



## NATIONAL HOUSING BANK

Head Office, New Delhi – 110003.

### RECRUITMENT OF OFFICERS AT VARIOUS POSITIONS (ON CONTRACT)

SUBMISSION OF ONLINE APPLICATION & PAYMENT OF FEES – FROM 09.07.2025 to 22.07.2025

(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/2025-26/01

The Bank (NHB) invites applications from eligible candidates for contractual appointments to the post of Chief Information Security Officer, Chief Technology Officer, Chief Risk Officer, Senior Tax Officer, Senior Application Developer, Application Developer, Head of Learning and Development, and Administrator: Learning and Development.

#### 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.
- 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 09.07.2025 to 22.07.2025. **No other mode of submission of Application is accepted.**

**IMPORTANT DATES/MONTHS**

Events	Tentative Dates/Months <sup>^</sup>
Cut-off date for eligibility criteria	01.06.2025
Website link open for Online registration of Applications and payment of fees/ intimation charges	09.07.2025
Last date for online registration of Applications and payment of fees/intimation charges	22.07.2025
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 (contractual)	SC	ST	OBC-NCL <sup>^</sup>	EWS	UR	Total
Chief Technology Officer	-	-	-	-	1	1
Chief Information Security Officer	-	-	1	-	-	1
Chief Risk Officer	-	-	-	-	1	1
Head: Learning and Development	-	-	-	-	1	1
Administrator: Learning and Development	-	-	-	-	1	1
Senior Tax Officer	-	-	-	-	2	2
Senior Application Developer	-	-	-	-	1	1
Application Developer	-	-	1	-	1	2
<b>Grand Total</b>	-	-	2	-	8	10

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.

#### 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 01.06.2025)

Name of the Post	Age (Minimum)	Age (Maximum)
Chief Technology Officer	40 years	55 years
Chief Information Security Officer	40 years	55 years
Chief Risk Officer	35 years	62 years
Head: Learning and Development	-	62 years
Administrator: Learning and Development	-	62 years
Senior Tax Officer	-	62 years
Senior Application Developer	25 years	35 years
Application Developer	23 years	32 years

Note: The maximum age limit specified is applicable to Unreserved and EWS Category Candidates.

**Relaxation of upper age limit:**

Sr. No.	Category of Candidate	Age Relaxation
5.2 (a)	Scheduled Caste and Scheduled Tribe	5 years
5.2 (b)	Other Backward Classes (Non-Creamy Layer)	3 years

<b>5.2 (c)</b>	Persons with Benchmark Disabilities (PwBD) <u>as defined under "The Rights of Persons with Disabilities Act, 2016"</u> .	PwBD (UR) - 10 Years PwBD (SC/ST) - 15 Years PwBD (OBC) - 13 Years
<b>5.2 (d)</b>	Ex-servicemen (including ECOs/SSCOs) provided applicants have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues certificate that in case of selection they would be released within three months from the date of receipt of offer of appointment.	5 years

Notes:

- i. An ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.
- ii. The age relaxation mentioned under Sr. No. 5.2(c) is allowed on cumulative basis as per Govt. Guidelines.
- iii. Relaxation in upper age limit for SC/ST/OBC categories applicable only against the vacancies reserved for these categories. Wherever vacancies are not reserved, SC/ST/OBC candidates will be treated at par with Unreserved category candidates i.e. no relaxations are available against Unreserved vacancies.
- iv. Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by the Bank.
- v. There is no reservation for Ex-servicemen in Officers' Cadre.

**i. Minimum Educational/Professional Qualification and Post-qualification Experience (as on 01.06.2025) for advertised posts.**

Post	Minimum Educational/Professional Qualification	Minimum Experience (as on 01.06.2025)
<b>Chief Technology Officer</b>	Master's or Bachelor's Degree in Engineering/Technology disciplines namely Computer Science /Information Technology/Electronics & Telecommunication/Electrical or Master's in Computer	The Candidate must have an overall post-qualification experience of at least 15 years in IT related areas/projects involving ERP / DC / DR Management (of which) 5 years should be at senior management level managing or implementing large IT

	Application (MCA) from a university/Institute recognized by Govt. of India or its regulatory bodies.	projects. Experience in Banking/Financial Sector will be preferred.
<b>Chief Information Security Officer</b>	<p>Master's or Bachelor's Degree in Engineering/Technology disciplines namely Computer Science /Information Technology/Electronics &amp; Telecommunication/Electrical or Master's in Computer Application (MCA) from a university/Institute recognized by Govt. of India or its regulatory bodies.</p> <p>The Candidate must have International Certifications like CISA/ CISM/ CISSP/ CDPSE/ CCSP.</p>	<p>The candidate should have an overall experience of at least 15 years in the area of IT/Information Security (of which) 5 years should be in the area of managing or implementing Information Security / Cyber Security projects / activities. Experience in Banking/Financial Sector will be preferred.</p> <p>5 years of post-certification (CISA/ CISM/ CISSP/ CDPSE/ CCSP) work experience in the area of Cyber Security is mandatory.</p>
<b>Chief Risk Officer</b>	Mandatory: Graduate / Postgraduate in Economics / Statistics/ Finance/ Business from a recognized University / Masters in Management/MBA/PGDM or Chartered Accountant /Company Secretary.	(a) Minimum 20 years' post-qualification experience in Banking, Financial Sector and Insurance (BFSI). b) Minimum 5 years in Senior Management Level in Risk Management (Credit Risk and Market Risk) in a regulated lending entity in BFSI Sector.
<b>Head: Learning and Development</b>	Chartered Accountant/Cost and Management Accountant/ Company Secretary/MBA or equivalent.	Minimum 15 years of post-qualification experience in Training & administration/Human Resources/Learning & development with minimum 24 months of experience in Housing Finance sector.
<b>Administrator: Learning and Development</b>	Chartered Accountant/Cost and Management Accountant/ Company Secretary/MBA or equivalent.	Minimum 12 years of post-qualification experience in Training & administration/Human Resources/Learning & development with minimum 12 months of experience in Housing Finance sector.
<b>Senior Tax Officer</b>	Chartered Accountant	Minimum 10 years of post-qualification experience in handling tax matters as an officer in Banks/HFCs/Regulatory bodies/ regulated lending entities/PSUs

<b>Senior Application Developer</b>	B.E.(CS/IT)/ B.Tech. (CS/IT)/ MCA/ M.Tech. (CS/IT)/ B.Sc. (CS/IT)/ M.Sc. (CS/IT)	Minimum 4 years of post-qualification work experience (Relevant experience as per the Job Profile mentioned in this recruitment shall be considered)
<b>Application Developer</b>	B.E.(CS/IT)/ B.Tech. (CS/IT)/ MCA/ M.Tech. (CS/IT)/ B.Sc. (CS/IT)/ M.Sc. (CS/IT)	Minimum 2 years of post-qualification work experience (Relevant experience as per the Job Profile mentioned in this recruitment shall be considered)

**ii. Job Role and Profile**

Name of Post	Chief Technology Officer
<b>Job Profile:</b>	
<ul style="list-style-type: none"> <li>• Overall responsibility of developing, procuring, implementation, performance monitoring of innovative products/Services pertaining to Information Technology based on organizational needs and market trends.</li> <li>• To define the Technology strategy, vision and build the technology competency. It involves decision making, team selection, technology stack selection, partner selection, implementation and operations etc.</li> <li>• Also, will be responsible to lead the digital technology implementation and projects.</li> <li>• The CTO candidate should ideally have experience of similar scale in banking/financial sectors. Combined experience in a Bank/financial institution with a focus on conducting business in ERP environment.</li> <li>• Expected to have experience in System integration implementation, migration to other ERP systems and handling other complex projects of the Bank which requires extensive technical expertise.</li> <li>• Should have overall experience in handling system administration, network management, Database administration, project management etc.</li> <li>• Build a robust technology organization for NHB by defining its technology strategy and designing technology architecture covering back-end and customer facing systems, which include SAP/other ERP applications, technology operations, XBRL/ XML/ .Net and program management.</li> <li>• The strategy should focus on delivering next generation solutions and processing platform, simplify automated business processes on time with high quality</li> <li>• Will design the entire tech governance framework for the Bank</li> <li>• Set up and run Data Analytics platform and actively contribute to business.</li> <li>• Responsible for providing cost effective and cutting-edge technologies for the common man and financial eco-system in the digitization space</li> <li>• Maintain technology vendor relationship and compliance with service level agreements/ contractual commitments.</li> <li>• Mentor operations and project team to achieve budgeted results through service excellence and adoption of best practices.</li> </ul>	

- Work with stake holders, technology partners, regulators and government agencies to deliver the committed digitized financial services
- Drive a product development process that addresses customer, business and technology needs while delivering (time to market), and scalable, easy to-use products.
- Be an Industry thought leader who will articulate the vision in ways that will be highly valued by senior executives and the technology community.
- Act as a key influencer with internal and external stakeholders/ customers. Playing the role of a business enabler.

**Skills & Competencies:**

- Experience in large scale infrastructure and transaction platforms and web applications
- A hands-on leader with a passion for innovating on technologies, building effective teams and a focus on delivering competitively superior technology solutions to the business while growing people in the organization and creating high performance teams and accounting principles
- Experience in core technologies, concepts, architecture, development and sustenance of all the foundational software technologies that support the infrastructure and applications.
- Stakeholder management capability, experience of managing the Board; diverse customer community.

<b>Name of Post</b>	<b>Chief Information Security Officer</b>
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**Job Profile:**

The roles/profiles of the CISO shall be as under:

- Overall responsibility to protect the Bank from all sorts of information security and cyber security threats.
- Maintain and update the threat landscape for the organization on a regular basis including staying up to date about the latest security threat environment and related technology developments.
- Ensure review of the Information Security Policy (ISP) and Cyber Security Framework (CSF) of the Bank to check for the adequacy and effectiveness of the Information Security Management System (ISMS) programme and in compliance with applicable guidelines.
- Ensure compliance of the policy guidelines pertaining to ISP & CSF.
- Developing and implementing a security architecture for the organization by leveraging technology and understanding of threat landscape.
- Establishing and reviewing the Information Risk Assessment methodology and selection of appropriate controls for risk mitigation by leveraging technology and an understanding of the threat landscape in the organization.
- Interacting with regulatory bodies and external agencies that could be of help to maintain information security for the organization, e.g. RBI, CERT-In, IDRBT, NCIIPC etc.
- Ensure defined principles of secure software development process is followed for all software applications and the same is reflected in contracts, if software development is outsourced.

- Periodic assessment / audits of third-party service providers to assess risks
- Issuing and periodic review of device hardening guidelines, patch management guidelines, anti-virus / malware guidelines, User Access Management guidelines, privilege access management guidelines, end point management guidelines, connectivity guidelines for Trading partners and external agencies, controls on mobile devices and wireless technology
- Ensuring that the IT infrastructure deployed for online operations is kept up to date as per policy and bug fixing/patches are regularly applied to protect the infrastructure from vulnerabilities.
- Ensuring timely submission of all necessary returns pertaining to Information Security and Cyber Security to the Regulators.
- Planning and executing periodic disaster recovery drills/simulation exercises in order to establish the adequacy of the Business Continuity Plan.
- Implementation, operation and monitoring of Cyber Security Operation Centre (C-SOC). • Conducting periodic Cyber Security Awareness Programmes for Top Management, other officers and stakeholders.
- Update Board, Board Level Committees, Other Committees and top management about information security risk assessment and risk management processes adopted in the Bank.

**Skills & Competencies:**

The CISO must have good understanding of industry and related risk associated with IT implementation and mitigants of such risks.

<b>Name of Post</b>	<b>Chief Risk Officer</b>
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**Job Profile:**

The Chief Risk Officer (CRO) shall be responsible for –

- Assessing and mitigating significant risks to the Bank and its earnings / income.
- Bank’s overall risk management operations, including managing, identifying, evaluating, reporting and overseeing the Bank’s risks externally and internally.
- CRO must identify, assess, measure, manage, monitor and report every aspect of the risk function of new implementations of the Bank.
- CRO shall ensure that the Bank is in full compliance with applicable regulations and to analyze all risk related issues.
- Any other work entrusted by the Bank to comply with the requirements of regulatory bodies/Government of India etc. from time to time.

**Skills & Competencies:**

Comprehensive Risk management Expertise, Regulatory and Compliance Knowledge, Leadership and Governance

<b>Name of Post</b>	<b>Head: Learning and Development</b>
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**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 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.
- Assist in preparing budgets for training initiatives and monitor expenses related to training activities to ensure cost efficiency.
- Preparing regular reports on training activities highlighting outcomes, challenges, efficiency, and opportunities for improvement.
- Any other work assigned by the Bank.

**Skills & Competencies:**

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

<b>Name of Post</b>	<b>Administrator: Learning and Development</b>
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**Job Profile:**

- Assisting Head of Learning and Development in day-to-day activities.
- 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.

<b>Name of Post</b>	<b>Senior Tax Officer</b>
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**Job Profile:**

- Ensure that the bank complies with all applicable tax laws, including Income Tax, Goods and Services Tax (GST), TDS (Tax Deducted at Source), and others.
- Filing of tax returns (Income Tax, GST, etc.) on time and managing assessments and audits with the tax authorities.
- Preparation and filing of quarterly and annual TDS returns.
- Handling communication with tax authorities, responding to tax notices, and maintaining proper documentation.
- Manage any tax litigation or dispute resolution processes.
- Ensure timely payment of all taxes and resolve issues arising during tax audits or assessments
- Ensure that the bank adheres to all relevant regulatory requirements concerning taxes.
- Any other work assigned by the Bank.

**Skills & Competencies:**

Strong knowledge of Indian tax laws, particularly Income Tax, GST, and related regulations & its compliance.

**Name of Post** | **Senior Application Developer**

**Job Profile:**

Development, Customization, Testing and Maintenance of Bank's in-house software applications to meet specific requirements of the Bank.

The developers shall possess experience in writing applications, APIs, developing and managing XML/XBRL transformations and executing Agile development tools, Documenting development processes, schema definitions, rules, standards as well as preparing progress reports, troubleshooting application and databases issues to provide good user experience for all Bank in-house applications. Senior Application Developer should be capable of managing a team of developers and work as Team Lead towards development, implementation and maintenance of packages.

Extensive knowledge of

- Programming languages- C#, C, HTML, CSS, Bootstrap, JavaScript, JQuery, VB.NET, Visual Basic/Excel, Python (desirable)
- Database and backend tools -MS-SQL, SSRS, SSIS
- Reporting tools - Power BI, WWF, WPF, WCF
- Web frameworks - ASP.NET
- Security related coding practices / Vulnerability closure
- Software Testing

**Skills & Competencies:**

Good communication and analytical skills • Translate functional specs into technical specs /SRS preparation/Wireframes • Problem resolution/troubleshooting • Basic understanding of business processes (desirable)

**Name of Post** | **Application Developer**

**Job Profile:**

Development, Customization, Testing and Maintenance of Bank's in-house software applications to meet specific requirements of the Bank. The developers shall possess experience in writing applications, APIs, developing and managing XML/XBRL transformations and executing Agile development tools, documenting development processes, schema definitions, rules, standards as well as preparing progress reports, troubleshooting application and databases issues to provide good user experience for all in-house applications of the Bank.

Extensive knowledge of

- Programming languages- C#, C, HTML, CSS, Bootstrap, JavaScript, JQuery, VB.NET, Visual Basic/Excel, Python (desirable)
- Database and backend tools -MS-SQL, SSRS, SSIS
- Reporting tools - Power BI, WWF, WPF, WCF
- Web frameworks - ASP.NET • Security related coding practices / Vulnerability closure
- Software Testing

**Skills & Competencies:**

Good communication and analytical skills • Translate functional specs into technical specs /SRS preparation/Wireframes • Problem resolution/troubleshooting • Basic understanding of business processes (desirable)

**Note:**

- i. 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.
- ii. All the educational qualifications mentioned should hold a degree from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- iii. 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 01.06.2025 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 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 (except for the position of senior Application Developer and Application Developer) 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)**

In terms of 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, the category EWSs means ‘Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs. 8 lakh (Rupees eight lakh only)** are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;

- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "**Family**" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years'.

Income and Asset Certificate Issuing Authority: -

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. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-

- i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar and
- iv. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**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**

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, 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, post-qualification 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 01.06.2025 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 2024-25 .

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 2024-25
- (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**

<b>Post</b>	<b>Remuneration (consolidated)</b>	<b>Period of Contract</b>
<b>Chief Technology Officer</b>	Market-linked compensation of Rs 5 lacs per month (with a fixed pay of Rs 3.75 lacs and variable pay of Rs 1.25 lacs). The variable pay to be linked to the performance rating.	Initially for a period of 3 years, subject to yearly review, which can be extended for a maximum term of 5 years (one year at a time)
<b>Chief Information Security Officer</b>	Market-linked compensation of Rs 5 lacs per month (with a fixed pay	Initially for a period of 3 years, subject to yearly review, which can

	of Rs 3.75 lacs and variable pay of Rs 1.25 lacs). The variable pay to be linked to the performance rating.	be extended for a maximum term of 5 years (one year at a time)
<b>Chief Risk Officer</b>	Market-linked compensation of Rs. 5 lacs per month (with a fixed pay of Rs. 3.75 lacs and variable pay of Rs. 1.25 lacs). The variable pay is linked to the performance rating.	Initially for a period of 3 years or 65 years of age whichever is earlier, subject to yearly review, which can be extended for a maximum term of 5 years (one year at a time).
<b>Head: Learning and Development</b>	₹ 3.5 lakh per month (consolidated)	3 years, or attaining 65 years of age, whichever is earlier
<b>Administrator: Learning and Development</b>	₹ 2.5 lakh per month (consolidated)	3 years, or attaining 65 years of age, whichever is earlier
<b>Senior Tax Officer</b>	₹ 2 lakh per month (consolidated)	3 years, or attaining 65 years of age, whichever is earlier
<b>Senior Application Developer</b>	₹ 1.25 lacs month (consolidated)	Initial tenure for a period of 2 years which can be extended for a maximum term of 3 years (subject to annual review).
<b>Application Developer</b>	₹ 0.85 lakh per month (consolidated)	Initial tenure for a period of 2 years which can be extended for a maximum term of 3 years (subject to annual review).

- ❖ 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.
- ❖ Selected candidates 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.

### **Chief Technology Officer**

- ❖ 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).

### **Chief Information Security Officer**

- ❖ 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).

**Chief Risk Officer**

- ❖ 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 Dy. General Manager cadre (Scale VI).

**Head: Learning and Development**

- ❖ The selected candidate shall be entitled to 12 days Casual Leave in a 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 Dy. General Manager cadre (Scale VI).

**Administrator: Learning and Development**

- ❖ The selected candidate shall be entitled to 12 days Casual Leave in a 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 Regional Manager cadre (Scale IV).

**Senior Tax Officer**

- ❖ The selected candidate shall be entitled to 12 days Casual Leave in a 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 Scale-III or Scale-IV officer, depending upon the profile of the selected candidate.

**Senior Application Developer**

**Service Bond:** The selected candidates, at the time of joining, will have to execute a Bond for a value of Rs. 2,00,000/- (Rupees Two Lakh only) to serve the Bank for a minimum period of one year. The Bond will be invoked by the Bank if the candidate leaves/resigns from the service of the Bank before expiry of one year from the date of joining.

**Leave Entitlement:** The developer shall be entitled to 12 days Casual Leave in a Calendar Year (CY) on pro-rata basis (i.e., 12 working days 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 developer shall be entitled to Sick Leave of 30 days per CY (i.e., 30 days Sick-Leave on Half-Pay (SL-HP); can be claimed on pro-rata basis. The leaves shall not be carried forward.

In case of outstation duty, travelling and halting allowances will be as applicable to MMG Scale III officer.

### **Application Developer**

**Service Bond:** The selected candidates, at the time of joining, will have to execute a Bond for a value of Rs. 2,00,000/- (Rupees Two Lakh only) to serve the Bank for a minimum period of one year. The Bond will be invoked by the Bank if the candidate leaves/resigns from the service of the Bank before expiry of one year from the date of joining.

**Leave Entitlement:** The developer shall be entitled to 12 days Casual Leave in a Calendar Year (CY) on pro-rata basis (i.e., 12 working days 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 developer shall be entitled to Sick Leave of 30 days per CY (i.e., 30 days Sick-Leave on Half-Pay (SL-HP); can be claimed on pro-rata basis. The leaves shall not be carried forward.

In case of outstation duty, travelling and halting allowances will be as applicable to MMG Scale II officer.

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

<b>Sr. No.</b>	<b>Category</b>	<b>Amount*</b>
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 09.07.2025 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: 09.07.2025 to 22.07.2025.** 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 – 2025-2026/01” → “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 declarationas 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/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice 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. 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 - 2025-26/01' 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 01.06.2025**, 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. 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.
- ix. 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.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. The left/right thumb impression which is scanned and uploaded should not be smudged.

- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. NHB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional selection etc.
- xxi. 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.
- xxii. 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.
- xxiii. 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.

- xxiv. The candidates are required to follow all the Guidelines regarding Social Distancing Mode of Exam given in this advertisement and subsequently. Any violation may result in cancellation of candidature.

**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

20.06.2025

General Manager

HRMD