



National Housing Bank (NHB)

Appointment of (1) Legal Consultant & (2) RTI Officer; on Contract

National Housing Bank ("Bank") is an apex Financial Institution in the country for housing which is set up under an Act of Parliament and is a wholly owned subsidiary of Reserve Bank of India. The Bank acts as a regulator for Housing Finance Companies as also a significant provider of development finance. The Bank seeks to catalyze institutional funds to reduce housing shortage in the country through various development initiatives particularly rural housing and housing for economically weaker sections in urban areas. The Bank is mandated for the holistic development of the housing finance market in the country.

The Bank is an officers oriented, professionally managed institution with its headquarter in Delhi and Regional/Regional Representative (RO/RROs) offices in Mumbai, Hyderabad, Bangalore, Chennai, Kolkata, Ahmadabad and Bhopal.

The bank is seeking to appoint two experience professionals (one Legal Consultant and one RTI Officer) on contract basis for its Head Office at Delhi.

**(1) LEGAL CONSULTANT**

An experienced professionals is required as Legal Consultant on contract basis to render his/her services in Legal matter of the Bank. The broad scope of work of Legal Consultant of the Bank includes advise in legal matters, facilitating the work of legal department, preparation of legal documents, liaising with Bank's advocates, attending to court cases etc.

Title of the Job - **Legal Consultant**

No. of Posts - **One (01)**

Terms of Service- **CONTRACTUAL**, initially for a period one year, extendable for further period, depending on satisfactory performance, age and continued requirement. In exceptional cases, a longer initial period can be considered. Performance will be reviewed after every six months, as applicable.

Location New Delhi

Job Description The Legal Consultant will be responsible for:

- Preparation of case summary;

- Identification of legal issues for adjudication;
- Legal appreciation of laws / Acts that have bearing on the case;
- Legal research for precedents of Hon'ble Supreme Court, High Courts and judgements of various Commissions;
- Preparing/vetting of applications/petitions/appeals/written statements/counters, replies to legal notices etc.
- Any other legal work as may be assigned by the Bank from time to time.

### Terms & Conditions of contract

- Individual with requisite qualifications and experience as prescribed would be hired as Legal Consultant.
- The appointment of Legal Consultant on contract would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with Bank.
- The Legal Consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how and administrative/organizational matters which is of confidential/secret nature.
- The Legal Consultant shall be required to maintain discipline and absolute integrity.
- The appointment of Legal Consultant is purely on contract basis. However, the Bank reserves its right to cancel/terminate the appointment/contract at any time before the expiry of the term of contract without assigning any reason.
- The post is based in New Delhi. The Legal Consultant shall not be entitled to any allowance applicable to regular employees such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- The Legal Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Legal Consultant shall not draw any remuneration in case of his/her absence is beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- The Bank would be free to terminate the contract in case of absence of the Legal Consultant by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.

- No TA/DA shall be admissible for joining the assignment or on its completion.
- The Bank shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles.
- The Legal Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this office/Bank under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law.
- The Legal Consultant may be called on Saturday, Sunday and other gazetted holidays, if required, for which he shall not be paid any remuneration/honorarium.
- If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Bank may deem fit.
- Bank will reimburse AC 2 Tier train fare or actual expenditure on travel (whichever is less) to the outstation candidates on production of bill in original.

Qualification- Bachelor's Degree in Law from a recognized University. The candidate having Bar Council Membership as also who has practised law may be preferred.

Experience- Minimum 25 years' of experience out of which minimum 20 years of experience as law officer/legal adviser in RBI, Public Sector Banks/Financial Institutions in India with hands on experience in handling, among others, Courts cases, labour/service matters, in dealing with matters before Govt. or Regulatory Authority, Tribunals, Commissions or any similar forum.

Preference will be given to candidates having valid registration with Bar Council of India/any State Bar Council.

Age should not exceed 62 years as on 01/07/2016.

Remuneration Consolidated monthly Gross Emoluments to the appointees will be flexible.

## (2) RTI OFFICER

The bank is seeking to appoint an experienced professionals as RTI Officer at its Head Office, New Delhi on contract basis to render his/her services in RTI matters of the Bank. The broad scope of work of RTI Officer of the Bank includes advising in RTI matters, facilitating the work RTI Cell, liaising with all the departments in RTI related queries, furnishing RTI reply to CIC/other statutory bodies, liaising with Bank's advocates in RTI matters, attending to court cases related to RTI etc.

Title of the Job - **RTI Officer**

No. of Posts - **One (01)**

Terms of Service- **CONTRACTUAL**, initially for a period one year, extendable for further period, depending on satisfactory performance, age and continued requirement. In exceptional cases, a longer initial period can be considered. Performance will be reviewed after six months.

Location New Delhi

Job Description The RTI Officer will be responsible for:

- Looking after RTI Cell and its functions, assisting Appellate Authority;
- Furnishing Reply of information sought under RTI and liaising with various departments of the Bank;
- Compliance to RTI Act and liaising with CIC and other Statutory Authority for the matter related to RTI;
- Legal research for precedents of Hon'ble Supreme Court, High Courts and judgements of various Commissions for the matter related to RTI;
- Any other work assigned by the Bank pertaining to RTI from time to time.

### Terms & Conditions of contract

- Individual with requisite qualifications and experience as prescribed would be hired as RTI Officer.
- The appointment of RTI Officer on contract would be on full time basis and they would not be permitted to take up any other assignment during the period of association with the Bank.

- The RTI Officer shall not indulge in or disclose to any person, any details of office, operational process, technical know-how and administrative/organizational matters which is of confidential/secret nature.
- The RTI Officer shall be required to maintain discipline and absolute integrity.
- The appointment of RTI Officer is purely on contract basis. However, the Bank reserves its right to cancel/terminate the appointment/contract at any time before the expiry of the term of contract without assigning any reason.
- The post is based in New Delhi. The RTI Officer shall not be entitled to any allowance applicable to regular employees such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- RTI Officer shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the RTI Officer shall not draw any remuneration in case of his/her absence is beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- The Bank would be free to terminate the contract in case of absence of the RTI Officer by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
- No TA/DA shall be admissible for joining the assignment or on its completion.
- The Bank shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles.
- The RTI Officer shall not claim any benefit/ compensation/ absorption/ regularization of service with this office/Bank under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law.
- The RTI Officer may be called on Saturday, Sunday and other gazetted holidays, if required, for which he shall not be paid any remuneration/honorarium.
- If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Bank may deem fit.

- Bank will reimburse AC 2 Tier train fare or actual expenditure on travel (whichever is less) to the outstation candidates on production of bill in original.

Qualification- Bachelor's Degree in from a recognized University in any stream. The candidate having their Bachelor's degree in Law may be preferred.

Experience- Minimum 25 years' of experience out of which 20 years of experience in RTI related work in RBI, PSBs/FIs in India, Courts, Govt. or Regulatory Authority, Tribunals, Commissions or any similar forum.

Age should not exceed 62 years as on 01/07/2016.

Remuneration Consolidated monthly Gross Emoluments to the appointees will be flexible.

#### 5. Selection Procedure:

a. Selection will be based on Short listing and Personal Interview.

**Interview:** Adequate number of candidates as decided by the Bank will be called for Interview. The qualifying marks in Interview will be as decided by the Bank.

**Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut off marks [common mark at cut off point], such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.

**Note:** The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for interview commensurate with the number of vacancies.

#### 6. How to apply:

Candidates should apply by filling up the application Form available on Bank's website [www.nhb.org.in](http://www.nhb.org.in) by visiting "Career with NHB" section of the website. Candidates have to ensure that the e-mail ID and mobile no. provided by them in the application form is correct and readable. It will help him/her in getting call letter/interview advices etc. by email/phone. Interested persons may apply for the post in the attached format and send their application to the following address:

Dy. General Manager (HRD)  
National Housing Bank  
Core 5A, 3<sup>rd</sup> Floor, India Habitat Center,  
Lodhi Road, New Delhi-11003

e-mail id: [prabhatr@nhb.org.in](mailto:prabhatr@nhb.org.in)  
[souravs@nhb.org.in](mailto:souravs@nhb.org.in)

**The last date for submission of application is August 12, 2016.** Any application, which is received after the said date shall not be accepted by the Bank. Candidates are therefore advised to not wait for the last date for submission of application and submit their application at an earlier date.

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