

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR

Important instructions

1. Applicants are advised to read all the instructions contained in the detailed advertisement regarding eligibility criteria like age, Academic qualification, Work Experience, Pay Scale, etc. and ensure to fulfil all the eligibility conditions prescribed for the Post.
2. Only one Application per Candidate shall be accepted.
3. Sealed cover containing the duly filled in Application and necessary certificates/ documents should be superscribed "**APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR IN NATIONAL HOUSING BANK**" and sent to following address latest by 5 PM on January 10, 2020 through registered post/courier -

**The General Manager
Human Resources Department,
National Housing Bank,
3rd Floor, Core - 5A,
India Habitat Centre,
Lodhi Road, New Delhi - 110003.**

4. All documents and all enclosures to the Application Form should be self-attested. All pages of the Application Form should also be signed by the Applicant. Applicant should strictly conform to the format of the application as prescribed. Applications should not be handwritten except for the signatures.
5. Candidature will be considered on the strength of the information furnished in the application and the copies of certificates/ documents submitted therewith. Applications which meet the eligibility criteria will be further subjected to shortlisting.
6. A recent passport photograph (without dark glasses) is to be affixed at the appropriate place and should be signed across.
7. Candidates applying through open recruitment or on deputation basis shall have to route their applications through proper channel without which the application shall not be considered. Application in advance may be submitted in case where the applications are routed through proper channel. An advance copy of the Application Form and necessary documents should reach NHB office before the last date for submission of applications.
8. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection shall be considered as disqualification.

Note: Any query/ clarifications in this regard may be sent to susanta.padhi@nhb.org.in; meghna.prakash@nhb.org.in

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| Father's/ Husband's Full Name (In Block Letter) | First Name* | | | | | | | | | | | | | | | | | | | |
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| | Middle Name | | | | | | | | | | | | | | | | | | | |
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| | Last Name | | | | | | | | | | | | | | | | | | | |
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|------|-------------------------------|---------------------------------|---------------------------------|
| Sex* | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Others <input type="checkbox"/> |
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|----------------|---|---|---|---|---|---|---|---|
| Date of Birth* | D | D | M | M | Y | Y | Y | Y |
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| Age as on January 10, 2020 (last date of receipt of applications) | Years, Months, Days | | | | | | | | | |
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| Whether belonging to SC/ST/OBC/GEN/EWS* | SC | | ST | | OBC | | GEN | | EWS | |
|---|----|--|----|--|-----|--|-----|--|-----|--|

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| Whether belonging to any Benchmarked Disability category* | |
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| Correspondence Address* | City - District - Pin Code- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
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| Permanent Address* | City - District - Pin Code- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
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|------------|--|
| E-Mail ID* | |
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| Telephone No. | |
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| Mobile No.* | | | | | | | | | | | | | | | | | | | |
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*Mandatory fields.

II. EDUCATIONAL QUALIFICATION (LATEST FIRST)

(a) Academic Qualification (latest first)

| Qualification | Subjects | Board/University | Year of passing | Overall % of Marks |
|---------------|----------|------------------|-----------------|--------------------|
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(b) Professional Qualification

| Name of the Degree/Diploma etc./Full-Time/Part Time | Name of the Institution | Year of passing | Class/Grade received |
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III. WORK EXPERIENCE

(a) Direct Recruitment (both External and Internal Candidates)

Note: The candidate should have an experience of Minimum 20 years as on the last date of receipt of applications (i.e. as on 10.01.2020) in different verticals/domains, in Scheduled Commercial Banks(SCBs)/Public Sector Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India. Of these 20 years, the candidate must have at least 02 years of experience in one or two positions below the Board level.

| Name and address of the Employer | Designation | Scale/Grade* | Department | Job Profile (clearly articulating the duties, role, responsibilities and achievements) | Period (Month & Year) | | Total Duration in Years & Months |
|----------------------------------|-------------|--------------|------------|---|-----------------------|----|----------------------------------|
| | | | | | From | To | |
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**If below Board level position, the level indicating the stage below the Board level should be indicated.*

(b) Deputation Candidates (Govt. of India/State Government officers)

Note: The candidate should be serving as Director or above in Government of India or at an equivalent level in the State Government.

The candidate should have experience in the field of housing / infrastructure / finance.

| Name and address of the Employer | Designation | Scale/ Grade | Department | Job Profile* | Brief details of specific experience in housing/ infrastructure /finance | Period (Month & Year) | | Total Duration in Years & Months |
|----------------------------------|-------------|--------------|------------|--------------|--|-----------------------|----|----------------------------------|
| | | | | | | From | To | |
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**Articulating the duties, role, responsibilities and achievements.*

(c) Deputation Candidates (SCBs/FIs/ Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India)

Note: the candidate should have experience of Minimum 20 years as on the last date of receipt of applications (i.e. as on 10.01.2020) in different verticals/domains, in Scheduled Commercial Banks (SCBs)/Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India. Of these 20 years whether having at least 02 years of experience, one or two positions below the Board level.

| Name and address of the Employer | Designation | Scale/Grade* | Department | Job Profile (clearly articulating the duties, role, responsibilities and achievements) | Period (Month & Year) | | Total Duration in Years & Months |
|----------------------------------|-------------|--------------|------------|--|-----------------------|----|----------------------------------|
| | | | | | From | To | |
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**If below Board level position, the level indicating the stage below the Board level should be indicated.*

(d) Any other relevant detail in terms of qualification and experience (for all applicants viz. External/Internal/Deputation)

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| Any other relevant detail in terms of qualification, experience, contributions and achievements that justifies suitability for the Post. | |
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IV. DECLARATION:

- i. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that any material information/fact has been suppressed or that I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled/terminated forthwith. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by the same.
- ii. I do understand that even if I meet the eligibility criteria, I would be subjected to a process of shortlisting and the National Housing Bank will consider only the shortlisted candidates for interview and final selection.
- iii. I have enclosed all the documents as per the checklist (Annexure) to this Application Form.

No. of enclosures _____ Sheets.

Date:

Name & signature of the applicant

Place:

ANNEXURE

Check list of documents to be submitted along with the Application Form -

1. Proof of Age.
2. Certificates of Academic qualifications.
3. Certificates of Professional qualifications.
4. Documents in support of work experience (Illustratively, this could include: Experience Certificates from the past and current employers, appointment letters, pay or salary slips in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any).
5. For candidates applying on Deputation basis, the Annual Performance Appraisal Reports of last three years need to be submitted along with the application and relevant documents and the entire set needs to be routed through proper channel.