



National Housing Bank (NHB)

Appointment of RTI Consultant and Accounts Consultant on Contract

National Housing Bank is an apex Financial Institution in the country for housing which is set up under an Act of Parliament and is a wholly owned subsidiary of Reserve Bank of India. The Bank acts as a regulator for Housing Finance Companies as also a significant provider of development finance. The Bank seeks to catalyze institutional funds to reduce housing shortage in the country through various development initiatives particularly rural housing and housing for economically weaker sections in urban areas. The Bank is mandated for the holistic development of the housing finance market in the country.

The Bank is an Officer oriented, professionally managed institution with its headquarter in Delhi and Regional/Regional Representative (RO/RROs) offices in Mumbai, Hyderabad, Bangalore, Chennai, Kolkata, Ahmadabad and Bhopal.

1. The bank is seeking to appoint an experienced professionals as RTI Consultant at its Head Office, New Delhi to render his/her services in RTI matters of the Bank. The broad scope of work of RTI Consultant of the Bank includes advising in RTI matters, facilitating the work of RTI Cell, liaising with all the departments in RTI related queries, furnishing RTI reply to CIC/other statutory bodies, liaising with Bank's advocates in RTI matters, attending to court cases related to RTI etc.
2. The Bank is also seeking to appoint an Accounts Consultant on contract having accounting background with knowledge of taxation and audit to provide assistance in the work of Accounts Department of the Bank.

(1)

Title of the Job - **RTI Consultant**

No. of Posts - **One (01)***

Terms of Service- **CONTRACTUAL**, initially for a period of three years, extendable for further period, depending on satisfactory performance, age and continued requirement. In exceptional cases, a longer initial period can be considered. Performance will be reviewed after six months.

Location **New Delhi**

Job Description The Consultant will be responsible for:

- Looking after RTI Cell and its functions;
- Furnishing Reply of information sought under RTI and liaising with various departments of the Bank;
- Compliance to RTI Act and liaising with CIC and other Statutory Authority for the matter related to RTI;
- Legal research for precedents of Hon'ble Supreme Court, High Courts and judgements of various Commissions for the matter related to RTI;
- Any other work assigned by the Bank pertaining to RTI from time to time.

Qualification- Bachelor's Degree in from a recognized University in any stream. The candidate having their Bachelor's degree in Law may be preferred.

Experience- Minimum 25 years' of experience, out of which 10 years' of experience in RTI related work in RBI, PSBs/FIs in India, Courts, Govt. or Regulatory Authority, Tribunals, Commissions or any similar forum.

Age should not exceed 62 years as on 01.12.2017.

Remuneration Consolidated monthly Gross Emoluments to the appointees will be flexible.

(2)

Title of the Job - **Accounts Consultant**

No. of Posts - **One (01)***

Terms of Service- **CONTRACTUAL**, initially for a period of three years, extendable for further period, depending on satisfactory performance, age and continued requirement. In exceptional cases, a longer initial period can be considered. Performance will be reviewed after six months.

Location New Delhi

Job Description The consultant will be responsible for:

- Assistance in filing of returns online;

- Assistance in execution of tax related matters, payments etc.;
- Facilitating the audit related work as also to work in close coordination with the auditors of the Bank ;
- Any other work assigned by the Accounts Department from time to time.

<u>Qualification-</u>	CA (full time), ICWA (full time)
<u>Experience-</u>	Minimum 05 years' of experience in the area of accounting, taxation and audit.
<u>Age</u>	should not exceed 62 years as on 01.12.2017.
<u>Remuneration</u>	Consolidated monthly Gross Emoluments to the appointees will be flexible.

** The total number of vacancies mentioned above for both the posts (i.e. RTI Consultant & Accounts Consultant) is provisional and may vary depending upon 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 wait list will be valid for a period of one year from the date of approval of the final panel.*

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

The mode of selection will be Interview. NHB reserves the right to modify the selection procedure, if deemed fit.

Common Terms & Conditions of contract

- Individual with requisite qualifications and experience as prescribed would be hired as RTI Consultant/Accounts Consultant.
- The appointment of RTI Consultant/Accounts Consultant on contract would be on full time basis and they would not be permitted to take up any other assignment during the period of association with NHB.
- The RTI Consultant/Accounts Consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how and administrative/organizational matters which is of confidential/secret nature.
- The RTI Consultant/Accounts Consultant shall be required to maintain discipline and absolute integrity.

- The appointment of RTI Consultant/Accounts Consultant is of a contractual nature and the appointment can be cancelled at any time without assigning any reason.
- The post is based in New Delhi. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- RTI Consultant/Accounts Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence is beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- NHB would be free to terminate the contract in case of absence of the Consultant by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
- No TA/DA shall be admissible for joining the assignment or on its completion.
- NHB shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles.
- The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- The Consultant may be called on Saturday, Sunday and other gazetted holidays, if required, for which he shall not be paid any remuneration/honorarium.
- If in case, the Consultants need to travel out of station for Bank's work, their eligibility towards travel and lodging should be as applicable to the Manager level officer of the Bank.
- If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Bank may deem fit.
- Bank will reimburse AC 2 Tier train fare or actual expenditure on travel (whichever is less) to the outstation candidates on production of bill in original. However, no local conveyance shall be paid by the Bank.

5. Selection Procedure:

Selection will be based on Short listing and Personal Interview.

Interview: Adequate number of candidates as decided by the Bank will

be called for Interview. The qualifying marks in Interview will be as decided by the Bank.

Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the same marks, such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.

6. How to apply:

Candidates should apply by filling up the application Form available on Bank's website www.nhb.org.in by visiting "Career with NHB" section of the website. Candidates have to ensure that the e-mail ID and mobile no. provided by them in the application form is correct and readable. It will help him/her in getting call letter/interview advices etc. by email/phone. Interested persons may apply for the post in the attached format and send their application to the following address:

Dy. General Manager (HRD)
National Housing Bank
Core 5A, 3rd Floor, India Habitat Center,
Lodhi Road, New Delhi-11003

The last date for submission of application is January 05, 2017. Any application, which is received after the said date shall not be accepted by the Bank. Candidates are therefore advised to not wait for the last date for submission of application and submit their application at an earlier date.

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