

## **An Opportunity to join NHDO as Management Trainees (Administration/ Technical) – 675**

NHDO is a newly established autonomous Body and in the process of expanding its activities, resources, services and other facilities to maintain its dominant position in the nation building by promoting the "Housing For All By 2022" and many more ambitious projects of Govt. of India and to main front-line executive positions in its Units, NHDO invites applications for the posts of Management Trainees (Administration/ Technical) in E-1 grade from young, energetic, result oriented in time bound manner and promising talent in the country.

### **ELIGIBILITY:**

Upper Age: 30 years as on 01.07.2016.

### **Minimum Qualification:**

#### **Management Trainees (Administration/ Technical)**

For Architect, Banking, Civil Engineer, consumer Service, Electrical Engineer, Energy, Event, Finance, General Management, HR, Housing, Infrastructure Development, Insurance, Marketing, Materials, PR etc. candidates are required to have at least Bachelor degree in any discipline with aggregate 50% marks (average of all subjects). Preference will be given to the candidates with at least two years full time MBA/PG Diploma in Management with 60% marks.

### **MEDICAL STANDARDS:**

Should be of sound physique, free from any physical defect. Medical standards stipulate minimum requirements of Weight 45 kg , Height 155 cm , Myopia and Hypermetropia. If any, not to exceed  $\pm 6.00$  in each eye. Suitable relaxation in height and weight will be given to female candidates.

### **SELECTION:**

Eligible candidates will be required to appear for a Group Discussion followed by Interview and Medical Examination which may be held at New Delhi on short notice. The call letters will be send to their emails.

### **SYLLABUS:**

All the candidates appearing for GD should have detailed and in-depth knowledge on the following topics:

- 1. Slum Rehabilitation.**
- 2. Affordable Housing.**

### **3. Pradhan Mantri Awas Yojana.**

### **4. Women Empowerment.**

### **5. National Housing Development Organisation- Basic information, activities, goals & its role in Nation building.**

#### **OBSERVATIONS, TRAINING, PROBATION & EMOLUMENTS:**

Candidates selected as Management Trainees will serve as Volunteers for two month. After successful completing the Observation Period as Volunteers (**without pay**), they will be placed on training for one year. After successful completion of training, the candidates shall be placed under probation for one year.

The Management Trainees will be offered Basic Pay of Rs. 16, 400/- p.m. in the pay scale of Rs. 16,400-3%-40,500 (E-1).

On successful completion of training and probation the Management Trainees will be designated as Assistant Architect/ Engineer/ Manager in the same scale of pay.

Besides Basic Pay, the Assistant Architect/ Engineer/ Manager will also be paid Dearness Allowance. They will also be entitled for other perquisites and benefits such as PF, Gratuity and other perks & allowances as per rules of the NHDO.

The CTC would be around Rs. 6,00,000/- p.a. In addition, NHDO will provide benefits like Leave encashment, housing/ HRA and free medical facility for self and dependents as per rules of the NHDO.

**An amount of Rs. 5000/- per month will be deducted from the total emoluments during the period of training and probation, as retention amount, on returnable basis on confirmation of service in the NHDO after successful completion of training and probation period (two years). The retention amount will be forfeited, in case of leaving the service/ termination of service before confirmation. Being direct recruitment on initial basic, the NHDO will not bear any liability on account of Salary/ leave salary/ pension contribution etc., of previous employment, if any.**

#### **PLACEMENT:**

If selected, the candidates can be posted to any Rural/Urban Unit location of the NHDO. The candidates will not be allowed to seek/ apply for transfer to any other unit location of the NHDO for initial three years of service.

#### **HOW TO APPLY:**

Eligible and interested candidate are required to apply only through email: [hr@nhdoindia.org](mailto:hr@nhdoindia.org) and [hr.nhdoindia@gmail.com](mailto:hr.nhdoindia@gmail.com) .

**No other means/mode of application will be accepted.**

**Note:**

- a) Before mailing their applications the candidates should possess a valid e-mail ID, which should remain valid for at least one year.**
- b) Candidates are required to send their full length detailed CV with latest passport size photograph on their CVs on the above given email id.**

**IMPORTANT:**

**All correspondence with candidates shall be done through e-mail only. All information regarding medical examination schedule/ interview call letters etc. shall be provided through email/uploading on website. Responsibility of receiving, downloading and printing of interview call/ any other information shall be of the candidate. NHDO will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate or for delay/not receipt of information if a candidate fails to access his/her mail/website in time. Candidates are not required to send any document to NHDO by postal mails. The candidates will be allowed to appear in the GD only if they possess the valid call letter which will be sending to the email (only) provided by the candidate.**

**GENERAL INSTRUCTIONS:**

Candidates possessing degree from Institutes approved/recognized by UGC/ AICTE will only be eligible to apply. Only departmental candidates having Degree/diploma through correspondence/part time course from approved/recognized institutes will be eligible to apply.

The term departmental candidates means those candidates who are currently working with NHDO as permanent employees and not wards of NHDO employees.

Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her University/Institute at the time of Interview. If the PG Degree/ Diploma in Management does not mention the area of specialization, Specialization in the area will be considered only if the candidate has studied at least three subjects of the specialized course as elective subjects.

Those candidates, who are studying in final year (academic year 2015-16) and would be expecting their final results can also apply. However, they will have to produce the final certificate of eligibility qualification at the time of Interview; otherwise their candidature will not be entertained.

Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria.

Candidates employed in Govt. Departments/PSU'S/Autonomous Bodies will have to produce NOC at the time of interview. Candidates should retain their copy of Registration Slip as they can be asked to produce it for future reference.

NHDO 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 there too.

The medical standards indicated above are minimum pre-requisites. However, appointment of selected candidates will be subject to their passing the NHDO'S Medical Examination as per standards laid down under NHDO'S Medical & Health Policy. The candidates applying against this advertisement may be considered for appointment in any of subsidiaries/ joint venture of NHDO. In such case their appointment will be as per the terms and conditions of the respective subsidiary/joint venture. General Language of the GD/interview process would be English/ Hindi or Mix of Both.

**Please send your CV/Resume to [hr@nhdoindia.org](mailto:hr@nhdoindia.org) and [hr.nhdoindia@gmail.com](mailto:hr.nhdoindia@gmail.com) .**

