Classes-Non-Creamy Layer; EWS: Economically Weaker Sections; UR: Unreserved.

<sup>^</sup>OBC candidates belonging to 'Non-Creamy Layer' are entitled to reservations under OBC category. OBC 'Creamy Layer' candidates should indicate their category as 'UR'.

- PwBD candidates may belong to any category i.e. Unreserved/SC/ST/OBC/EWS. Reservation for PwBD is horizontal and within the overall vacancies for the Post.
- Candidates belonging to the reserved category including for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they must fulfil all the eligibility conditions applicable to unreserved category.
- The total number of vacancies mentioned above are provisional and it may increase/decrease depending upon the actual requirement of the Bank. NHB reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement. The bank

also reserves the right to cancel the recruitment process entirely or for any particular post at any stage without specifying any reasons thereof.

#### 4. ELIGIBILITY

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in the original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by the Bank. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the Post, appearing for and being shortlisted in the online examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

##### 4.1 Nationality / Citizenship

A candidate must be either –

- (i) a citizen of India or
- (ii) a subject of Nepal or a subject of Bhutan or a Tibetan refugee (who came over to India before 1<sup>st</sup> January 1962) with the intention of permanently settling in India or
- (iii) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,

Provided that a candidate belonging to categories (ii) and (iii) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

##### 4.2 Age Limit (As on 01.09.2025)

| Name of the Post                                      | Age (Minimum) | Age (Maximum) |
|-------------------------------------------------------|---------------|---------------|
| General Manager - Credit Monitoring                   | 40 years      | 55 years      |
| Deputy Manager - Human Resources                      | 23 years      | 32 years      |
| Deputy Manager – Audit                                | 23 years      | 32 years      |
| Deputy Manager - Learning & Development               | 23 years      | 32 years      |
| General Manager – HR (on contract)                    | 40 years      | 62 years      |
| Deputy General Manager - Company Secretary (contract) | 36 years      | 55 years      |
| Chief Economist (on deputation)                       | -             | 56 years      |

Note: The maximum age limit specified is applicable to Unreserved and EWS Category Candidates. Relaxation in upper age limit will be available to reserved category candidates as per govt. of India guidelines (wherever applicable)

**i. Minimum Educational/Professional Qualification and Work Experience (as on 01.09.2025) for advertised posts.**

| Post                                    | Minimum Educational/Professional Qualification                                                                                                                          | Minimum Experience (as on 01.09.2025)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Manager - Credit Monitoring     | Chartered Accountant (CA) / Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Diploma in Business Management (PGDBM) | <ul style="list-style-type: none"> <li>▪ The candidate must have minimum 20 years' experience in Banks / All India Financial Institutions (AIFIs) / Regulated Lending Entities of which minimum 15 years should be in handling housing finance operations (retail credit appraisal / Risk).</li> <li>▪ The candidate must have headed the credit / risk function during the course of his / her career.</li> </ul> <p style="text-align: center;">OR</p> <p>The candidate from the Banks / All India Financial Institutions (AIFIs) holding the regular post of Scale VI / Grade E.</p> <p><i>The experience certificate should clearly indicate that the candidate was handling the retail credit appraisal / risk of housing finance operations exclusively.</i></p> |
| Deputy Manager - Audit                  | Chartered Accountant (CA)                                                                                                                                               | The candidate must have minimum 3 years' post qualification experience in the field of audit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Deputy Manager - Learning & Development | Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM)                                                                                    | The candidate must have minimum 3 years' post-qualification experience in the field of learning & development / training/HR in officer cadre in Banks / All India Financial Institutions (AIFIs) / Regulated Lending Entities / Govt. Training Institutes in the field of Banking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                             |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy Manager -<br>Human Resources                         | Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Diploma in Business Management (PGDBM)                                                                                                                                                                                         | The candidate must have minimum 3 years' post-qualification experience in the field of human resource management in officer cadre Banks / All India Financial Institutions (AIFIs) / Regulated Lending Entities.                                                                                                                                                  |
| General Manager -<br>HR (on contract)                       | Graduate with good academic record from a recognized University / Institution.<br><br>Desirable: Post Graduate Diploma or Degree in Personnel Management / Human Resource Management or Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Diploma in Business Management (PGDBM) | The candidate must have minimum 20 years' experience in human resource management of which minimum 10 years should be in Banks / All India Financial Institutions (AIFIs) / Regulated Lending Entities in the area of human resource management.<br><br>The candidate must have headed the human resource function during the course of his / her career.         |
| Deputy General Manager -<br>Company Secretary (on contract) | Graduate degree, with Membership of Institute of Company Secretaries of India (ICSI)                                                                                                                                                                                                                                                | The candidate must have minimum 12 years' post qualification experience in Banks / All India Financial Institutions (AIFIs) / Regulated Lending Entities / Public Sector Undertakings / entities listed on Stock Exchanges.<br><br>The candidate must have been designated Company Secretary / Assistant Company Secretary during the course of his / her career. |
| Chief Economist (deputation)                                | Master's degree in Economics with specialization in Econometrics or Monetary Economics from a recognized University.<br><br>Desirable: Doctorate in Economics / Banking /                                                                                                                                                           | The candidate must have minimum 15 years' post qualification experience in Banks / All India Financial Institutions (AIFIs) / Government Bodies / Academia of which minimum 10 years should be in areas related to Indian economy / sectoral economy (preferably housing/ housing finance sector).                                                                |

|  |                                       |                                                                                                                                                                                                                                        |
|--|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Finance from a recognized University. | Preference will be given to candidates with work experience as economist in Banks / All India Financial Institutions (AIFIs) / Government Bodies / Academia. Contribution to leading newspapers / journals will be an added advantage. |
|--|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## ii. Job Role and Profile

| Name of Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | General Manager -Credit Monitoring |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Job Profile:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
| <ul style="list-style-type: none"> <li>Review of the Credit Monitoring Policy and its implementation</li> <li>Oversight of credit monitoring systems and procedures to ensure compliance with regulatory, internal, and industry standards.</li> <li>Analyze and report on credit portfolio performance, risk exposures, and key trends to senior management and board committees.</li> <li>Review and approve credit risk assessment models, impairment models, and portfolio monitoring frameworks.</li> <li>Collaborate with audit, compliance, legal, and business development teams to maintain credit discipline and resolve escalated issues.</li> <li>Oversee documentation and ensure audit readiness for all monitoring and credit-related activities.</li> <li>Shape and guide credit policy application, policy transfers, and recovery management.</li> <li>Any other work that may be entrusted by the Bank.</li> </ul> |                                    |
| <b>Skills &amp; Competencies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |
| <ul style="list-style-type: none"> <li>Experience in Monitoring of the Credit portfolio of the institution</li> <li>Knowledge of various fund based and non-fund based credit products</li> <li>Analytical skills and Regulatory Knowledge</li> <li>Good Communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |
| Name of Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Deputy Manager - Audit             |
| <b>Job Profile:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
| <ul style="list-style-type: none"> <li>Conducting Audit of branches/ offices of the Bank at the direction of the Internal Audit Department of the Bank.</li> <li>Preparation of reports for the activities audited containing the findings of audit.</li> <li>Preparation of memorandum/ reports for reporting to Management and/ or Board Level Committees.</li> <li>Assist in developing and implementing the audit plan</li> <li>Coordination with departments to ensure timely audit completion</li> <li>Timely conduct of Internal Audit (of departments at HO and ROs), including compliance, data analysis, processing of information, physical visits, follow-up and compliance/closure</li> </ul>                                                                                                                                                                                                                            |                                    |

- Timely conduct of HR Audit and Management Audit including compliance, data analysis, processing of information, follow-up and compliance/closure
- Coordination for timely conduct of concurrent audit including follow-up and compliance/closure and timely Appointment /Selection and review of Concurrent Auditor of the Bank
- Coordination for timely conduct of IS Audit and cyber security including follow-up and compliance/closure and timely Appointment /Selection of IS and Cyber Security Auditor of the Bank
- Timely reporting, follow up and closure of RBI observations
- Coordination for timely conduct of Statutory Audit including follow-up and compliance/closure and timely Appointment /Selection and review of Statutory Auditor of the Bank
- Coordination of various need based Special Audits for different departments.
- Preparation of Agenda and examination for the Staff Accountability/fraud cases and placing before SAC/IAC and timely closure.
- Timely Preparation of agendas for internal committee, sub-committee & Board
- Timely MIS reporting, interdepartmental correspondence, processing of payments, preparation, review and provisioning of budget, House Keeping/ Digitisation & Record Management.
- Any other work that may be entrusted by the Bank.

#### **Skills & Competencies:**

Problem Solving and communication skills, experience of Audit in Bank/Financial Institutions

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Name of Post</b> | <b>Deputy Manager: Learning and Development</b> |
|---------------------|-------------------------------------------------|

#### **Job Profile:**

- Designing various training programs to address specific requirements for employees, management, and other stakeholders in the housing sector.
- Maintaining record of training schedules, participation, Fees and progress.
- Designing and developing Course material and learning content.
- Arranging, coordination and day-to-day management of training facilities.
- Interacting with Banks, Housing Finance Companies (HFCs), Participants, Faculty etc.
- Maintaining overall quality of deliverables in the training activity.
- Preparing budgets for training initiatives and monitoring expenses related to training activities to ensure cost efficiency.
- Preparing regular reports on training activities highlighting outcomes, challenges, efficiency, and opportunities for improvement.
- Regular Maintenance of all logistics.
- Any other work assigned by the Bank.

#### **Skills & Competencies:**

Excellent communication and interpersonal skills, Project and Vendor management, curriculum development.

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|---------------------|----------------------------------------|
| <b>Name of Post</b> | <b>Deputy Manager: Human Resources</b> |
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#### **Job Profile:**

- Experience in Succession Planning and Job Family
- Decision Support Tool related to HRM

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Training and Development, employee Coaching and/or mentoring</li> <li>• Competency mapping</li> <li>• Ensuring robust Human Resources Information Systems</li> <li>• Internal development, Capacity building, retention plans</li> <li>• Assessment of training needs to apply and monitor training programs</li> <li>• Building and adoption of best HR practices in the industry</li> <li>• Any other work assigned from time to time</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
| <b>Skills &amp; Competencies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |
| Knowledge of HRMS, Training & Development and Competency Planning /Succession Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |
| <b>Name of Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>General Manager -HR (on contract)</b>                        |
| <b>Job Profile:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |
| <ul style="list-style-type: none"> <li>• The candidate should have deep knowledge and working experience in the field of HR Management &amp; Planning, Recruitment &amp; Reservation Roster Management, Leave Administration, Performance Management, Formulation of Employee benefit Policies &amp; Procedures, Grievance Management, RTI, Legal cases pertaining to employment/ service matters, other disciplinary and Labour related matters.</li> <li>• The Officer is required to look after the various matters related to HR such Deputation, Recruitments, Promotion, Transfer, Pay, reimbursements, Retirement matters, Performance appraisal, Parliament Questions, Court cases, Recruitment, Outsource matters, Training, Resignation, PF &amp; NPS related matters, Service Records, Liaising with Govt authorities, preparation and presentation of Board Memorandums and other miscellaneous staff matters.</li> </ul>                                                                                                                                                                                                                                                                                                |                                                                 |
| <b>Skills &amp; Competencies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |
| Employee engagement, Leadership Skills, well versed with DoPT guidelines on various matters, Negotiation skills and conflict resolution etc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
| <b>Name of Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Deputy General Manager - Company Secretary (on contract)</b> |
| <b>Job Profile:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |
| <ul style="list-style-type: none"> <li>• Overseeing all company secretarial activities, including laying out governance policies, statutory compliance, and Board/Committee meeting administration</li> <li>• Preparing agendas, notice and documents for Board, committee, and general meetings.</li> <li>• Maintaining accurate records of proceedings and statutory registers</li> <li>• Attending to all SEBI related compliance issues and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments.</li> <li>• Liaison with Authorities, Complying Resolution of NSE/BSE/SEBI and attending/replying to other investor related complaints and periodical reporting of mandated information.</li> <li>• To report to the Board about compliance with the provision of the applicable Acts and laws.</li> <li>• The minutes of the meetings of committee and the Board are to be recorded as per the professional standards mandated.</li> <li>• Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board.</li> <li>• Any other roles and responsibilities assigned by the bank.</li> </ul> |                                                                 |
| <b>Skills &amp; Competencies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |
| <ul style="list-style-type: none"> <li>• Strong leadership, organization, and multi-stakeholder communication abilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |

- In-depth understanding of legal, financial, and regulatory landscapes in banking & finance.
- Ability to draft, review, and advise on complex regulatory, legal, and policy documents.

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|---------------------|----------------------------------------|
| <b>Name of Post</b> | <b>Chief Economist (on deputation)</b> |
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**Job Profile:**

- Leading a team at Market Research in the Bank
- Providing strategic inputs on Housing Sector and related developments - India and global perspective to the Top Management of the Bank.
- Providing inputs on strategy and policy of the Bank based on macroeconomic developments and challenges of housing finance sector in the country
- Pivotal role in policy formulation, analysis and communicating to the outside world and has to be well conversant in Housing / Banking / financial / investment / economic policy domain.
- Periodic analysis & presentation of the business profile of the Bank to its Stakeholders, Media and Public.
- Any other assignment as may be assigned by the Bank from time to time.

**Skills & Competencies:**

- Should possess expertise and in depth understanding of Domestic & Foreign Economic scenario, macroeconomic indicators, structural changes in the economy, Sectoral Economic Activities, especially in Housing Sector.
- Understanding of Govt economic policies, laws and regulations, fiscal and monetary policies etc. which plays important role in the growth of the Housing Finance Sector
- Understanding of Econometrics modelling, forecasting and analysis.
- Possess excellent presentation / communication – verbal and written skills with analytical insights into banking / economic issues.
- Should have strategic leadership skills, strong interpersonal skills and strong analytical and problem-solving skills.

**Note:**

- Candidate should be proficient in computers; good in inter-personal communication skills, analytical skills and drafting skills; give attention to details; have multitasking and team building capability; have impressive and unblemished service track records.
- All the educational qualifications mentioned should hold a degree from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where Universities/Institutes awarded Aggregate Grade Points (e.g. CGPA/OGPA etc.) the same should be converted into percentage and indicated in online application. If called for Interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the criteria of the University regarding conversion of Aggregate Grade Points into percentage and the percentage of marks scored by the

candidate in terms of criteria.

- iv. Calculation of Percentage: The percentage marks shall be calculated by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honors/ optional/additional optional subject, if any. Same will be applicable for those Universities also where Class/ Grade is decided on basis of Honors marks only.
- v. The candidate must possess valid Mark-sheet / Degree Certificate/ Professional qualification certificate stating that he/ she is a graduate/post-graduate/Chartered Accountant/Cost Management Accountant/Company Secretary etc. as on 01.09.2025 and indicate the percentage of marks obtained in Graduation/Post-graduation/professional qualifications while registering online.
- vi. In cases the certificate of degree/diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialization.
- vii. In cases where experience in a specific field is required, the relevant experience certificate from the employer must contain specifically that the candidate had experience in that specific field.
- viii. The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational, professional qualification and/or post-qualification experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.
- ix. Experience through an outsourcing vendor, service provider, Knowledge Process Outsourcing (KPO)/Business Process Outsourcing (BPO) or IT support services provider for the above posts will not be considered.
- x. Candidates may have to upload their eligibility criteria supporting documents or send the scanned copies the documents, as per requirement.

#### **4.3 Reservation for Persons with Benchmark Disabilities**

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, only persons with benchmark disabilities are eligible for Reservation. “Person with benchmark disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where disability has been defined in a measurable term, as certified by the certifying authority. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision.
- b. Deaf and hard of hearing.
- c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
- d. Intellectual disability including Autism Spectrum Disorder, Specific Learning Disability and

Mental Illness.

- e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness.

Notes:

- i. Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.
- ii. PwBD candidates may belong to any category i.e. Unreserved /SC/ST/OBC/EWS. Reservation for PwBD is horizontal and within the overall vacancies for the Post.
- iii. PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Bank/competent authority.

#### **4.4 Reservation for Economically Weaker Sections (EWS)**

Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

In terms of the above-mentioned Office Memorandum, ‘the benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority in the prescribed format by Government of India for the relevant financial year.

**Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.**

**These guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.**

### **5. SCHEME OF SELECTION**

- a) General Manager - Credit Monitoring , Deputy Manager - Human Resources, Deputy Manager - Audit, Deputy Manager - Learning & Development, General Manager – HR (on contract), Deputy General Manager - Company Secretary (on contract) and Chief Economist (on Deputation)

The selection will be based on shortlisting and Interview. In case the number of candidates who apply and fulfil the eligibility criteria are more, a preliminary screening of the applications by the Screening Committee followed by Group Discussion, will be carried out for short-listing the candidates to be called for the Interview.

Selection will be on the basis of educational, professional qualification, prescribed experience and performance in Interview. The candidates will have to secure the minimum marks in interview to be considered for preparation of final rank lists. However, the selection for the post will be based on their position in respective category rank list for that post.

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 the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

Mere fulfilling of minimum educational, professional qualification and post-qualification experience will not vest any right in candidate for being called for Interview. The Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for Interview. The decision of the Bank to call the candidates for the Interview shall be final. No correspondence will be entertained in this regard. Merely satisfying the eligibility norms does not entitle a candidate to be called for 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.

**While appearing for the Interview for advertised posts, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidate shall be cancelled.**

List of Documents to be produced at the time of interview (as applicable):

The following documents **in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview e-Call Letter.
- (ii) Valid system generated printout of the online application form registered.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- (iv) Photo Identify Proof.
- (v) Mark-sheets or certificates for Graduation or Post-graduation etc. Proper document from University/ Institute for having declared the result on or before 01.09.2025 has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to Creamy Layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-Creamy Layer clause should be issued during the current Financial Year (FY). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. At the time of interview, OBC candidate should bring the caste certificate containing the Non-Creamy Layer clause issued during that Financial Year 2025-26 .

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the online application form.

- (vii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.  
If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format.
- (viii) Income and Asset Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of EWS category. Income and Asset Certificate should be issued during the current Financial Year. At the time of interview, EWS candidate should bring Income and Asset Certificate issued during that Financial Year 2025-26
- (ix) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- (x) **Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their respective employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.**
- (xi) Experience certificates, if any.
- (xii) Post – qualification Experience Certificates.
- (xiii) Persons falling in categories (ii) & (iii) of **Point 4.1** above should produce a certificate of eligibility issued by the Govt. Of India.
- (xiv) Any other relevant documents in support of eligibility.

Notes: - Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above. Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further processes of recruitment.

The Competent Authority for the issue of the certificate to SC/ST/OBC/PwBD/EWS is as notified by Government of India) from time to time. Candidates belonging to SC/ST/OBC/PwBD/EWS categories have to submit certificates in support of it at the time of interview.

Candidates to submit certificates in support of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in the format prescribed by Government of India at the time of interview etc. Certificates of SC/ST/OBC/PwBD/EWS/Ex-Servicemen categories in format other than prescribed by Government of India shall be rejected.

## 6. EMOLUMENTS AND SERVICE CONDITIONS

| Post                  | Scale       | Scale of Pay                             |
|-----------------------|-------------|------------------------------------------|
| <b>Regular Posts*</b> |             |                                          |
| General Manager       | Scale – VII | 156500 – 4340/4 – 173860                 |
| Deputy Manager        | Scale – II  | 64820 – 2340/1 – 67160 – 2680/10 – 93960 |

\*Besides emoluments as per the pay scale given above, the Posts will carry other facilities like Bank's accommodation (at the discretion of the Bank subject to availability of accommodation as determined by

the Bank from time to time)/Leased accommodation/HRA, reimbursement of expenses for medical/hospitalization, telephone/mobile charges, knowledge allowance, residential furnishing, conveyance allowance etc. as per eligibility. Other benefits such as housing loan, vehicle loan, festival advance, LTC, gratuity, leave encashment, coverage under National Pension System governed by PFRDA etc. shall be as per rules in force.

The Probation Period for a candidate appointed for the posts is provided as under:

| Post                           | Probation Period                                                                                                                                                                  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MMGS - II to TEGS - VII</b> | The selected candidate will be on probation for a period of 1 year of active service from the date of his/her joining the Bank which is extendable at the discretion of the Bank. |

*The selected candidate will be liable to be posted / transferred at the sole discretion of the Bank to its various offices from time to time and on such terms and conditions as may be decided by the Bank except where specifically indicted.*

| Post                                                            | Remuneration (consolidated)                                                                                                                                                                                                                                                         | Period of Contract                                                                  |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>General Manager -HR (on contract)</b>                        | The monthly remuneration for the contractual posts of General Manager - Human Resources will be ₹4 lakhs, with the provision of housing and conveyance as per entitlement.                                                                                                          | maximum period of 3 years (initial period of 2 years further extendable by 1 year). |
| <b>Deputy General Manager - Company Secretary (on contract)</b> | The monthly remuneration for the contractual posts of Deputy General Manager - Company Secretary will be ₹3.50 lakhs, with the provision of housing and conveyance as per entitlement.                                                                                              | maximum period of 3 years (initial period of 2 years further extendable by 1 year). |
| <b>Chief Economist (on deputation)</b>                          | The officer to be appointed on deputation shall opt to either draw the salary, perquisites and other benefits of their parent organization plus applicable deputation allowance or pay, perquisites and other benefits as applicable TEG Scale - VII (GM) in National Housing Bank. | Maximum 3 years                                                                     |

- ❖ The selected candidate will be liable to be posted / transferred at the sole discretion of the Bank to its various offices from time to time and on such terms and conditions as may be decided by the Bank except where specifically indicted.
- ❖ The Contract can be terminated by either side after giving one month's notice without assigning any reason thereof.
- ❖ Selected candidates (on contract) shall be bound by the National Housing Bank Employees' (Conduct) Regulations, 1994 and the National Housing Bank Employees' (Discipline & Appeals) Regulations, 1994, as may be amended from time to time.

### General Manager-HR (on contract)

- ❖ The selected candidate shall be entitled to 12 days Casual Leave in a calendar year (provided that not more than four days casual leave may be availed of at any one time). The leave shall not be carried forward.
- ❖ The selected candidate shall be entitled to Sick Leave as admissible to the officers of the Bank (i.e. 30 days Sick-Leave Half-Pay (SL-HP)). The leaves shall not be carried forward.
- ❖ In case of outstation duty, travelling and halting allowances will be as applicable to General Manager cadre (Scale VII).

### Deputy General Manager - Company Secretary (on contract)

- ❖ The selected candidate shall be entitled to 12 days Casual Leave in a calendar year (provided that not more than four days casual leave may be availed of at any one time). The leave shall not be carried forward.
- ❖ The selected candidate shall be entitled to Sick Leave as admissible to the officers of the Bank (i.e. 30 days Sick-Leave Half-Pay (SL-HP)). The leaves shall not be carried forward.
- ❖ In case of outstation duty, travelling and halting allowances will be as applicable to Deputy General Manager cadre (Scale VI).

## 7. APPLICATION FEE AND INTIMATION CHARGES (NON-REFUNDABLE)

| Sr. No. | Category              | Amount*                                                |
|---------|-----------------------|--------------------------------------------------------|
| 1.      | SC/ST/PwBD            | ₹ 175/- (Intimation Charges only)                      |
| 2       | Other than SC/ST/PwBD | ₹ 850/- (Application Fee including Intimation Charges) |

*\*Excluding Goods and Service Tax (GST).*

Note: Application once made will not be allowed to be withdrawn. Application Fee/Intimation Charge once paid will **NOT BE** refunded under any circumstances nor can it be held in reserve for any other examination/interview or selection. The Application Fee / Intimation charges shall also **NOT BE** refunded in case the application is rejected / not considered by NHB. Bank/transaction charge, if applicable, shall be borne by the candidate. **GST applicable on the Application Fee/Intimation Charges shall be borne by the candidates.** Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected. Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.

## 8. IDENTITY VERIFICATION

### i. Documents to be produced

At the time of interview, the e-Call Letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the e-Call Letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-Aadhar card with a photograph/ Employee ID should

be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the e-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 Examination/ interview.

- **Ration Card and Learning Driving License will not be accepted as valid id proof.**
- **In case of candidates who have changed their name, they will be allowed only if they produce necessary proof like their original marriage certificate / affidavit in original etc.**

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ e-Call Letter and submit photocopy of the photo identity proof along with Interview e-Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.**

## **9. HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR -

- A. Application Registration
- B. Payment of Fees
- C. Document Scan and Upload

Candidates can apply **ONLY** through online mode from **01.10.2025** and **no other mode of application will be accepted.**

### Important points to be noted before Registration

Before applying online, candidates should -

- (i) scan their:
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in **Point 11 (C)** to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying).
- (iv) The text for the hand written declaration is as follows -  
*"I, \_\_\_\_\_ (Name of the candidate), hereby declare that that I fulfill all the eligibility criteria mentioned in the advertisement/notification and that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*

- (v) The above-mentioned handwritten declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).
- (vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges.
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination/Interview etc. through the registered e-mail ID. 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 on-line and must maintain that email account and mobile number.

**10. APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE:** 01.10.2025 to 21.10.2025. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### A. Application Registration

- i. Candidates to go to the **National Housing Bank** website [www.nhb.org.in](http://www.nhb.org.in) click on the section "opportunities" → "CURRENT VACANCIES" → "**Recruitment of Officers in Various Posts - 2025-2026/02**" → "Click here to Apply Online" which will open a new screen.
- ii. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- iii. Candidates are required to upload their -
  - Photograph
  - Signature
  - Left thumb impression
  - A handwritten declaration
 as per the specifications given in **Point 10 (C)** to this Advertisement.
- iv. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

- v. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- 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. Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- viii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under **Point 10 (C)** below.
- ix. Candidates are required to upload their documents supporting the eligibility criteria on the NHB portal at the time of registration.
- x. Candidates can proceed to fill other details of the Application Form.
- xi. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- xii. Modify details, if required, and click on COMPLETE REGISTRATION' ONLY' after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
- xiii. Click on 'Payment' Tab and proceed for payment.
- xiv. Click on 'Submit' button.

## **B. Payment of Fees**

Candidates to make payment of Application Fee/Intimation Charges through **ONLINE** Mode only.

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS.
- iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv. On successful completion of the transaction, an e-Receipt will be generated.
- v. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. **There is facility to print application form containing fee details after payment of fees.**

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination/Interview etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. NHB will not be held responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the handwritten declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.**

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the official NHB website on account of heavy load on internet/website jam. 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.

### **C. Guidelines for scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

#### **Photograph Image (4.5cm X 3.5cm):**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20 kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination/interview will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

#### Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The signature left thumb impression and the handwritten declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination/interview, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For handwritten declaration size of file should be 20 kb – 50 kb.
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for handwritten declaration).
- Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

#### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg

- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/Microsoft Office can easily obtain documents in .jpeg format by using MS Paint or Microsoft Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and handwritten declaration.**

#### Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The Left thumb impression should be of the applicant and not by any other person.
- Left thumb impression -
  - File type: jpg / jpeg.
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height).
  - File Size: 20 KB - 50 KB.

#### Hand-written declaration:

- Handwritten declaration content is to be as expected.
- Handwritten declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The handwritten declaration should be of the applicant and not by any other person.
- Handwritten Declaration -
  - File type: jpg / jpeg.
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height).
  - File Size: 50 KB - 100 KB.

#### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and handwritten declaration.
- Click on the respective link "Upload left thumb impression/ handwritten declaration".
- Browse and select the location where the Scanned left thumb impression / handwritten declaration file has been saved.
- Select the file by clicking on it.

- Click the 'Open/Upload' button. Your Online Application will not be registered unless you upload your Left thumb impression and handwritten declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / handwritten declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

## **11. APPLICATION FOR THE POST OF CHIEF ECONOMIST (ON DEPUTATION)**

- ii. **Tenure:** - The Deputation shall be for the period of three (03) years, subject to annual performance review.
- iii. **Pay Scale:** - The officer to be appointed on deputation shall opt to either draw the salary, perquisites and other benefits of their parent organization plus applicable deputation allowance or pay, perquisites and other benefits as applicable TEG Scale - VII (GM) in National Housing Bank.
- iv. The maximum age of the candidate applying for the post of Chief Economist on deputation in the Bank shall be 56 years as on the last date of receipt of application.
- v. Only candidates willing to serve anywhere in India may apply.
- vi. **The application of willing and eligible candidate must be forwarded along with attested copies of ACRs / APARs for the last 3 years, NOC and Vigilance Clearance Certificate through proper channel. Application form is enclosed as Annexure-I and is also available on NHB's website.**
- vii. The candidates must send their application along with all the requisite documents through proper channels via Speed- Post/ Registered Dak. The application should reach NHB's office latest by \_\_\_\_\_ 2025. Please note on the top of the Envelope it must be inscribed, *"For the post of Chief Economist on Deputation"*

To,  
The DGM (HRMD),  
National Housing Bank,  
Core 5-A, 5<sup>th</sup> Floor,  
India Habitat Centre,  
Lodhi Road, New Delhi - 110003

- viii. The selected candidate can be sent back to his/her parent department by the Bank prior to the completion of their deputation period. Such Officer shall not have lien or claim whatsoever on Bank's regular establishment.

## 12. SUPPORT SERVICE

Candidates facing any problems with respect to filling up of the Application Form, payment of application fee/intimation charges, or in downloading of e-Call Letter etc. may route each such queries/complaints to the [recruitments@nhb.org.in](mailto:recruitments@nhb.org.in). Candidate must mention '**Recruitment of Officers in Various Posts - 2025-26/02**' in the subject of the email.

### II. GENERAL INSTRUCTIONS

**[PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE ONLINE APPLICATION FORM]**

- i. Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, category etc. **as on 01.09.2025**, in respect of the Post 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 candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment his/her services are liable to be summarily terminated.
- ii. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination / interview, verifications etc. and any other matter relating to the recruitment processes will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- iii. Candidates are advised to take a printout of their system generated online application form after successfully submitting the application. Candidates to retain this along with Registration Number and Password for future reference.
- iv. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained, and the application

fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

- v. Multiple attendance/ appearances in the Interview/online examination will be summarily rejected/ candidature cancelled.
- vi. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination / interview.
- vii. 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 Delhi and courts/tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- viii. CIBIL: Candidates who have defaulted in repayment under any lending arrangement with Banks/NBFC/FIs including credit card dues and have not regularized/repaid their outstanding thereunder till the date of issuance of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized /repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated on or before the date of joining, shall have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn/cancelled. Thus, the candidates with record of default in repayment of loans/credit card dues and / or against whose name adverse report of CIBIL or other external agencies are available are not eligible for the appointment.
- ix. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- x. Any request for change of date, time and venue for online examination / and interview will not be entertained. Any request for change of address, details mentioned in the online application form will not be entertained.
- xi. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on NHB website shall prevail.
- xii. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her e-Call Letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- xiii. A recent, recognizable photograph (4.5 cm × 3.5 cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- xiv. The left/right thumb impression which is scanned and uploaded should not be smudged.
- xv. The handwritten declaration has to be in the candidate's handwriting and in English only and

should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid.

- xvi. Eligible outstation candidates attending the interview shall be reimbursed to and for Third AC rail ticket (Mail/Express only) or bus fare through shortest route or actual expenses incurred (whichever is lower) on production of evidence of travel. Request for local conveyance will not be entertained. A candidate, if found ineligible for appearing in interview will not be reimbursed for any travel fare.
- xvii. At the time of interview, candidates shall provide details regarding criminal case(s), vigilance cases(s) pending against him/her, if any. If required, the Bank will also conduct independent verification, inter alia, including verification of police records etc. The Bank reserves the right to deny the selection/appointment depending upon such disclosures and/or independent verification.
- xviii. NHB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- xix. Appointment of provisionally selected candidates is subject to his/her being declared medically fit by the Bank's Medical Officer. However, the confirmation in the Bank's service shall be subject to submission of 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/ class/ EWS and disability certificate (for reserved category candidates only) and completion of all other pre-recruitment formalities to the complete satisfaction of the Bank failing which their appointments/services shall be liable for termination without assigning any reason whatsoever. Further, such appointment shall also be subject to Service and Conduct Regulations of the Bank.
- xx. At the time of joining, the recommended candidates who are serving in Government / quasi-Government / Public Sector Undertakings (PSU) (including Nationalized Banks and Financial Institutions) are required to bring proper discharge/relieving certificates in original from their respective employer.
- xxi. NHB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional selection etc.
- xxii. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for the Post.
- xxiii. The Bank shall not be held responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of NHB and candidates are advised to keep a close watch on the official website of NHB [www.nhb.org.in](http://www.nhb.org.in) for latest updates.
- xxiv. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per handwriting expert analysis, his/her candidature/appointment will be cancelled/terminated.

## **Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means.**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) obtaining support for his/her candidature by means of offering illegal gratification to or applying pressure on or blackmailing or threatening to blackmail any person connected with recruitment or
- (iv) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (v) resorting to any irregular or improper means in connection with his/ her candidature or
- (vi) obtaining support for his/ her candidature by unfair means, or
- (vii) carrying electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the examination/interview for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination/interview conducted by NHB.
  - (c) for termination of service, if he/ she has already joined the Bank service.

### **xxv. e-CALL LETTERS:**

The Centre, venue address, date and time for examination / interview shall be intimated in the respective e-Call Letter.

An eligible candidate should download his/her e-Call Letter from the official website of NHB [www.nhb.org.in](http://www.nhb.org.in) by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the e-Call Letter / Information Handout etc. will be sent by post/ courier.

**Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for the Post. NHB will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of NHB. Candidates are hence advised to regularly keep in touch with the official website of NHB [www.nhb.org.in](http://www.nhb.org.in) for details, updates and any information which may be posted for further**

**guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

xxvi. **ANNOUNCEMENTS:**

All further announcements/ corrigendum/ details pertaining to recruitment processes will ONLY be published/ provided on the official website of NHB [www.nhb.org.in](http://www.nhb.org.in) from time to time.

xxvii. **DISCLAIMER:**

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 of the Recruitment Process conducted by NHB in the future. If such instances go undetected during the current selection 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

01.10.2025

General Manager

HRMD

**Annexure-1**



### APPLICATION FOR THE POST OF CHIEF ECONOMIST ON DEPUTATION

|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
|-------------------------------------------------------------------------------|-------------|--|-------|---------------|--------|--|-----------------|-------------|-----------------------|--|-----|----------------------|----|----------|-----------------|--|--|--|--|--|-------------------------------------------------------------|
| 1. Name in full<br>(English-CAPITAL LETTERS)                                  | First Name  |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  | Paste Photograph in the box<br>alongside and sign across it |
|                                                                               | Middle Name |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               | Surname     |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 2. Mother's Name                                                              |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 3. Father's Name                                                              |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 4. Gender (Please ✓<br>wherever applicable)                                   | M           |  | F     |               | Others |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 5. Date of Birth                                                              | D           |  | D     |               | M      |  | M               |             | Y                     |  | Y   |                      | Y  |          | Y               |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 6. Age as on<br>01.09.2025                                                    |             |  | Years |               |        |  | Months          |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 7. Category, i.e. General/<br>SC/ST/ OBC/PH (Please ✓<br>wherever applicable) | General     |  | OBC   |               | SC     |  | ST              |             | PWD                   |  | EWS |                      |    |          |                 |  |  |  |  |  |                                                             |
| 8. Details of Work Experience as on 01.09.2025                                |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| Employer Name & address                                                       |             |  |       | Designation   |        |  |                 | Job Profile |                       |  |     | Period               |    | Duration |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     | From                 | To | Yrs.     | Mths            |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 9. Academic Qualification as on 01.09.2025                                    |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| Qualification                                                                 | Examination |  |       | Main Subjects |        |  | Year of Passing |             | University/ Institute |  |     | Overall (%) of Marks |    |          | Class/ Division |  |  |  |  |  |                                                             |
| Graduation                                                                    |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| Post Graduation                                                               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| Any Other                                                                     |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 10. Permanent Address (English – in capital letters only)                     |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
| 11. Current Address (English – in capital letters only)                       |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     | E Mail:              |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     | Telephone:           |    |          |                 |  |  |  |  |  |                                                             |
|                                                                               |             |  |       |               |        |  |                 |             |                       |  |     | Mobile:              |    |          |                 |  |  |  |  |  |                                                             |
| Dist.:                                                                        |             |  |       |               |        |  |                 |             |                       |  |     | STD Code:            |    |          |                 |  |  |  |  |  |                                                             |
| State:                                                                        |             |  |       |               |        |  |                 |             |                       |  |     | Pin Code:            |    |          |                 |  |  |  |  |  |                                                             |
| 12. Any other information considered relevant by the applicant:               |             |  |       |               |        |  |                 |             |                       |  |     |                      |    |          |                 |  |  |  |  |  |                                                             |

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria, my candidature/appointment is liable to be terminated/ cancelled. I also understand that there is no obligation on the Authority to offer me the appointment at any stage or the Authority may terminate/discontinue the selection process without any prior notice. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:

Date:

Signature

Note: Applications should be accompanied by self-attested copies of certificates in support of age, Category (General/ SC/ST/ OBC/PH), qualifications & experience with a recent passport size photograph glued to the top right-hand corner of the application form.

***Note: Candidate may attach her/his Curriculum Vitae (CV) to highlight her/his achievements.***