No. A-42012(12)/1/2018-AA-UD
Government of India
Ministry of Housing & Urban Affairs

Nirman Bhawan, New Delhi – 110 011
Dated: 14th December, 2020

Appointment to the post of Chairman & Managing Director (CMD), Housing and Urban Development Corporation Ltd. (HUDCO) on Immediate absorption basis through Search-cum-Selection process.

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Housing & Urban Development Corporation Limited (HUDCO)
पद का नाम NAME OF THE POST	Chairman & Managing Director
रिक्ति की तारीख DATE OF VACANCY	21/12/2019
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 200000-370000 (IDA)

I.COMPANY PROFILE

Housing & Urban Development Corporation Ltd. (HUDCO) was set up with the objective to meet the financial needs of the institutions in housing and urban sector such as housing boards, development authorities, municipalities, cooperatives etc. in the country through a system of project financing. HUDCO is a national level techno financial organisation in the field of housing and urban development. It is a Schedule 'A', Mini-Ratna CPSE with the administrative jurisdiction of Ministry of Housing and Urban Affairs. The company employed 788 regular employees (Executives 650 & Non-Executives 138) as on 31.3.2020.

Its Registered and Corporate offices are at New Delhi.

The authorised and paid up capital of the Company was Rs. 2500 crore and Rs. 2001.90 crore respectively as on March 31, 2020.

The shareholding of the Government of India in the Company is 89.81%.

II. JOB DESCRIPTION AND RESPONSIBILITIES

The Chairman and Managing Director is the Chief Executive of the Corporation and is accountable to its Board of Directors and Government. He/She is responsible for all the activities of the corporation including personnel, financial and commercial management, corporate planning and project implementation. He/She is responsible for the efficient functioning of the Corporation and for achieving its corporate objectives and performance para-meters.

III. **ELIGIBILITY**

1. **AGE** : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		**Others**	
Minimum	**Maximum**	**Minimum**	**Maximum**
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

2. **EMPLOYMENT STATUS:**

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government including the Armed Forces of the Union and All India Services;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs 2000 crore or more**;

(d) Private Sector in company where the annual turnover is ***Rs 2000 crore or more. Preference would be given to candidates from listed Companies.**

(** The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits*)

3. **QUALIFICATION:**

The applicant should be a graduate with good academic record from a recognised University/Institution.

Applicants with Technical/MBA qualifications will have added advantage.

4. **EXPERIENCE:**

The applicant should have adequate experience at a senior level of management in a large organization of repute.

Applicants with experience in Finance/Marketing/Production will have added advantage. Experience in the Housing and Urban Development Sector is desirable.

5. **PAY SCALE:**

(a)Central Public Sector Enterprises-

Eligible Scale of Pay

(i) Rs. 8250-9250 (IDA) Pre 01/01/1992

(ii) Rs. 11500-13500 (IDA) Post 01/01/1992

(iii) Rs. 23750-28550 (IDA) Post 01/01/1997

(iv) Rs. 62000-80000 (IDA) Post 01/01/2007

(v) Rs. 150000-300000 (IDA) Post 01/01/2017

(vi) Rs. 22400-24500 (CDA) Pre-revised

(vii) Rs. 67000-79000 (CDA) Post 01/01/2006

(viii) Rs. 182200-224100 (Level 15) CDA

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

(i) **Applicants from Central Government / All India Services** should be holding a post of the level of Additional Secretary in Government of India or carrying equivalent scale of pay on the date of application.

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Lt. General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position on the date of application.

6. **CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

IV. **DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. **SUBMISSION OF APPLICATIONS**

All applicants should send their applications as per the format **at Annexure**.

1. The applicants should submit their applications through proper channel as follows:

(a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;

(b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(c) Below Board level in CPSE: through the concerned CPSE;

(d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(e) Private Sector: directly to the Ministry of Housing and Urban Affairs.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);

(b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);

(c) Evidence of working at Board level;

(d) Self-attested copies of documents in support of age and qualifications;

(e) Relevant Jobs handled in the past with details.

VI. **UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. **For candidates from Central Government/Armed Forces of the Union/ All India Services**

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. **For candidates from CPSE**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. **For candidates from SPSE/ Private Sector**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. Applications may be forwarded offline on the below mentioned address.

Shri Akhil Saxena
Deputy Secretary(Housing)
Ministry of Housing & Urban Affairs
Room No,343 `C' Wing
Nirman Bhawan , New Delhi – 110 011
Tele-23062280

VIII. Last time/date of receipt of completed application duly forwarded to the Ministry of Housing and Urban Affairs is by **1500 hrs on 15.02.2021** No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be **REJECTED**. Search-cum-Selection Committee (SCSC) reserves the right to shortlist applicants for interview.

Annexure

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR

(Through Proper Channel, except candidates from the Private Sector)
Please refer to the job description for the post at Ministry of Housing & Urban Affairs(MoH&UA) website (https://mohua.gov.in)

Photo Upload

1. Name of the post applied for_____
2. (a) Applicant's Name(as per official records Mr./Mrs./Ms.)_____
   (b) Designation of the Applicant (in full)_____
   (c) Name of the Company_____
   (d) Category as per Employment Status:- Officer of a CPSE/Central Government, Armed Forces of the Union/ All India Services /SPSE/Private Sector
   (Please tick as applicable)
   (e) Office Address: _____
   (f) Address for communication _____

3. Telephone No: Office_____Residence_____Mobile No._____
   E-Mail id_____

4. Date of Birth(DD/MM/YY)_____Age as on date of vacancy(Years/Months/ Days)_____

5(i) Educational Professional Qualifications:

S. No	Qualification *	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement		
1	2	3	4		5			6			7		
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

* Should be exactly as per Degree Certificate issued by the university.

(ii)Positions held during the last ten years from the date of uploading the vacancy circular on the MoHUA website.

S. No	Complete Designation & Place of Posting *	Name of the Organization	Pay Scale**	Period		Reporting to Designation*	Self Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

* Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/ employer

** Private Sector-CTC/ remuneration/ emoluments drawn.

Note I: The positions should be indicated in order of the most recent assignments.

Note II: Please attach a write-up, Part A: Achievement during the career so far and Part B: Vision for the post applied for, not exceeding **2000 characters each,** in support of your candidature, for reference at the time of interview. The Full form of all abbreviations used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in any organisation other than where currently working? Yes | No

If yes: i. Name of the organization in which the lien is held:

ii. Date from which the lien is held:

(b) Are you on deputation? Yes | No

If yes: i. Name of parent organization:

ii. Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years. Yes | No

If yes, the details thereof

i) Civil/Criminal ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes. Yes | No

If yes, the details there of.

i) Civil/Criminal ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

Date (Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised(e.g. 2016-17, 2017-18 & 2018-19 for a post advertised in the calendar year 2020).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)

(i) Please provide URL of company website & CIN(Corporate Identity Number) of company

(a) URL (Company Website Address)_____

(b) CIN (Corporate Identity Number)_____

(ii) I certify that I am Yes | No

(a) Working at Board level position

If yes: Please provide your DIN(Director Identification Number)_____

(b) Holding a post at the level immediately below the Board. Yes | No

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

Date (Name & Signature of the Applicant)

PRIVATE SECTOR

9. Year wise Audited Annual Turnover(ATO)of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2016-17, 2017-18 &2018-19 for a post advertised in the calendar year 2020).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

*If Annual Turnover(ATO)is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the MoH&UA website may be used.

(i) Please provide URL of company website &CIN(Corporate Identity Number) of company

(a) URL (Company Website Address)_____

(b) CIN (Corporate Identity Number)_____

(ii) I certify that I am | Yes | No |

(a) Working at Board level position

If yes: Please provide your DIN(Director Identification Number)_____

(b) Holding a post at the level immediately below the Board. | Yes | No |

(iii)Whether the Company in which I am working is listed on the stock exchange. | Yes | No |

Stock Exchange_____

Proof of listing may be accessed over_____(please provide URL)

(iv) Self certified copies for proof of age and educational qualifications(enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

Date (Name & Signature of the Applicant)

Declaration

I.....Son/Daughter of.....here by certify that I have not been disqualified to act as a Director under Section164 or any other relevant sections of the Indian Companies Act,2013.

Date (Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name & Signature of the Applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name & Signature of the Applicant)

Date:

For candidates from Private Sector/SPSE

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name & Signature of the Applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union / All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature& Designation of the
Competent Authority
With Telephone No. & E-mail address

Write-Up:

A: Achievements during the career so far (2000 characters):

B: Vision for the post applied for (2000 characters):