



HUDCO - India's premier techno-financial institution in the field of Housing and Urban Infrastructure Development established in 1970, a nation wide organization, require professionals to fill up the posts of Trainee Officers in the pay scale of Rs.16400-3%-40500 (IDA pattern) in the following disciplines:-

**QUALIFICATION:**

Sl. no.	Discipline	Qualification
1	Projects	(Civil & Architecture) - Bachelor's Degree in Civil Engg./ Architecture.  Preferred: Post Graduate Degree/Diploma in any of the subjects related to Civil Engg./ Architecture / Town Planning.  Planning – 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)
2	Finance	CA/ICWA/ MBA with specialization in Finance, 2 years PGD(specialization in Finance) or Post graduation in Commerce, Economics from Govt. Recognized university/institute
3	Law	Bachelor's Degree in Law (LLB). Preferred : Masters Degree in Law (LLM)

**VACANCIES:**

A panel of candidates for 65 posts in the following disciplines shall be created in order to cover all current, resultant and future vacancies:-

Discipline	Total	No. of posts				Post identified as suitable to be filled by PWD's in following category
		UR	SC	ST	OBC	
Projects	30 (Allocation of 30 posts) Civil Engg. - 20 Architecture - 5 Planning - 5	15	5 (including 1 backlog)	2	8	OH(OL), HH
Finance	28	13	6 (including 2 backlog)	3 (including 1 backlog)	6	OH (OA, OL, BL), HH
Law	7	3	1	1	2 (including 1 backlog)	OH(OL,BL,OAL), BLIND (LV)

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**Abbreviation used**

(**OL** – one leg, **OA** – One Arm, **OAL** – One Arm and one leg **BL** - Both Leg, Blind(**LV**) - Blind(Low vision), **HH** – Hearing impaired)

Total 4 vacancies (2 VH (LV) and 2 HH) are reserved for PWD candidates of the above 65 vacancies. PWD candidates of relevant categories applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if they are suffering from not less than 40% of the relevant disability.

**AGE LIMIT:**

- ▶ Upper Age limit is 26 years as on **10.09.2016** i.e. candidates born before **11.09.1990** need not apply. Relaxation in Upper Age limit will be provided as per Govt. Rules.
  - ▶ Candidates selected can be posted anywhere in India at the discretion of the Management.
  - ▶ The application fee for applying for the above posts is **Rs.300/-**(application fee is exempted for SC/ST/PWD candidates).
  - ▶ The details regarding date of birth, qualification, percentage of marks obtained, year of passing and respective School/College/University, work experience, if any.
- ▶ Choice of City to be opted for online test is required to be provided in the online application in the required columns.

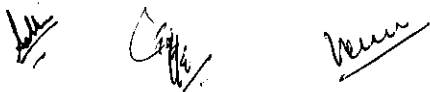
Candidates fulfilling the prescribed eligibility criteria should apply online through HUDCO website: [www.hudco.org](http://www.hudco.org). No other means/mode of application shall be accepted.

The relevant link for submission of online application will be available from 10:00 hrs. on **10.09.2016** under the head "Careers" and submission of application will be allowed on the website up to 18:00 hrs. till **30.09.2016**.

Candidates are advised to go through the recruitment specifications for the posts and ascertain their eligibility before filling in the application online. The candidates should ensure that the details entered in online application are correct. On submission of filled in application online, candidate is required to download the Application Form generated by the system with unique registration number.

**RESERVATIONS AND RELAXATIONS:**

1. Reservation and relaxation for SC / ST / OBC will be provided as per Government guidelines. Category {SC / ST /OBC/ PWD (persons with disability)}. Once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates are required to produce original certificate in the prescribed format of Government of India, issued by the competent authority, at the time of interview, if called for.



2. The upper age limit is relaxed by 5 years for SC / ST, 3 years for OBCs (Non-Creamy Layer) candidates. It is relaxed by 10 years for PWD-General, 13 years for PWD-OBC and 15 years for PWD-SC/ST candidates.
3. The OBC candidates who belong to "Creamy layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non Creamy Layer - NCL) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the current year. Further, OBC (NCL) candidates will have to give a self undertaking indicating that they belong to OBC (NCL) category also at the time of Interview, if called for.
4. Departmental candidates applying for suitable position will be given relaxation in age limit by 5 years.

### **SELECTION PROCESS**

#### **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](http://www.hudco.org)

b.) The Computer Based test shall comprise of the following two Sections :

Sl. No.	Subject	No. of Question	Duration
I	Concerned subject of relevant discipline	100	2 hours
II	General English, Quantitative aptitude, Reasoning & General Awareness. (common for all disciplines)	50	
		150	

c.) There is no negative marking for Wrong Answers.

d.) The level of the domain subject will be as per the prescribed qualification in relevant discipline.

e.) Medium of test will be in English and Hindi.

#### **2. Personal Interview –**

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**

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**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 2<sup>nd</sup> 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.

3. The Computer Based test will be conducted at 21 Cities namely Ahmedabad, Bhopal, Bangalore, Bhubaneswar, Chennai, Chandigarh, Delhi, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Kohima, 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.
4. Selected candidates will be placed in the pay scale of Rs.16400 - 3% - 40500 (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.16400-3%-40500. 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 treatment, provident Fund, Gratuity etc. as per company rules in force from time to time during training / after regularization.

### **GENERAL INSTRUCTIONS**

1. A candidate can apply only for one post.
2. Only full time Regular courses will be considered. Degree/Diploma must be from University / Institute recognized by UGC/AICTE.
3. 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.
4. No TA will be paid to the candidates for appearing in the written test.
5. For claiming relaxation, the reserved category candidates 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, if called for. In addition, the OBC (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 will have to give a self-undertaking, at the time of Personal Interviews, if called for, indicating that they belong to OBC-Non Creamy Layer. 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.

6. As regards reservation for Persons with Disability, the vacancies are to be filled by way of horizontal inter-locking Reservation System as per rules.
7. Candidates presently employed in Central/State Government Department, Central/State PSUs or Semi Government Organization shall either forward their application (printout of ONLINE application) through Proper Channel or shall produce NOC from their present employer **at the time of Interview**. In case, the application of the candidate is not forwarded through proper channel, or the candidate fails to produce NOC from his/her present employer at the time of interview, his/her candidature will not be considered.
8. Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
9. Mere admission to the Selection Process does not imply that the Company (HUDCO) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process 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 any of these shortcoming(s) is/are detected even after appointment, his/her services will be summarily terminated.
10. The application fee will not be refunded under any circumstances.
11. 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.
12. 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

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invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

13. The names of candidates called for Computer Based Test/personal interview will be displayed on [www.hudco.org](http://www.hudco.org) under head "Careers". Candidates are advised to follow the website for the latest information in this regard. Only shortlisted candidates will be intimated simultaneously through E-mail for the proposed Computer Based Test/Personal interview. However, HUDCO will not be responsible for any delay or non-delivery on its part.
14. 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](http://www.hudco.org) under the head "Careers". No further press advertisement will be given. Hence prospective applicants are advised to visit HUDCO website regularly for latest update with regard to this advertisement.
15. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
16. 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.
17. Court of jurisdiction for any dispute will be at Delhi.
18. For any queries, candidates can go through 'Frequently Asked Questions (FAQs)' at online application site. Canvassing in any form shall be considered a disqualification for employment in the Company.
19. Any clarification required in connection with the application would be referred to the link provided to the vendor.

Dy. General Manager (HR)

