



(भारत सरकार के अंतर्गत सांविधिक निकाय)

(Statutory Body under the Government of India)

Human Resource & Administration Department

Head Office, New Delhi

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**RECRUITMENT OF CONSULTANT FOR REVIEW OF INSPECTION MANUAL AND
CONSULTANT FOR AUTOMATED DATA FLOW PROJECT**

ADVERTISEMENT NO: NHB(ND)/HRD/03/2020

ONLINE REGISTRATION OF APPLICATION: FROM 29.10.2020 TO 10.11.2020

The National Housing Bank (NHB) is a statutory body, established in 1988, under an Act of Parliament, viz. the National Housing Bank Act, 1987 (53 of 1987). The mandate of NHB is to operate as a principal agency to promote housing finance institutions and to provide financial and other support to such institutions. The Bank is also mandated to carry out supervision of Housing Finance Companies (HFCs). The supervision of HFCs is done by the Bank through on-site inspection and off-site surveillance, market intelligence and co-ordination with other regulators.

It is committed towards the establishment of a sound and stable housing finance system in the country by way of promoting financial and institutional framework for the housing finance sector. NHB has been continuously striving for the development and promotion of innovative market based solutions, especially for low income housing segments.

The Bank is an officer-oriented, professionally managed institution with headquarters in New Delhi and offices in Mumbai, Ahmedabad, Bengaluru, Hyderabad and Kolkata. The Bank seeks to promote excellence in its operations through research and analysis and adopting contemporary work practices and technology. The Bank as part of strengthening of Supervisory Framework has taken no. of initiatives and seeks application from Competent and eligible candidates for the purpose of review of Inspection Manual and ADF project as per terms and conditions defined in this recruitment advertisement.

National Housing Bank invites on-line applications from Indian citizens for appointment of Consultant for review of Inspection Manual and ADF Project on contract basis.

Candidates are requested to apply on-line through Bank's website

<https://nhb.org.in/>

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. Candidates are required to provide all required information (Proof of age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview. The documents are to be sent separately on e-mail ID indicated.

3. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents in support of their eligibility viz. educational qualification, experience etc. with the original when a candidate reports for interview.
4. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he / she will not be allowed to appear for the interview.
5. Candidates are advised to check their e-mail and Bank's website regularly for details and updates (including the list of shortlisted/ qualified candidates). The Call letter/ advice, where required, will be sent by e-mail only (No hard copy will be sent).
6. In case more than one candidate, scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
7. HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE. However a copy of the application may be preserved by Applicant after submitting application.
8. All revision / corrigenda will be hosted only on the Bank's above mentioned website.

A. DETAILS OF POST / NATURE OF ENGAGEMENT/ CONTRACT PERIOD/VACANCY/ AGE/ SELECTION PROCESS/ PLACE OF POSTING

Post Sr. No.	Post Name	Nature of Engagement	Contract Period**	Vacancy	Age (In Years) as on 01.10.2020	Selection Process	Place of Posting
1	Consultant for review of Inspection Manual	Contractual	6 months	1	Should not exceed 64 years	Shortlisting and Interview	Delhi
2	Consultant for ADF Project	Contractual	6 months	1	Should not exceed 64 years	Shortlisting and Interview	Delhi

NOTE:

1. The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
2. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate has experience in that specific field.
3. Bank reserves the right to cancel the recruitment process at any time.
4. **The period of Contract is for a fixed period of 6 months, depending on satisfactory performance, age and continued requirement.

B. DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE

CONSULTANT FOR REVIEW OF INSPECTION MANUAL	
I. Eligibility Criteria	
(a) Age	Not above 64 years as on 01.10.2020

(b) Experience	The candidate should be a retired officer of the rank of GM or above from RBI, NABARD or NHB. The candidate should have 3 to 5 years' experience in Regulation/ Supervision
(c) Educational Qualification	Graduate / Post Graduate in any stream from recognized University /Institution.
II. Payment	The payment shall be released on the basis of milestone achievement as under: <ol style="list-style-type: none"> 1. 50% of the payment on submission of draft manual acceptable to the Department of Supervision (DOS) 2. Remaining 50% of the payment on final acceptance of Manual by the Bank
III. Contract Period	06 months
IV. Work Profile	<ol style="list-style-type: none"> 1. The Consultant shall review inspection manual for on-site inspection, taking into account the following (indicative only): <ul style="list-style-type: none"> • Incorporate best practices of Risk Based Supervision (RBS) for HFCs • Review of various formats including the Inspection Forms, Inspection Reports, Supervisory Letter, Supervisory Rating formats and any other format used in Inspection. • Monitoring of the liquidity position of HFCs, Reviewing and Strengthening of Supervisory Framework, corporate governance and strengthening of off-site monitoring in sync with the BASEL norms etc. • Review of Returns and their formats submitted by the HFCs vis-à-vis the Ind AS financial statements being prepared by them. • Amendments to various Directions/ Guidelines / Circulars / Notifications issued by RBI or NHB for HFCs, from time to time, or provisions of NHB Act applicable to HFCs • Incorporate ways to co-ordinate with other Regulators viz., RBI, SEBI, IRDAI, PFRDA etc. including exploring the possibility of periodic exchange of critical information amongst the regulators. • Manual must include questionnaire on compliance for the auditors which may be verified during the course of inspection

	<ul style="list-style-type: none"> Hand-holding with inspection team (based on revised inspection manual) on real-time basis for 1-2 inspections.
	2. Any other matter as decided by the Bank
V. TA/HA	In case of travel TA / HA shall be paid as applicable to an officer of the rank of GM, NHB.
VI. Leave	One leave per month
VII. Termination	The assignment / contract may be terminated at one month's notice from either side.

CONSULTANT FOR ADF PROJECT	
I. Eligibility Criteria	
(a) Age	Not above 64 years as on 01.10.2020
(b) Experience	<p>The candidate should have handled the project of automation of returns (regulatory), data analytics, MIS System, Data Monitoring, data warehouse, automatic data flow etc.</p> <p>Preference will be given to candidates having experience in rolling out ADF projects.</p>
(c) Educational Qualification	Graduate / Post Graduate in any stream from recognized University /Institution. Technical education shall be desirable.
II. Payment	<p>The payment shall be released on the basis of milestone achievement as under:</p> <ol style="list-style-type: none"> 50% of the payment on submission of data formats acceptable to ITD. Remaining 50% of the payment on testing in consultation with System Integral and Go Live
III. Contract Period	06 months
IV. Work Profile	<ol style="list-style-type: none"> The Consultant shall carry out the following exercise: <ul style="list-style-type: none"> To undertake end-to-end ADF adoption cum implementation at NHB/HFCs Defining Goals and Roadmap for ADF adoption in the Bank/HFCs Discussion with peer group Banks/Implementing vendors for finalising Scope, Technical Requirement and Functional Requirement Development of exhaustive ADF Report formats in coordination with Bank's MIS/supervisory team.

	<ul style="list-style-type: none"> • Mapping of RBI guidelines/circulars on regulatory framework to ADF requirements at NHB/HFC. • Change management requirement - for internal corporate governance specifically for the supervision and reporting process • Preparation of “to-be” processes required for ADF implementation • Implementation scope and strategy • Preparation of RFP document for ADF procurement and Implementation at NHB and HFCs • Preparation of ADF guidelines for HFCs in coordination with HFCs • Methodology cum Adoption guidelines for HFCs • Integration with other regulators for a centralised MIS system - preparation of scope cum implementation strategy in coordination with various regulators.
	2. Any other assignment as decided by the Bank
V. TA/HA	In case of travel TA / HA shall be paid as applicable to an officer of the rank of GM, NHB.
VI. Leave	One leave per month
VII. Termination	The assignment / contract may be terminated at one month’s notice from either side.

C. REMUNERATION:

Post Sr. No.	Post Name	Remuneration
1	Consultant for review of Inspection Manual	A consolidated fixed remuneration of ₹20,00,000/- for the entire project (all inclusive).
2	Consultant for ADF Project	A consolidated fixed remuneration of ₹10,00,000/- for the entire project (all inclusive).

D. HOW TO APPLY: Please refer to NHB's website (www.nhb.org.in) for details.

E. CALL LETTER FOR INTERVIEW:

Intimation/ Call letter for interview will be sent by email / will be uploaded on Bank's website. **NO HARD COPY WILL BE SENT.** Date of interview will be communicated to the shortlisted candidates separately.

F. SELECTION PROCESS:

The selection will be based on shortlisting and interview.

Interview: Mere fulfilling minimum qualification and 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. Any request for change of address / change of centre for interview shall not be entertained.

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

G. GENERAL INFORMATION:

- (i) Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- (ii) Application once made will not be allowed to be withdrawn.
- (iii) Duly filled in application form copy along with all enclosures including all supporting documents (w.r.t. age, qualification, experience etc.) in original must be brought by candidates to the interview venue, failing which the candidate shall not be allowed to appear for the interview.
- (iv) A recent passport size colour photograph (without dark glasses), should be uploaded on the application form at the prescribed place. Sufficient copies of the same photograph should be retained for use at the time of interview.
- (v) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED AND DISQUALIFICATION WILL TAKE PLACE WITH RETROSPECTIVE EFFECT.
- (vi) Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.
- (vii) In case of selection, candidates will be required to produce proper discharge certificate in original from the employer at the time of taking up the appointment. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.

- (viii) Selected Candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, must produce a 'proper relieving letter in original' from their present employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, will have to obtain prior permission / no objection certificate from their present employer before applying in NHB as per rules / regulations of their present employer in this regard.
- (ix) The Bank takes no responsibility for any delay in receipt or loss of any communication.
- (x) The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- (xi) Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or 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 aforesaid reasons or for any other reason beyond the control of NHB.
- (xii) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD. The Bank does not furnish the mark sheet of selection process to Candidates.
- (xiii) As interview is the mode of recruitment, 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.
- (xiv) In case of multiple application for single post, only the last valid (completed) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- (xv) 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 recruitment process conducted by the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (xvi) In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- (xvii) 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.
- (xviii) BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS AT ANY STAGE.

I. IDENTITY VERIFICATION:

- (i) At the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the desk for verification. The candidate's identity will be verified with respect to his/her details on the call letter, and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Interview.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Interview call letter as well while attending the interview, without which they will not be allowed to attend the interview.

- (ii) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match with the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the interview. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate and affidavit.

For any query, please write to us on recruitments@nhb.org.in

This advertisement is also available on Bank's Website
<https://nhb.org.in/oppurtunitiesnhb/>

The Bank is not responsible for printing errors, if any

New Delhi
Date: October 28, 2020

GENERAL MANAGER
Human Resource & Administration Department