



## Housing and Urban Development Corporation Ltd.

(A Govt. of India Enterprise)

CIN: L74899DL1970GOI005276, GST No.07AAACH0632A1ZF

Regd. Office: Core-7A, HUDCO Bhawan, India Habitat Centre,

Lodhi Road, New Delhi – 110003. Tel.: 011-24649610-15

Website: [www.hudco.org.in](http://www.hudco.org.in)

1. HUDCO is India's premier techno-financing Central Public Sector Enterprise, in the field of housing and infrastructure development. With an authorized capital of Rs.2,500 crore, as on date, HUDCO has a paid-up equity of Rs.2,001.90 crore. The Corporation is headquartered in the National Capital, New Delhi, and operates through its strong and multi-disciplinary workforce with a pan India presence through its network of Regional and Development offices. With its corporate vision of being a leading techno-financial institution for transforming the lives of people, HUDCO is on the mission of promoting sustainable habitat development to enhance the quality of life. HUDCO was upgraded to a Schedule-A CPSE in 2002, conferred the Mini Ratna status in 2004, and NAVRATNA status in 2024.
2. HUDCO invites applications from dynamic and experienced professionals at Lateral level as well as young professionals as Trainee Officers to join its strong and multi-disciplinary workforce.

### 2(a) Lateral level positions in different disciplines:

S. No.	Name of the Post/ Grade & IDA Scale of pay(w.e.f. 01.01.2017)  Post Code	No. of posts (Reserved for)	Age Limit (in years)	Prescribed minimum qualification(s)	Minimum no. of years of post-qualification # experience / CTC required	Post identified as suitable to be held by PwBDs in following categories	Nature of experience
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Senior Executive Director E-9 ₹1,50,000-3,00,000  Post Code:001	01 (UR)	Min. 50 and Max. 55	MBA(HR)/2 years PGD (with specialization in HR/PM/IR)/ MHRM / Masters in Personnel Management with minimum 60% marks or equivalent  CGPA/grade  Preferred : Bachelor degree in Law	25 years /  CTC of ₹36.9 lakh p.a.	a) LV b) HH c) OA, OL, OAL, LC, CP, Dw, AAV, MDy d) ASD, SLD e) MD involving above	The incumbent would be responsible for leading and managing the entire HR, Administration, Corporate Communications and CSR functions.  The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks / NBFC / Public Sector Organisations / Central Govt. / State Govt. Multi lateral Organisations / Other Institutions out of which at least 5 years should be in a leadership position.  The incumbent should have experience of handling various HR functions including Manpower Planning, Recruitment, Reservation policy, Employee relations, Grievance redressal mechanism, Establishment matters etc. The incumbent should be able to drive capacity building through innovative learning and development initiatives.  The incumbent preferably to have experience of handling various Administration aspects like tendering, procurement procedures etc.  The incumbent preferably to have experience of handling Corporate Communications like corporate image building in traditional, online social and digital media and press event management etc.  The incumbent preferably to have experience of handling CSR initiatives.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	
<b>Projects discipline</b>							
2	Executive Director E-8 ₹1,20,000-2,80,000  Post Code:002	01 (OBC-NCL)	Max. 52	Bachelors Degree in the stream of Civil/Electrical/ Electrical & Electronics / Mechanical Engineering/ Architecture/Planning with minimum 60% marks or equivalent CGPA/grade  Desirable - MBA/2 years PG Diploma with specialization in Finance	20 years / CTC of ₹30.75 lakh p.a.	a) HH, b) OL, OA, LC, Dw, AAV, c) SLD d) MD involving above	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks / NBFC / Public Sector Organisations / Central Govt. / State Govt. Multi-lateral Organisations / Other Institutions in the area of Infrastructure Project Finance out of which at least 3 years should be in a leadership position.  The incumbent should have knowledge of Infrastructure funding, appraisal/ monitoring systems & procedures, knowledge of regulatory & legal framework.
3	Assistant General Manager - 05 E-4 ₹70,000-2,00,000						
	Civil Engineer Post Code:003	1 (OBC-NCL)	Max. 40	Bachelors Degree in the stream of Civil / Electrical/ Electrical & Electronics / Mechanical Engineering or equivalent with minimum 60% marks or equivalent CGPA/grade  Desirable - MBA/2 years PG Diploma with specialization in Finance	08 years / CTC of ₹18.45 lakh p.a.	a) HH, b) OL, OA, LC, Dw, AAV, c) SLD d) MD involving above	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions and in the relevant fields like Project financing, planning, design, construction, monitoring, consultancy, asset monetization etc.
	Mechanical Engineer Post Code:004	1 (SC)					
	Electrical /Electrical & Electronics Engineer Post Code:005	1 (EWS)					
	Architect Post Code:006	1 (ST)					
							The incumbent should have experience in planning and architecture works for preparation of design, planning and costing for projects in architectural design of residential/ commercial/ institutional/high-rise building projects. Should have valid registration with Council of Architecture. Should be well versed with Architectural software's- AutoCAD, Revit, SketchUp, Lumion etc. and MS Office.

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Corporate Social Responsibility (CSR) Post Code:007	01(UR)	Max. 40	MBA / Post Graduate Diploma (2 years full time) with specialization in CSR/ Masters in Social Work with minimum 60% marks or equivalent CGPA/grade  Desirable - 2 years MBA/PG Diploma with specialization in Finance	08 years / CTC of ₹18.45 lakh p.a.	a) HH, b) OL, OA, LC, Dw, AAV, c) SLD d) MD involving above	The incumbent should have experience in planning, formulation, coordinating, implementation, monitoring and assessment of CSR activities/projects as required under provision of Companies Act, 2013 in a large sized company (having requirement of CSR Expenditure of more than Rs. 40 crore during last 3 years) preferably in a CPSE and undertaking implementation of CSR activities itself and with the involvement of different agencies preferably in govt. sector.
4	Senior Manager E-3 ₹60,000-1,80,000 Post Code:008	06 (UR:02, SC:01, OBC-NCL:02 EWS:01)	Max. 35	Bachelors Degree in the stream of Civil /Electrical/ Electrical & Electronics/ Mechanical Engineering or equivalent with minimum 60% marks or equivalent CGPA/grade	06 years / CTC of ₹15.38 lakh p.a.		The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions and in the relevant fields like Project financing, planning, design, construction, monitoring, consultancy etc.
5	Manager E-2 ₹50,000-1,60,000 Post Code:009	02 (UR:01 EWS:01)	Max. 30	Desirable - MBA/2 years PG Diploma with specialization in Finance	04 years / CTC of ₹12.3 lakh p.a.		
<b>Finance discipline</b>							
6	General Manager E-7 ₹1,00,000-2,60,000 Post Code: 010	01 (OBC-NCL)	Max. 50	CA / CMA or MBA/PG Diploma (2 years full time) with specialization in Finance with minimum 60% marks or equivalent CGPA/grade	17 years / CTC of ₹27.68 lakh p.a.	a) HH, b) OA, OL, BL, OAL, LC, Dw, AAV, c) SLD d) MD involving above	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilisation, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.
7	Deputy General Manager E-5 ₹ 80,000-2,20,000 Post Code:011	1 (UR)	Max. 45		12 years / CTC of ₹21.53 lakh p.a.		
8	Assistant General Manager E-4 ₹70,000-2,00,000 Post Code: 012	2 (UR:1, OBC-NCL:1)	Max. 40		08 years / CTC of ₹18.45 lakh p.a.		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	
9	Senior Manager E-3 ₹60,000-1,80,000  Post Code:013	6 (UR:2, SC:1, OBC- NCL:2, EWS:1)	Max. 35	CA / CMA or MBA/PG Diploma (2 years full time) with specialization in Finance with minimum 60% marks or equivalent CGPA/grade	06 years / CTC of ₹15.38 lakh p.a.	a) HH, b) OA, OL, BL, OAL, LC, Dw, AAV, c) SLD d) MD involving above	The incumbent should have experience of working in a Financial Institution/Scheduled Commercial Banks/NBFC/Public Sector Organisations / Central Govt./State Govt. Multi-lateral Organisations/ Other Institutions in the relevant fields like Budgeting, Banking, Accounts & Taxation, Risk based Audit, Resource Mobilisation, Forex, Loan & Recovery Management, Credit Appraisal Exposure, Risk Management etc., Financial Concurrence and regulatory compliance matters related to Finance.
10	Manager E-2 ₹50,000-1,60,000  Post Code:014	2 (UR:1, OBC- NCL:1)	Max. 30		04 years / CTC of ₹12.3 lakh p.a.		
<b>Law discipline</b>							
11	Assistant General Manager E-4 ₹70,000-2,00,000  Post Code:015	01 (OBC-NCL)	Max. 40	Bachelors Degree in Law (LLB) with minimum 60% marks or equivalent CGPA/grade  Preferred : Masters Degree in Law (LLM)	08 years / CTC of ₹18.45 lakh p.a.	a) LV b) OL, BL, OAL, LC, CP, Dw, AAV c) MD involving above	The incumbent should have experience in relevant fields like Drafting / vetting / execution of contract / loan documents of project financing, legal due diligence of loan proposals/documents including in-depth knowledge of applicable corporate/commercial legislations with expertise in DRT / Courts, CIRP in NCLT and arbitration proceedings in Banks / financial institutions. Must have core competence in the areas of analysing various legal aspects, security packages relating to project financing, mortgages etc. and must be in a position to handle all activities of documentation independently.
<b>Human Resource Management and Administration</b>							
12	Deputy General Manager E-5 ₹ 80,000-2,20,000  Post Code:016	1 (UR)	Max. 45		12 years / CTC of ₹21.53 lakh p.a.	a) LV b) HH c) OA, OL, OAL, LC, CP, Dw, AAV, MDy d) ASD, SLD e) MD involving above	The incumbent should have experience of handling various HR functions like Manpower Planning, Recruitment, Reservation matters, Training, Performance Management, Employee Engagement initiatives, Establishment matters, Grievance Redressal, Disciplinary / Service matter cases etc., Candidates having experience in Procurement, handling of GeM portal, facility management and other Admin related activities will be preferred.
13	Assistant General Manager (HR/Admn) E-4 ₹70,000-2,00,000  Post Code:017	2 (UR)	Max. 40	MBA (HR) / 2 years PGD (with specialisation in HR/PM/IR)/ MHRM / Masters in Personnel Management with minimum 60% marks or equivalent CGPA/grade  Preferred : Bachelor Degree in Law	08 years / CTC of ₹18.45 lakh p.a.		
14	Manager E-2 ₹50,000-1,60,000  Post Code:018	1 (UR)	Max. 30		04 Years / CTC of ₹12.3 lakh p.a.		The incumbent should have experience in various HR functions like Manpower Planning, Recruitment, Training, Performance Management, Establishment matters etc. He should have hands on experience of handling reservation matters.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	
<b>Corporate Communication</b>							
15	Assistant General Manager E-4 ₹70,000-2,00,000  Post Code:019	1 (UR)	Max. 40	MBA / Post Graduate Diploma (2 years full time) in PR specialization in Journalism / Mass Communication with minimum 60% marks or equivalent CGPA/grade	08 years / CTC of ₹18.45 lakh p.a.	a) HH b) OA, OL, LC, Dw, AAV c) SLD d) MD involving above	The incumbent should have experience in Corporate Communication / Public Relations function, Corporate brand building. Design and content creation for social & digital media (intranet/internet), reels for posting on social media, coordination with the media and press, event management, preparing press release, content writing for in-house publications etc. The aim is to effectively promote the organization's mission, values, and achievements, ensuring a positive public perception and robust internal communication framework. The candidate should have outstanding oral and written communication skills. Candidates having knowledge of Graphic Designing will have an added advantage.

# **Post Qualification Experience** : The post qualification experience has to be counted after acquiring the minimum prescribed educational qualification required for the post and necessarily has to be in executive category.

## **2(b) Trainee Officers in different disciplines:**

S. No.	Name of the Post/ Grade & IDA Scale of pay(w.e.f. 01.01.2017) Post Code	No. of posts (Reserved for)	Age Limit (in years)	Post identified as suitable to be held by PwBDs in following categories	Prescribed minimum qualification(s)
(1)	(2)	(3)	(4)	(5)	
<b>Projects</b>					
1.	Trainee Officer E-1 ₹40,000-1,40,000	15			
	Civil Engineer Post Code:020	3 (SC:01, OBC-NCL:01. EWS:01)	Max. 28	a) HH, b) OL, OA, LC, Dw, AAV, c) SLD d) MD involving above	Bachelors Degree in the stream of Civil / Electrical/ Electrical & Electronics / Mechanical Engineering or equivalent with minimum 60% marks or equivalent CGPA/grade  Desirable - MBA/2 years PG Diploma with specialization in Finance
	Mechanical Engineer Post Code:021	4 (SC:01, OBC-NCL:03)			
	Electrical/ Electrical & Electronics Engineer Post Code:022	4 (SC:01, OBC-NCL:03)			

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	(1)	(2)	(3)	(4)	(5)
	Architect Post Code:023	1 (ST)	Max. 28	a) HH, b) OL, OA, LC, Dw, AAV, c) SLD d) MD involving above	Bachelors Degree in Architecture or equivalent with minimum 60% marks or equivalent CGPA/grade  Preferred: Post Graduate Degree/ Diploma in any of the subjects related to Architecture / Town Planning  Desirable - MBA/2 years PG Diploma with specialization in Finance
	Planning Post Code:024	1 (OBC-NCL)			Bachelor Degree / Masters Degree or PG diploma in Planning (Candidates with degree in Engineering/ Architecture with Masters or PG Diploma in Planning are also eligible) with minimum 60% marks or equivalent CGPA/grade  Desirable - MBA/2 years PG Diploma with specialization in Finance
	Corporate Social Responsibility (CSR) Post Code:025	2 (UR:1, EWS:1)			MBA / Post Graduate Diploma (2 years full time) with specialization in CSR/ Masters in Social Work with minimum 60% marks or equivalent CGPA/grade  Desirable - 2 years MBA/PG Diploma with specialization in Finance
<b>Finance</b>					
2.	Trainee Officer E-1 ₹40,000-1,40,000 Post Code:026	12 (UR:4, SC:2, ST:1, OBC-NCL:4, EWS:1)	Max.28	a) HH, b) OA, OL, BL, OAL, LC, Dw, AAV, c) SLD d) MD involving above	CA / CMA or MBA/PG Diploma (2 years full time) with specialization in Finance with minimum 60% marks or equivalent CGPA/grade except in case of CA/CMA
<b>Law</b>					
3.	Trainee Officer E-1 ₹40,000-1,40,000 Post Code:027	2 (SC:1, OBC-NCL:1)	Max.28	a) LV b) OL, BL, OAL, LC, CP, Dw, AAV c) MD involving above	Bachelors Degree in Law (LLB) with minimum 60% marks or equivalent CGPA/grade  Preferred : Masters Degree in Law (LLM)
<b>Human Resource Management and Administration</b>					
4.	Trainee Officer E-1 ₹40,000-1,40,000 Post Code:028	2 (UR:1, SC:1)	Max.28	a) LV b) HH c) OA, OL, OAL, LC, CP, Dw, AAV, MDy d) ASD, SLD e) MD involving above	MBA (HR) / 2 years PGD (with specialisation in HR/PM/IR)/ MHRM / Masters in Personnel Management with minimum 60% marks or equivalent CGPA/grade  Preferred : Bachelor Degree in Law

S. No.	Name of the Post/ Grade & IDA Scale of pay(w.e.f. 01.01.2017) Post Code	No. of posts (Reserved for)	Age Limit (in years)	Post identified as suitable to be held by PwBDs in following categories	Prescribed minimum qualification(s)
	(1)	(2)	(3)	(4)	(5)
<b>Company Secretary</b>					
5.	Trainee Officer E-1 ₹40,000-1,40,000  Post Code:029	1 (UR)	Max.28	a) OL, LC, Dw, AAV b) MD involving above	Associate Membership of the Institute of Company Secretaries of India.  Preferred - Bachelor Degree in Law
<b>Corporate Communication</b>					
6.	Trainee Officer E-1 ₹40,000-1,40,000  Post Code:030	1 (UR)	Max.28	a) HH b) OA, OL, LC, Dw, AAV c) SLD (d) MD involving above	MBA / Post Graduate Diploma (2 years full time) in PR specialization in Journalism/ Mass Communication with minimum 60% marks or equivalent CGPA/grade

### **Legend**

UR: Unreserved, OBC-NCL: Other Backward Classes - Non-Creamy Layer, SC: Scheduled Caste, ST: Scheduled Tribe, EWS: Economically Weaker Section  
'PwBD' = Divyangjan or Persons with Benchmark Disabilities; B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate),SLD= Specific Learning Disability, MD=Multiple Disabilities

### **Posts reserved for Persons with Benchmark Disabilities (PwBD)**

Note : From the posts indicated above, 03 posts are reserved for Category (a) (2 posts in Law discipline and 01 post in HRMA discipline), 04 posts are reserved for Category (b) (2 posts in Finance discipline, 01 post in HRMA discipline and 01 post in Corporate Communication discipline), 02 posts are reserved for category under (d) in Projects discipline.

### **3. Compensation Package:**

The company offers an attractive compensation package at par with the best in the industry including Basic pay and DA (IDA pay pattern) with benefits such as HRA, Perks & Allowances under cafeteria approach, performance related pay, medical facilities, group insurance, pension, CPF, gratuity etc.; post-retirement medical benefits (subject to completion of minimum 15 years' continuous service in HUDCO/CPSEs and superannuation) as per applicable rules. Pay of candidates from private sector shall be fixed at minimum of the pay scale of the post to which he/she is appointed. For others, pay shall be fixed as per HUDCO Pay fixation rules.

### **Eligibility Criteria**

4. **Nationality:** Only Indian Nationals are eligible to apply.

5. **Educational Qualifications:** The requirements regarding essential educational qualification for different posts are given in table. All qualification should be from a recognized University/Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority services of the Central Government. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government. Equivalence of qualification shall be decided at the discretion of the HUDCO management.

- a) Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.
- b) Wherever CGPA/OGPA/DGPA or letter grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated

Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.

MBA/ PG Diploma in Management/ MMS qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

#### 6. **Work Experience:**

Work Experience: For being eligible for selection, the candidate must have experience as specified in column (7) of Table 2(a). For lateral level posts indicated at S. No 1 to 15, candidates applying from Government Organisations/PSEs/ Public Sector Banks etc. having CDA/IDA/other applicable pay scales must have minimum one year experience in the immediately lower pay scale or equivalent pay scale. This is not applicable to candidates working in Government Organisations/PSEs/ Public Sector Banks etc. in the equivalent pay scale or above than the post applied for. Only those applicants holding the post in the requisite lower pay scale in substantive capacity other than time scale, in situ basis, etc. will be considered eligible. Similarly, candidates applying from private organisations should be working for atleast one year in the post with CTC of at least the amount mentioned at column (5) of Table 2(a). The candidates must submit CTC and its break up along with pay structure. The candidate is also required to provide his/her hierarchy in the Organisation along with the hierarchy structure. In case of multiple organisations in the last one year, the cumulative CTC should be as mentioned above.

- 6.1 Experience of candidates working on contract basis through empanelled agency/contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.
- 6.2 For those on deputation, grade/rank/pay scale in parent department will be the reference point for the purposes of immediate lower post experience.
- 6.3 Teaching experience, period of sabbatical / Extra-Ordinary leave will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience. For candidates having experience in more than one organization, any gap period of upto 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- 6.4 Internal candidate(s) (other than those on deputation) applying for positions will be given relaxation in age as per HUDCO Recruitment Rules. However, internal candidates on probation will not be eligible.
- 6.5 In case of experience in Organisations where pay scales are different and not comparable/do not have parity with CDA/ IDA pay scales, the equivalent levels/lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical levels in the executive/officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy. The decision of HUDCO Management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application.
- 6.6 The cut-off date for ascertaining number of years of post qualification experience will be reckoned as on 01.07.2024



7. **Age:** The candidates must not have the age more than that mentioned in the Tables above. Following relaxations in age shall be given, subject to production of required certificate from the prescribed authority as per Government of India norms:
- SC/ST category: Five years
  - OBC (Non-creamy layer): Three years
  - Persons with Benchmark Disabilities (PwBD): Ten years, in addition to the age relaxation permissible for SC/ST/OBC-NCL category candidates subject to the condition that maximum age of the applicant including relaxation on the cut-off date shall not exceed 56 years,
  - In case no post is reserved for any particular category, no relaxation shall be applicable to such categories
  - Relaxed standards in assessment/ selection will be applied for SC, ST, OBC-NCL, PwBD candidates.
  - **The cut-off date for ascertaining age will be reckoned as on 01.07.2024**
8. Those working in Public Sector/ Government Sector/ Autonomous bodies of Government need to forward application 'Through Proper Channel' or submit 'No Objection Certificate' at the time of Interview and should submit proper relieving order from present employer at the time of joining.
9. All appointments are subject to medical fitness as per the Rules of the Corporation.
10. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude.
11. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body.
12. No person who has more than one spouse or who has entered into a marriage with any person having a spouse living shall be eligible for appointment to any post unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
13. **Selection Process for lateral level (as mentioned at Table 2(a))**
- 13.1 The applications would be scrutinized to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each specific post. Applicants meeting the eligibility criteria and found suitable shall be called for interview, the venue and time will be intimated through the portal/email indicated along with the application.
- 13.2 If the number of applications for any post is high, HUDCO reserves the right to shortlist candidates with higher criteria than the minimum eligibility requirements mentioned above.
- 13.3 Selection shall be based on the performance in the Interview. Selected candidates will be informed individually at the address for correspondence and/or e-mail given in the application
- 13.4 Outstation candidates called for interview will be reimbursed single to & fro fare by entitled mode/ class via shortest route as per HUDCO norms (to be indicated in the interview letter) subject to submission of proof of journey and finding in order all testimonials/original documents for verification of age, qualification, experience, reservation/ relaxation, etc. and upon completion of interview. Also, Travelling Allowance for attending the interview will be reimbursed to candidates for journey from the address indicated in the application or as per journey proof whichever is lower.
- 13.5 Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview.

- 13.6 Candidates shall be required to submit proper relieving order from present employer at the time of joining.
- 13.7 Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, the candidature will be summarily rejected.
- 13.8 Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.

**14. Selection Process for Trainee Officers (as mentioned at Table 2(b))**

**14.1. Computer Based Test**

- a) Eligible candidates will be required to appear for Computer based online test. The exact date of the test shall be communicated to the candidates through admit card to be downloaded from HUDCO website [www.hudco.org.in](http://www.hudco.org.in).
- b) The Computer Based test shall comprise of the following two Sections:

S.No.	Subject	No. of Question	Max. Marks	Duration
I	Specific Domain/discipline related test	90	90	2 hours
II	General Aptitude Test	60	60	
	Comprising of ➤ General English (15) ➤ Quantitative aptitude (15) ➤ Reasoning (15) ➤ General Awareness (15) <b>The General Aptitude Test will be common for all disciplines/domains</b>			
		150	150	

- c) There will be negative marking of 0.25 marks for every Wrong Answer
- d) Medium of test will be in English and Hindi

14.2. The Computer Based test will be conducted at **21 Cities** namely Ahmedabad, Bhopal, Bangalore, Bhubaneswar, Chennai, Chandigarh, Delhi, Dehradun, Dimapur, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi, Thiruvananthapuram, Vijayawada. The list of Centres is tentative and places can be changed at the discretion of HUDCO. No TA/DA will be paid for appearing in the Computer Based test.

14.3. The Computer Based Test (CBT) will be held at various cities as mentioned in this Notification. However, depending on the number of applicants in respective city(s), examination centre may be shifted to nearest city/centre. The candidates are required to mention their choice of Test City at appropriate place in the Online Application Form

**14.4. Personal Interview (For Trainee Officer)**

From among those who qualify in the Computer Based Test, candidates will be shortlisted for interview for which call letters will be uploaded on HUDCO website and candidates will be intimated for the same through SMSs and Emails. No other communication will be sent to the candidates for this purpose.

The Candidates short-listed on the basis of performance in the online test will be called for personal interview for which reimbursement of to and fro single 2nd AC Rail/Bus fare from the nearest railway station of the mailing address to the place of interview by the shortest route will be allowed on production of necessary receipts.

- 14.5. The final selection will be based on the overall merit taking into account the marks obtained in the written test (80% weightage) and the performance in the personal interview (20% weightage).
- 14.6. Selected candidates will be placed in the pay scale of Rs.40000-3%-140000 (IDA pattern) during one year training. On successful completion of training period, these candidates will be considered for regularization as Officers in the pay scale of Rs. 40000-3%-140000. Besides basic pay candidates will also be paid Dearness Allowance, House Rent Allowance, perquisites & allowances and will also be entitled for other benefits such as leave, medical facility, provident Fund, Gratuity, pension, PRP, other eligible facilities etc. as per company rules in force from time to time during training / after regularization
- 14.7. Those studying in the final year of a particular course are also eligible to apply. However, they will have to submit the proof of completing their course prior to the holding of the interview / selection process
- 14.8. No TA will be paid to the candidates for appearing in the written test.
- 14.9. Any request for change in date or venue of the selection process (written test/ interview) will not be entertained.
- 14.10. Request for change of Mailing address/email ID/category/posts/ city for Computer Based test centre as declared in the online application will not be entertained.
- 14.11. Candidates should possess a valid email ID. Candidates are advised to keep the email ID(to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. All information/communication regarding participating in the Selection Process shall be provided through email to the candidates, found apparently eligible, based on the online application data. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. HUDCO will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

15. **GENERAL CONDITIONS**

- 15.1 If a candidate wants to apply for more than 1 (one) post, he/she needs to apply separately for all such posts. In case of any clash in the test date/time for any two or more posts, candidates need to decide the test they would like to take & HUDCO will not entertain any request for change in test date/time/examination centre later on. If a candidate opts to apply for more than one post, in that case, separate application fee shall be payable for each and every application.
- 15.2 HUDCO reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website [www.hudco.org.in](http://www.hudco.org.in) under the head "Careers". No further fresh advertisement will be given. Hence, prospective applicants are advised to visit HUDCO website regularly for latest update with regard to this advertisement.
- 15.3 The posts advertised are tentative. HUDCO reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.

- 15.4 Canvassing in any form shall be considered a disqualification for employment in the Company.
- 15.5 For claiming relaxation, the reserved category candidates called for interview should keep with them a copy of the original Caste/PWD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, which will be required to be submitted at the time of Personal Interview. In addition, the OBC - Non Creamy Layer (NCL) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government / Public Sector Undertaking as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year of advertisement. Further, the OBC (NCL) candidates called for interview will have to give a self-undertaking, at the time of Personal Interview, indicating that they belong to OBC (NCL). Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "General" provided they meet the age criteria specified for general category candidates.
- 15.6 HUDCO reserves the right to increase/decrease the vacancies or cancel the recruitment process, without issuing any notice or assigning any reason thereof.
- 15.7 HUDCO has operations all over the country and the selected candidate can be posted anywhere in the country.
- 15.8 While applying for a post, the candidate should ensure that he/she fulfils the prescribed eligibility criteria on the cut-off date/s and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any falsification on part of the candidate is/are detected after his/her joining of HUDCO, his/her service is liable to be terminated without any notice.
- 15.9 The cut-off date for ascertaining age and post qualification experience, etc. will be reckoned as on 01.07.2024
- 15.10 If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of Interview.
- 15.11 Candidates who want to avail relaxations available to SC/ST/OBC-NCL/PwBD/EWS are required to furnish valid Caste/Category Certificate in the prescribed format issued by the Authority as per Gol guidelines
- 15.12 At the time of application, the validity of such certificate shall be the sole responsibility of the candidate.
- 15.13 Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.
- 15.14 The recruitment against these vacancies shall be governed by the provisions of the HUDCO Recruitment Rules. The terms and conditions of appointment and the service conditions shall be governed by the notified Rules on the subject, as modified from time to time.
- 15.15 All information regarding this recruitment would be available in the 'Careers' tab on HUDCO website <http://www.hudco.org.in>, herein called the website/portal. Applicants are advised to check the portal/ website periodically for updates. Any corrigendum/ clarification on this advertisement, if required, shall be uploaded on HUDCO website only. No individual communication shall be sent.
- 15.16 In case of any ambiguity / dispute on account of interpretation in versions other than English, English version will prevail.
- 15.17 Candidates separated from any PSE/PSU on VRS would be required to return VRS compensation to the concerned PSE/ Gol as the case may be, in the event of selection in HUDCO.

15.18 No correspondence will be entertained from candidates not shortlisted/ not selected.

15.19 All disputes/ cases related to this recruitment process are subject to jurisdiction of courts of Delhi only

**16. APPLICATION FEE**

16.1 At the time of submission of online application, candidates belonging to UR/EWS/OBC-NCL category are required to pay a non-refundable application fee of ₹ 1500/- (Fifteen Hundred only) (inclusive of Taxes) for Lateral Level positions as mentioned at Table 2(a) and ₹1000/- (One Thousand only) (inclusive of Taxes) for Trainee Officer positions as mentioned at Table 2(b). However, SC/ST/PwBD category candidates are exempted from payment of application fees subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the Central Govt. format(s) at the time of document verification.

16.2 The application fee Payment link is hosted under the Document and Payment Tab (adjacent to "Qualification and Experience Details" Tab) in the Application Page. Applicants need to click on link under Payment Mode and click on "online payment" link for Payment and proceed to the Payment Page.

16.3 Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Paytm, Wallet & UPI etc. to pay the Application Fee. Applicable Convenience Fee and Taxes, if any over and above the Application Fee will be borne by the Applicant.

16.4 In case of Transaction Failure, Applicants are advised to retry by clicking on link "Please click on link for Payment" hosted in Document and Payment Tab. Applicants are advised to complete the Transaction (Payment of Application fee) before the closure of the Application window to avoid "Non-Submission of Application".

16.5 Applicants are advised to take up the issue directly with their Bank/Service Provider in case there is any Payment related issues (i.e. failure of Transaction).

16.6 HUDCO will not be responsible for Non-Submission of Application within the notified date and time as per the Advt. on account of Transaction related issue

**17. HOW TO APPLY**

17.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH HUDCO WEBSITE : [www.hudco.org.in](http://www.hudco.org.in) → Careers → Recruitment in HUDCO at Lateral level and Induction level (Trainee Officers). No other means / mode of application shall be entertained. Application portal for the same shall remain open from 1030 hrs. on 27.07.2024 to 2355 hrs. on 11.08.2024.

17.2 Before registering/applying online, candidates are advised to go through document "Important Instructions to the Candidates". The candidate should possess the following and keep the same handy while applying online:

i). Valid email ID and mobile no.

ii). Scanned copy of recent passport size coloured photograph (3.5 X 4.5 cm) of the candidate. Size of file should be 50Kb to 100 KB in '.JPG' or '.JPEG' format only.

17.3 The E-mail ID entered by the candidate in his/ her Online Application Form must remain valid for at least next one year. No change in the E-mail ID of the candidate will be allowed once his/ her online application is registered. All future correspondence with the candidate, if required, shall be done using this E-mail ID.

- 17.4 Once the Date of Birth and Category (UR/ SC/ ST/ OBC-NCL/ EWS) is mentioned in the application form, the request for change will not be entertained under any circumstances and such application will be rejected. HUDCO shall not be liable to intimate by personal correspondence to the candidate for such cancelled application.
- 17.5 Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- 17.6 Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION. Once the form is submitted, it can't be edited.
- 17.7 The step-by-step process for submitting the application form for the same is given below:
- Step-I : Registration using Personal Details, Contact details. User Id and password will be sent to you on registered mobile number & E-mail Id.
  - Step-II : Login using the credentials.
  - Step-III : Select the position and then the post code for which you are applying.
  - Step-IV : Complete the Application form.
  - Step-V : Make payment (if applicable)
  - Step-VI : Check your entered details using "Preview" option available.
  - Step-VII : Submit the form after verifying all the information.

**Documents to be uploaded**

- (a) Proof of Date of Birth (Tenth Class/Matriculation Certificate)
  - (b) Caste certificate/ relevant document for claiming Reservation/ Relaxation/Concessions issued by the Prescribed Authority as per Gol guidelines (in case of SC/ST/ OBC-NCL/Ex-servicemen/EWS etc.)
  - (c) Disability Certificate - issued by the Prescribed Authority as per Gol guidelines clearly indicating type of disability, % of disability etc
  - (d) Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization) If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
  - (e) Documents related to Other Qualifications (Pass Certificate and Mark sheets)
    - Documents related to experience (mandatory only for lateral level position level for S. No. 1 to 15 of Table 2(a)).
    - Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of PSU/ Govt employees indicating revised as well as pre-revised pay scales with period details). In case of experience of working in more than one organisation, all need to be uploaded in one file)
    - Pay Slip / Pay Certificate from concerned organization (Govt./Public/ Private sector) in support of experience in relevant pay scale/ emoluments. Documentary evidence for annual CTC such as Form 16, pay slips for last 12 months, certificate from employer etc. (in case of candidates from private sector)
- 17.8 After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy. The same can be downloaded from the site after submission of the application. Please keep this form for future references against this recruitment process.
- 17.9 Candidate should compulsory upload self-attested copies of above-mentioned documents in separate space given in the online application form. Further, candidates are requested to ensure the legibility of the documents before uploading. Poor quality/poor legibility of documents shall be rejected.

18. Only shortlisted candidates who are found apparently eligible based on the online application data will be called for participating in the selection process. In case the applicant does not receive any communication within 120 days from the date of publication of the advertisement, it may be presumed that he/she has not been shortlisted for further selection process.
19. Candidates have to ascertain themselves their eligibility vis-à-vis advertised recruitment specifications for a post for which they are applying. For issues related to form fill up, payment of application fee, if any, may be addressed to the helpdesk tab available in the online application or contact Helpline No. +91- 7353926663 from 10:00 AM to 5:00 PM on all working days.
20. Candidates are NOT required to submit hard copy of application form at this stage. However, in case HUDCO asks for any document for further verification of eligibility and the same is required to be sent by post/ mail, then HUDCO will not be responsible for any postal delay or loss of the same in transit.

a)	Commencement of Online Application	27.07.2024 from 1030 Hrs
b)	Last date for submission of Online Application alongwith prescribed fee	11.08.2024 upto 2355 Hrs

**CLICK HERE TO APPLY**