

Detailed Advertisement for Recruitment on Fixed Term Basis (Contractual)

1. HUDCO, India’s premier techno-financing 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 a strong and multi-disciplinary workforce placed over its nationwide 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 PSE in 2002, conferred the Mini Ratna status in 2004, and **NAVRATNA status in 2024.**
2. HUDCO invites applications from dynamic and experienced professionals for the following positions to be filled on the fixed-term basis (Contractual) initially for a period of one year which may be extended up to 4 years on a yearly basis, subject to the requirement and performance of the individual:

Sl. No	Post / Level/ Location	Essential Educational Qualification and Maximum Age	Minimum Post Qualification Experience	No. of Vacancies/ Category	Experience and Job profile
1.	Assistant Executive (Administration) LEVEL-1 New Delhi	Regular full time Post Graduate degree in any discipline with minimum 60% marks or equivalent CGPA and one year diploma in office management Preferred: Proficiency in Computers Age – 35 years	05 years	01 (UR)	To assist in the Noting / Drafting, Office Management, processing of all bills, Coordination of events, assisting in the procurement of goods / services, uploading of tenders on GeM, Coordination with manpower engaged in housekeeping / security services, facilitating tour and travel agency. He / She should be exhibiting high standards, excellent communication skills, and have an ability to take initiative, and prioritize assigned tasks. Strong interpersonal, customer service, and communication skills, ability to multitask and proficiency in Computers.
2.	Assistant Executive (Economics) LEVEL-1 New Delhi	Regular full time Masters in Economics/ Business Economics or Regular full-time MBA (Fin) / Two-	05 years	01 (UR)	The candidate will be required to assist in the following activities: Preparation of Draft Corporate Plan. Coordination with various departments to understand the business plan that is being proposed. Data collation, data analysis, making projections / forecasting, and other

Sl. No	Post / Level/ Location	Essential Educational Qualification and Maximum Age	Minimum Post Qualification Experience	No. of Vacancies/ Category	Experience and Job profile
		years PGD(Fin.) with minimum 60% marks or equivalent CGPA Age – 35 years			related works. Management of three Online Portals: Drishti Dashboard, Samanvay & E-Samiksha. Technical Inputs on various matters such as Annual Report, speeches, messages, HSMI Training Programme, etc.
3.	Assistant Executive (Projects) LEVEL-1 New Delhi	B. Arch /B.E. in Civil/ B. Plan with 60% of marks or equivalent CGPA Preferred: Specialization in Urban Planning/ Env't. Planning/ Housing/ Public policy Age – 35 years	05 years	02 (UR)	Assist the Centre Head of the Training Institute in formulating Fee based Training Programme proposals which would entail chalking out Programme Brief, Schedule, designing Training Course modules, prepare and make Presentations on themes related to housing and infrastructure sector, take technical sessions, coordinate with external experts etc.
4.	Assistant Executive (Finance)- Balance Sheet LEVEL-1 New Delhi	CA/ CMA or Regular full-time MBA (Fin) /two-years PGD(Fin.) with minimum 60% marks or equivalent CGPA Age – 35 Years	05 years	01 (UR)	Assist in the finalization of accounts, ensuring Regulatory Compliances and coordination with Auditors. The candidate needs to have exposure of NBFC/Bank/FI along with knowledge of Ind-AS.
5.	Assistant Executive (Finance)- Taxation LEVEL-1 New Delhi	CA/ CMA or Regular full-time MBA (Fin) /two-years PGD(Fin.) with minimum 60% marks or equivalent CGPA Age – 35 Years	05 years	01 (UR)	To assist in calculation of quarterly Advance Income Tax, computation of Current Tax and Deferred Tax for quarterly and annual results, preparation of computation of Income Tax Returns in consultation with Tax Consultants. Preparation of replies for income tax notices for HUDCO and third parties, Reviewing GST reconciliation and monthly Trial Balance (TB) of Regional Offices and other related jobs.
6.	Assistant Executive (Finance)-Risk Management	CA/ CMA or Regular full-time MBA (Fin) /two-years PGD(Fin.) with minimum 60%	05 years	01 (UR)	The candidate will be required to assist in the formulation and implementation of the Early Warning Signal Mechanism, to review the various Fraud cases for ascertaining the role of HUDCO

Sl. No	Post / Level/ Location	Essential Educational Qualification and Maximum Age	Minimum Post Qualification Experience	No. of Vacancies/ Category	Experience and Job profile
	LEVEL-1 New Delhi	marks or equivalent CGPA Age – 35 Years			employees, if any and to assist in the preparation of various returns to be submitted to the regulatory and compliance requirement of RBI pertaining to Fraud Cell. Preferred: Experience in the Financial Sector and Retail Financing (Home loans) and Project Financing.
7.	Assistant Executive (CS) LEVEL-1 New Delhi	Associate Member of ICSI Preferred: LL.B. Age – 35 Years	05 years	01 (UR)	To assist in the handling of Board/Committee/General Meetings, preparation and drafting of Agenda/Minutes, ROC Compliances, knowledge of latest regulatory changes etc. Experience of listing, NBFC related compliances will be preferred.
8.	Assistant Executive (Projects)-GIS LEVEL-1 New Delhi	Regular full time MSc in GeoInformatics OR Masters in Geography with PG Diploma in GIS & Remote Sensing OR MTech in Remote Sensing & GIS with minimum 60% of marks or equivalent CGPA Age – 35 Years	05 years	01 (UR)	To assist in GIS Work and related projects like preparation of land use map, cadastral mapping, master plan, projects under AMRUT, mobility plan etc.
9.	Assistant Executive (Finance)-RO LEVEL-1 (Bengaluru, Jammu, Kolkata & Mumbai)	CA/ CMA or Regular full-time MBA (Fin) /two-years PGD(Fin.) with minimum 60% marks or equivalent CGPA Age – 35 Years	05 years	02 (OBC) 01 (SC) 01 (UR)	To assist in the financial appraisal of the scheme, finalisation of accounts including coordinating with auditors for submission of Tax / Audit Reports, Statutory Compliance, study of State Budget and explore the opportunities for HUDCO financial assistance.
				Total: 13	



3. Category of PwBD identified for the above positions are as follows

For Sl. No. 1 The following category of disability has been identified for PwBD candidates (i) Blind and low vision (ii) Deaf and hard of hearing (iii) Locomotive disabilities (OL, OA, OAL) including leprosy cured, cerebral palsy, dwarfism, an acid attack victims and muscular dystrophy (iv) Autism and Specific learning disabilities (v) Multiple disabilities from amongst (i) to (iv) above except deaf and blindness.

For Sl. No. 2 The following category of disability has been identified for PwBD candidates (i) low vision (ii) Hard of hearing (iii) Locomotive disabilities (BL, OL, OA, OAL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy (iv) Specific learning disabilities (v) Multiple disabilities from amongst (i) to (iv) above except cerebral palsy and muscular dystrophy.

For Sl. No. 3 The following category of disability has been identified for PwBD candidates (i) Deaf and hard of hearing (ii) Locomotor Disability (OL, OA) including leprosy cured and acid attack victims (iii) Specific learning disabilities (iv) Multiple disabilities from among (i) to (ii) above except deaf and Specific learning disabilities.

For Sl. No.4 to 6 & 9 the following category of disability has been identified for PwBD candidates (i) Deaf and hard of hearing (ii) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims (iii) Specific learning disabilities (iv) Multiple disabilities from among (i) to (iii) above except muscular dystrophy and deaf.

For Sl. No.7 the following category of disability has been identified for PwBD candidates (i) Locomotive disabilities (OL) including leprosy cured, dwarfism, acid attack victims (ii) Multiple disabilities from amongst (i) above

For Sl. No. 8 The following category of disability has been identified for PwBD candidates (i) Deaf and Hard of hearing (ii) Locomotor Disability (OL, OA) including leprosy cured and acid attack victims (iii) Specific learning disabilities (iv) Multiple disabilities from among (i) to (iii) above except deaf & specific learning disabilities.

Reservation to PwBD shall be admissible in accordance with Government of India guidelines. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.

4. **Remuneration**

S. No.	Name of the Post/ level	MCP (Monthly consolidated Pay)
01.	Assistant Executive/ Level-1	Rs.65,000/-



The following will be the components of Monthly Consolidated Pay (MCP):

S. No.	Item	Component
(i)	Basic Pay (%age of MCP)	50%
(ii)	Employers PF contribution (%age of MCP)	6% (12%* of BP)
(iii)	HRA (%age of MCP)	15%
(iv)	Ex-Gratia / Gratuity	5%
(v)	Other lumpsum benefits (%of MCP)	24%
Total		100%

- *Similar employee contribution of 12% of Basic Pay would be recovered from the monthly consolidated pay of the employee and both the contributions (employer and employee) would be deposited in the Provident Fund.
- Percentage component of HRA would remain same irrespective of place of posting

5. **Annual Increment:**

Annual increments will be sanctioned from 1st day of the anniversary month of joining, subject to annual performance review.

6. **Benefits:**

Fixed Tenure Staff will be entitled to below-mentioned benefits as per their respective grades:

Grade	Level-1
Leave	CL – 12; RH – 2; Sick Leave - 10
TA/DA	At par with E-1 level officers of HUDCO.
Conveyance Allowance (on self-certification basis)	Rs.5,000/- per month
Medical Insurance (reimbursement on annual basis)	Annual premium of upto Rs.7,000/- is reimbursable for medical/health insurance (annual basis). It will be mandatory for such staff to take medical insurance.
Annual Performance Linked Incentive	This Fixed Term staff will be entitled for Performance Linked Incentive also. (Different from PRP applicable to regular employees) Based on the performance carried out in the year, Annual Performance Linked incentive of upto a Maximum one-month consolidated pay will be payable. (Excellent rating @ full one-month MCP, Very Good @ 75% of one-month MCP and Good @ 50% of one-month MCP)
Meal Coupons	@ Rs.2000/- per month
Mobile facility	Besides above, they will also be entitled to monthly mobile call reimbursement & reimbursement of mobile handset (once in service) at par with E-1 level officer of HUDCO.



- The final selection process will comprise of overall performance in the Interview. The personal interview may be held in physical or online mode.

7. **Eligibility Criteria**

- i. Candidates meeting the eligibility criteria will be shortlisted for Personal Interview.
- ii. The Selection process consists of marks obtained in Personal Interview.
- iii. Candidates must qualify in the Personal Interview and must score 50% marks in order to be considered for empanelment.
- iv. The offer of appointment shall be issued to the suitable candidates in the order of merit.
- v. Mode of selection may change for any/all post subject to the number of applicants and.

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

9. **Educational Qualifications:** The requirements regarding essential educational qualifications for different posts are given in the Table above. All qualifications should be from Universities/ Institutions recognized and approved in India by UGC/ AICTE/ Appropriate Statutory Authority with a minimum of 60% marks (relaxed to 55% for SC/ST category against reserved positions) in aggregate. Equivalence of qualification shall be decided at the discretion of 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 while filing the application form as per norms adopted by University/ Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University/Institution, failing which the application is liable to be rejected.

10. **Work Experience:** Teaching experience & Internship will not be counted as experience.

11. **Age:** The candidates must not have an age more than that mentioned in the first Table above. Following relaxation in age shall be given in case the position is reserved for the specific category subject to production of required certificate from the prescribed authority as per Government of India norms:

- a. SC/ST category: Five years,
- b. OBC (non-creamy layer): Three years,
- c. 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 the maximum age of the applicant including relaxation on the cut-off date shall not **exceed 50 years;**



- d. In case no post is reserved for any specific category, no relaxation shall be applicable to such categories.

Cut-off Date: The cut-off date for ascertaining age and post-qualification experience will be **04th May, 2024.**

Selection Process

12. Candidates meeting the eligibility criteria will be shortlisted for Personal Interview.
13. The selection process consists of performance/marks obtained in the Personal Interview.
14. Candidates must qualify in the Personal Interview with a minimum of 50% marks in order to be considered for empanelment.
15. The offer of appointment shall be issued to the suitable candidates in the order of merit.
16. Mode of selection may change for any/all posts subject to the number of applicants and management discretion.

Other Important Terms & Conditions

17. Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, candidature will be summarily rejected
18. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for an interview/ selection process.
19. Detailed scrutiny of the applications shall be done to ascertain the eligibility and with a view to selecting for the purpose of interview, only those shortlisted candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each specific post.
20. Applicants found suitable shall be called for an interview, the venue and time for which will be intimated through our website/email indicated along with the application. The interview may be held in physical or online mode.
21. 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
22. Any request for a change in date or venue of the selection process will not be entertained.
23. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview



24. Candidates will be selected in order of merit, subject to medical fitness and verification of character and antecedent. Selected candidates will be informed individually at the address for correspondence and/or e-mail given in the application.
25. Candidates working in the Public Sector/Government Sector/Autonomous bodies of Government shall be required to submit a proper relieving order from the present employer at the time of joining.
26. Those working in the Public Sector/ Government Sector/ Autonomous bodies of Government may forward the application Through Proper Channels or submit 'No Objection Certificate' at the time of Interview should submit proper relieving order from present employer at the time of joining.
27. Selected candidates, who are already in service, must produce a proper relieving letter/discharge certificate in original from their present employee at the time of joining.
28. All appointments are subject to medical fitness as per the Rules of the Corporation.
29. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offence involving moral turpitude
30. 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.
31. No person who has more than one spouse or who has entered into a marriage with any person having, spouse living shall be eligible for appointment to any post unless such marriage is permissible under U personal law applicable to the candidate and the other party to the marriage.
32. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

General Instructions:

33. Candidates called for an interview may be reimbursed actual expenses, up to a maximum of IInd AC rail fare. However, on request online interview can be conducted.
34. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for selection process, assessment prescribing minimum qualifying standards in the selection process, number of vacancies, communication of result etc., HUDCO's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
35. The engagement will be purely temporary and contractual and on fixed term basis and will not be against any permanent vacancy. This engagement will not entitle candidates selected for FTB to claim for regular/permanent employment.



36. The person selected will not be entitled for any TA/DA on account of his joining the Organisation.
37. The personnel engaged on full term basis will not be allowed to take any other assignment during the period of contractual engagement
38. The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
39. The selected persons will be required to work on full time basis and on all working days as applicable or in operation in the company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements
40. The engagement can be discontinued or terminated with one months' notice or one month's salary, by either side without assigning any reasons(s)
41. All the educational qualifications should be full time from University/Institution /Board recognized by Govt. of India/approved by the regulatory bodies.
42. Selected candidates, who are already in service, must produce a proper relieving letter/ discharge certificate in original from their present employer at the time of joining, failing which they shall not allowed to join the Organisation.
43. Appointment of the selected candidate will be subject to his/her being declared medically fit by a medical practitioner/HUDCO doctor.
44. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that/ s/he has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is / are detected even after appointment, his/her services are liable to be terminated without notice.
45. The application forms of those candidates who do not apply in the prescribed format or do not enclose the required documents or do not pay the application fee (if applicable) within the stipulated time period will not be considered and no further correspondence in this regard will be done or entertained.
46. HUDCO reserves the right to increase/decrease the vacancies or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.
47. HUDCO has operations all over the country and the selected candidate can be posted anywhere in the country.
48. All information regarding this recruitment would be available in the 'Careers' tab at <https://www.hudco.org.in>, herein called the website/portal. Applicants are advised to check the portal / website periodically for updates. Any corrigendum/clarification on the advertisement, if required, shall be uploaded on the HUDCO website only. No individual mails shall be sent.



49. In case of any ambiguity/dispute on account of interpretation in versions other than English, English version will prevail.
50. No correspondence will be entertained from candidates not shortlisted/not selected.
51. All disputes cases related to this recruitment process are subject to the jurisdiction of courts of Delhi only.

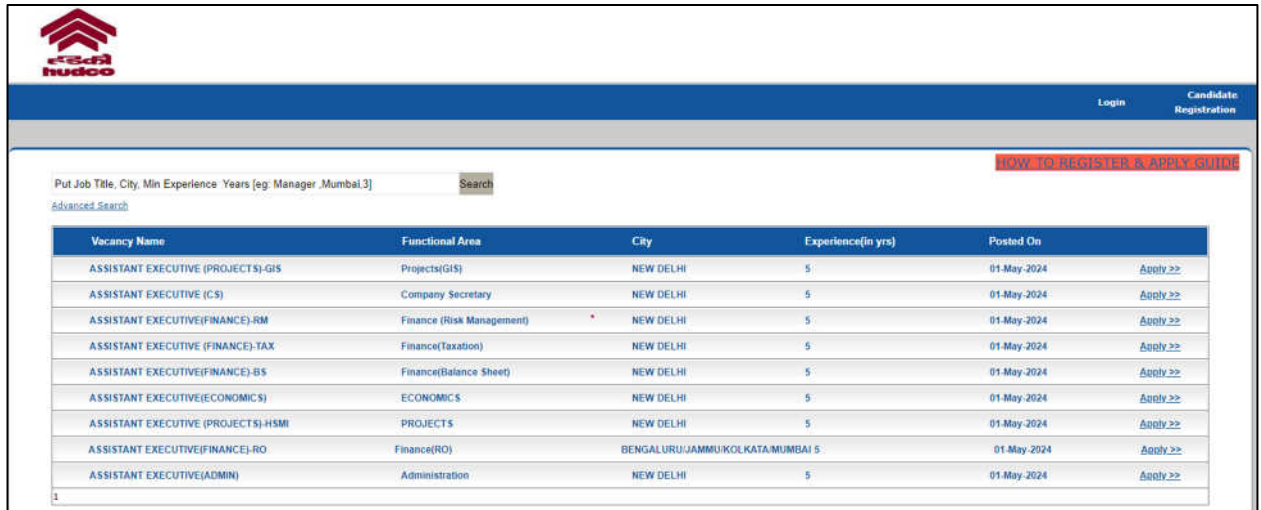
Process of Applying

Please note that:

- A. 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 shortcoming (s) is/are detected after his/her assumption of charge, his/her service is liable to be terminated without any notice.
- B. 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.
- C. Candidates who want to avail relaxations available to SC/ST/OBC- NCL/PWBD/Ex-servicemen/EWS are required to furnish Valid Caste/ Category Certificate in the prescribed format issued by the Authority as per Gol guidelines (in case of SC/ST/OBC-NCL/EWS).
- D. Validity of such certificate shall be the responsibility of the candidate at the time of application and its verification as and when required.
- E. All the details given in the application form will be treated as final and no changes will be entertained later.

STEPS to APPLY

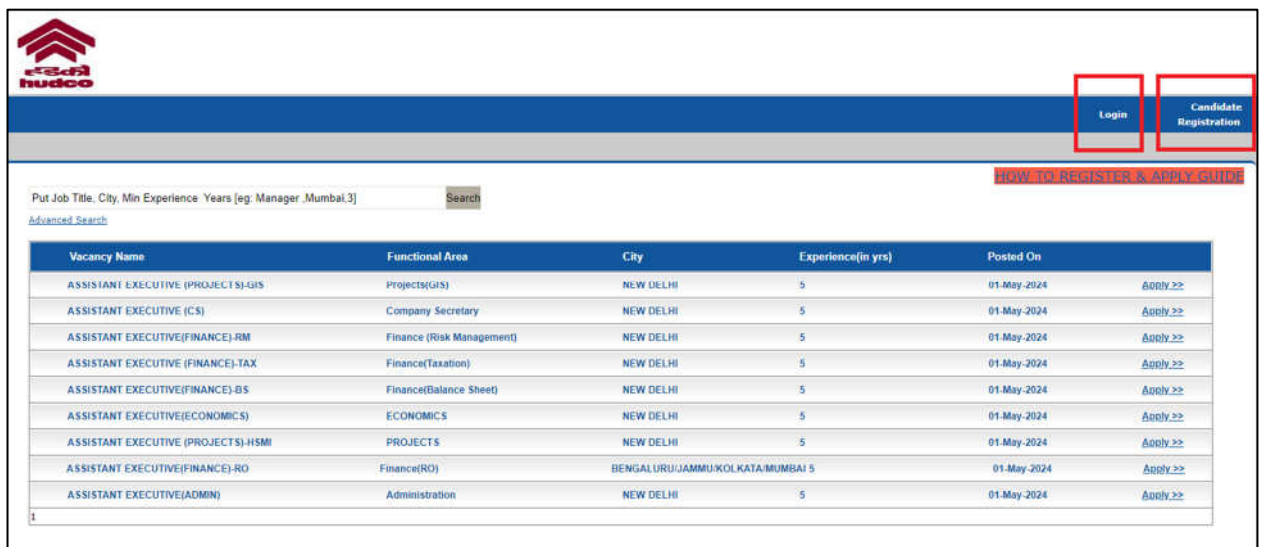
- Interested and eligible candidates should visit the 'Careers' Tab of the HUDCO website i.e. www.hudco.org.in and click on 'Online Registration and Application Form.' By doing so, the following screen will appear:



The screenshot shows the HUDCO website interface. At the top left is the HUDCO logo. On the right, there are buttons for 'Login' and 'Candidate Registration'. Below the navigation bar, there is a search bar with the placeholder text 'Put Job Title, City, Min Experience Years [eg: Manager, Mumbai,3]' and a 'Search' button. To the right of the search bar is a link for 'HOW TO REGISTER & APPLY GUIDE'. Below the search bar is an 'Advanced Search' link. The main content area displays a table of job vacancies.

Vacancy Name	Functional Area	City	Experience(in yrs)	Posted On	
ASSISTANT EXECUTIVE (PROJECTS)-GIS	Projects(GIS)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (CS)	Company Secretary	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-RM	Finance (Risk Management)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (FINANCE)-TAX	Finance(Taxation)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-BS	Finance(Balance Sheet)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(ECONOMIC)	ECONOMICS	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (PROJECTS)-HSMI	PROJECTS	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-RO	Finance(RO)	BENGALURU/JAMMU/KOLKATA/MUMBAI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(ADMIN)	Administration	NEW DELHI	5	01-May-2024	Apply >>

- Thereafter, candidates need to register themselves using a valid email ID and mobile number by clicking on the "Candidate Registration" button on the portal as shown in the image below. The login details will be sent to their email. Subsequently, the candidates can log in with their login details to start filling out the application form. Candidates already registered need not register again, they can login by using their old login ID / Password.



This screenshot is similar to the previous one but highlights the 'Candidate Registration' button with a red box. The 'Login' button is also highlighted with a red box. The rest of the page content, including the search bar and the table of job listings, remains the same.



3. Candidates need to fill in all the mandatory information as mentioned on the right side of the page with the following title (depiction of the screen is below):

a. Basic Information b. Post Qualification Experience c. Education Details <i>(no mandatory fields should be left/blank)</i>	(The maximum Age and the minimum Post Qualification Experience will be reckoned as on 04.05.2024)
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The screenshot shows the HUDCO portal interface. At the top, there is a search bar with the text "Put Job Title, City, Min Experience, Years [eg. Manager ,Mumbai,3]" and a "Search" button. Below the search bar is a table of vacancies. To the right of the table is a "Candidate Profile" section with a dropdown menu and a "View Complete Profile" link. The profile section includes a "Profile Last Updated On" date and time, and a list of profile sections: "Basic Information [Edit]", "Post Qualification Experience [Edit]", "Education Details [Edit]", and "Document Upload [Edit]". A red box highlights these sections, and arrows point to them from the text in the previous block. Below the profile sections is a "Change Password" button.

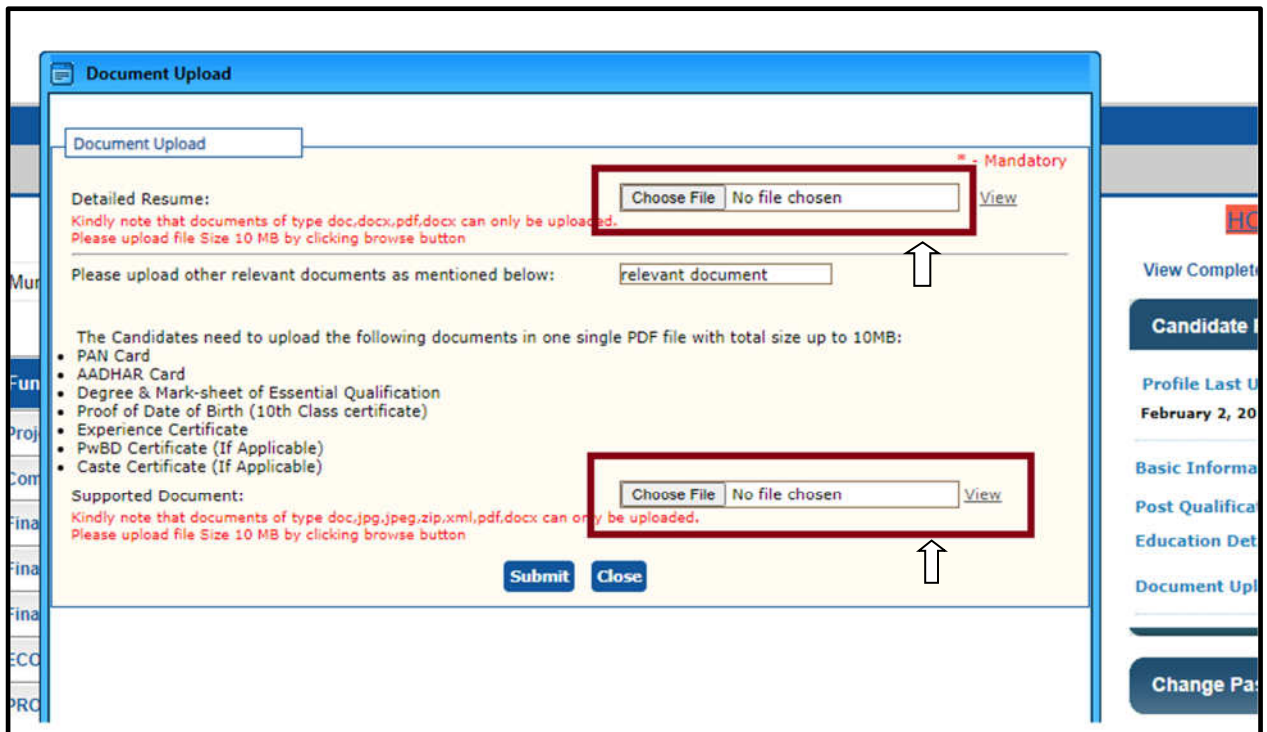
Vacancy Name	Functional Area	City	Experience(in yrs)	Posted On
ASSISTANT EXECUTIVE (PROJECTS)-GIS	Projects(GIS)	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE (CS)	Company Secretary	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE(FINANCE)-RM	Finance (Risk Management)	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE (FINANCE)-TAX	Finance(Taxation)	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE(FINANCE)-BS	Finance(Balance Sheet)	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE(ECONOMICS)	ECONOMICS	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE (PROJECTS)-HSM	PROJECTS	NEW DELHI	5	01-May-2024
ASSISTANT EXECUTIVE(FINANCE)-RO	Finance(RO)	BENGALURU JAMMU KOLKATA MUMBAI	5	01-May-2024
ASSISTANT EXECUTIVE(ADMIN)	Administration	NEW DELHI	5	01-May-2024

4. In case of any mandatory field being left blank/ un-filled, then on pressing the "submit" button on the window of the respective titles (i.e. Basic Information, Post Qualification, Education Details), the missing field(s) will be displayed on the top left of the same window in red colour.

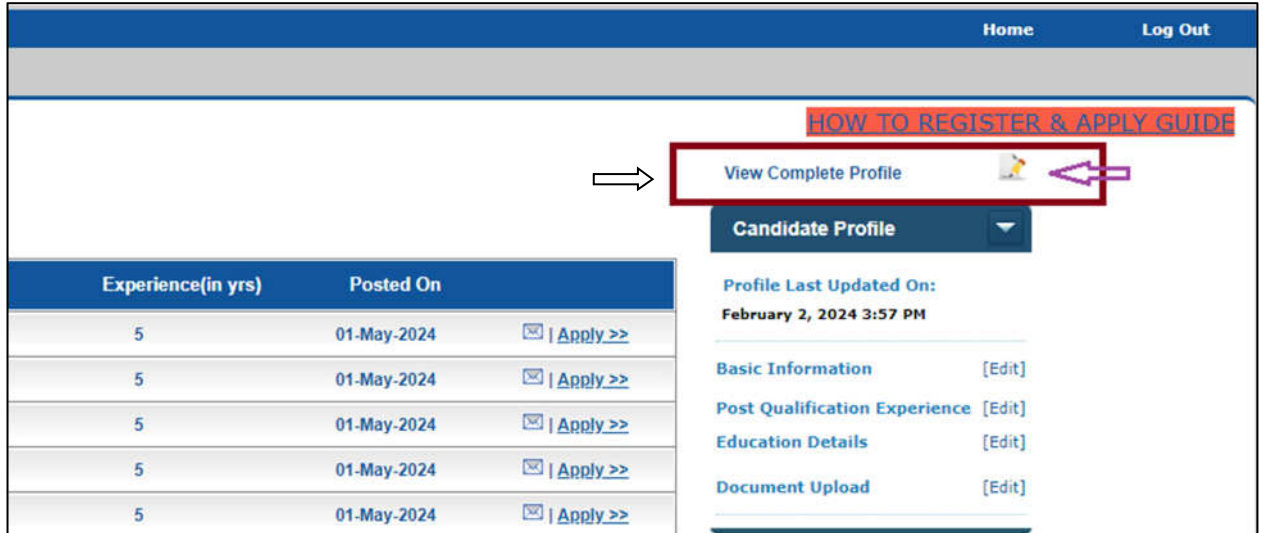
The screenshot shows the "Basic Information" form. A red box highlights a red error message at the top left: "Current Address: Enter Current Address Enter Phone No." The form includes fields for "Salutation", "First Name", "Last Name", "Middle Name", "Permanent Address", "Current Address", "Country", "State", "City", "Zip Code", "Current Location", "Email ID", "Phone No.", "Date Of Birth", and "Gender". A red asterisk indicates mandatory fields. The "Submit" and "Close" buttons are at the bottom.

5. After completing the above, the candidates need to upload the following scanned documents in one single PDF file with a total size up to 10MB in the **Document Upload section**:

- a. Copy of the PAN Card
- b. Copy of the AADHAAR Card
- c. Degree & mark sheets of the Essential Qualification Certificate
- d. Proof of Date of Birth (10th class certificate)
- e. Experience Certificate
- f. PwBD Certificate (If Applicable)
- g. Caste Certificate (If Applicable)



6. The candidate needs to upload a scanned copy of a recent passport-size colour photograph (not more than 3 months old) with a white background (size – up to 500KB & Format – PNG) in the View Complete Profile. If the file format is JPG, then please convert it into PNG before uploading.



HOW TO REGISTER & APPLY GUIDE

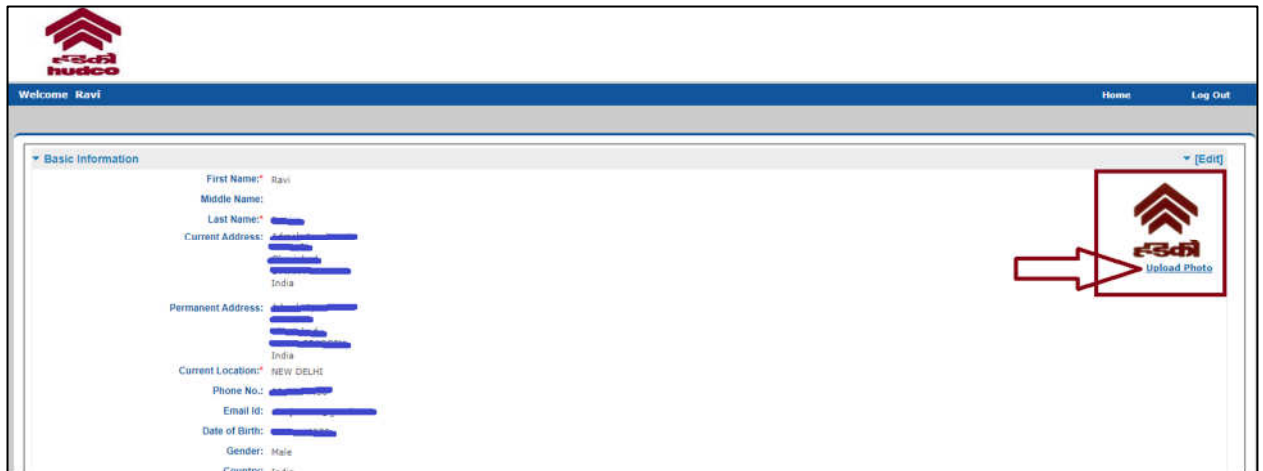
[View Complete Profile](#)

Candidate Profile

Profile Last Updated On:
February 2, 2024 3:57 PM

Basic Information [Edit]
Post Qualification Experience [Edit]
Education Details [Edit]
Document Upload [Edit]

Experience(in yrs)	Posted On	
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>



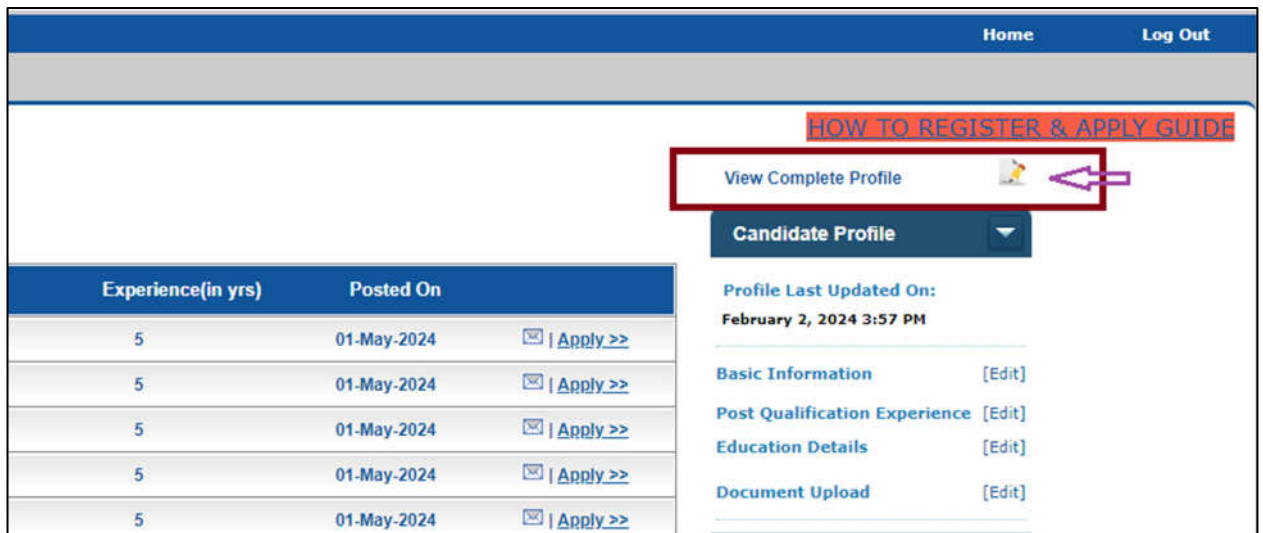
Welcome Ravi

Basic Information [Edit]

First Name: Ravi
Middle Name:
Last Name:
Current Address:
India
Permanent Address:
India
Current Location: NEW DELHI
Phone No.:
Email id:
Date of Birth:
Gender: Male
Country: India

[Upload Photo](#)

7. Candidates are requested to check all the filled information and uploaded documents by clicking on View Complete Profile and ensuring that all the mandatory fields have been filed.



HOW TO REGISTER & APPLY GUIDE

[View Complete Profile](#)

Candidate Profile

Profile Last Updated On:
February 2, 2024 3:57 PM

Basic Information [Edit]
Post Qualification Experience [Edit]
Education Details [Edit]
Document Upload [Edit]

Experience(in yrs)	Posted On	
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>
5	01-May-2024	Apply >>



8. Candidates belonging to the General (UR)/ OBC (NCL)/ EWS category are required to pay a non-refundable application fee of **Rs.500/- (Rs. Five hundred only)** to the HUDCOs designated bank, the details of which are given below:

Beneficiary Name: HUDCO Ltd
Bank and Branch: HDFC Bank, K.G. Marg, New Delhi
Account No.: 00030350017801
IFSC Code: HDFC0000003

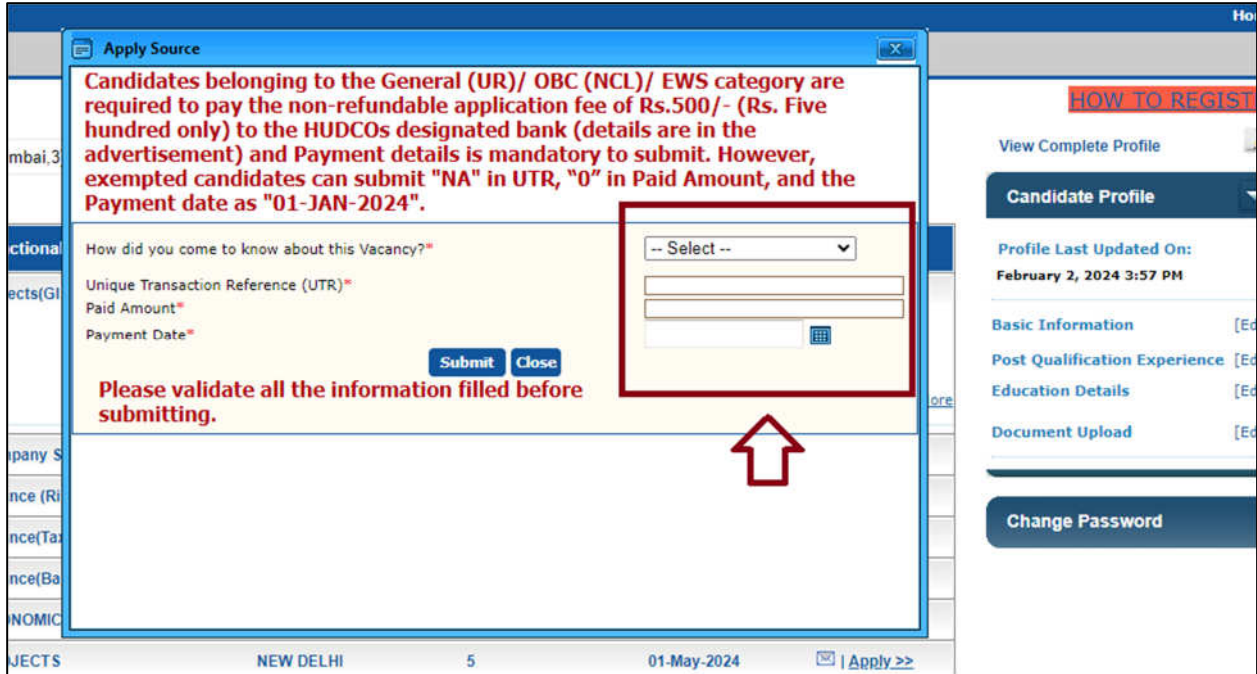
Further, candidates can deposit the application fee by any means of mode. However, he/ she needs to mention the Unique Transaction Reference (UTR), Paid Amount, and Payment Date in the relevant fields of the application form after clicking the "Apply" button of the respective position as shown in the screen below.

This activity needs to be carried out after filling the Basic Information, Post Qualification Experience Education Details and uploading of documents.

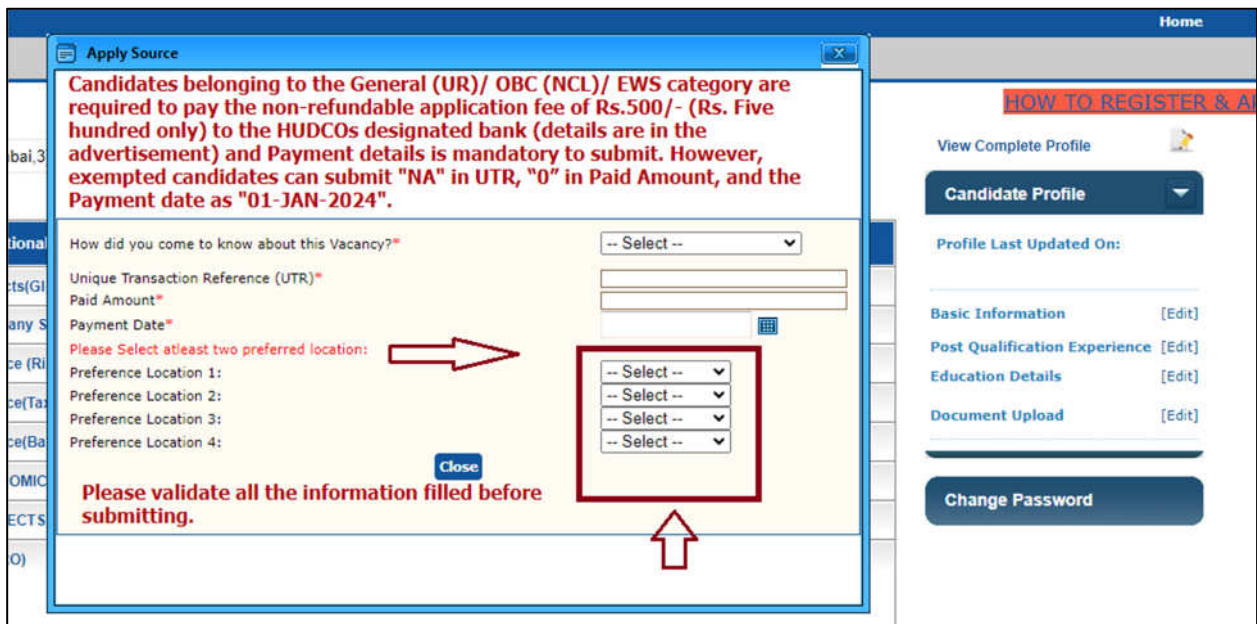
The screenshot shows the HUDCO portal interface. At the top, there is a search bar with the text "Put Job Title, City, Min Experience Years [eg. Manager ,Mumbai 3]" and a "Search" button. Below the search bar, there is a table of vacancies. The table has columns for "Vacancy Name", "Functional Area", "City", "Experience(in yrs)", and "Posted On". The "Apply" button for each row is highlighted with a red box, and a red arrow points to it. On the right side of the screen, there is a "Candidate Profile" section with various options like "View Complete Profile", "Basic Information", "Post Qualification Experience", "Education Details", "Document Upload", and "Change Password".

Vacancy Name	Functional Area	City	Experience(in yrs)	Posted On	Apply
ASSISTANT EXECUTIVE (PROJECTS)-GIS	Projects(GIS)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (CS)	Company Secretary	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-RM	Finance (Risk Management)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (FINANCE)-TAX	Finance(Taxation)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-BS	Finance(Balance Sheet)	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(ECONOMICS)	ECONOMICS	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE (PROJECTS)-HSMI	PROJECTS	NEW DELHI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(FINANCE)-RO	Finance(RO)	BENGALURU/JAMMU/KOLKATA/MUMBAI	5	01-May-2024	Apply >>
ASSISTANT EXECUTIVE(ADMIN)	Administration	NEW DELHI	5	01-May-2024	Apply >>

By clicking the 'Apply' button, the following screen will show, where candidates need to fill the Unique Transaction Reference (UTR), Paid Amount, and Payment Date before final Submission of the application form:



The candidates applying for the position named "ASSISTANT EXECUTIVE(FINANACE)-RO" need to indicate at least two of their preferred locations from **Bengaluru/Jammu/Mumbai/Kolkata** by using drop-down button as shown on the screen below:



Candidates are advised to ensure that they fulfil the eligibility criteria as notified and that they have filled in all the relevant information and uploaded all the required



documents before depositing the payment towards the application fee since the same is non-refundable under any circumstances.

9. All the details given in the online application will be treated as final and no changes will be entertained later.
10. The incomplete applications or applications without supporting documents or the application fee (where applicable) will be rejected without any further correspondence.
11. Candidates are NOT required to submit hard copy of any documents at this stage. However, in case HUDCO asks for any document for further verification of eligibility, the same is required to be sent by e-mail.
12. In case of any issue arising while submitting the online application. Candidates are requested to send their query to hrrudco@hudco.org while mentioning the Subject of the email "APPLICATION FOR FIXED TERM BASIS."

Important Dates:

a)	Commencement of Online Registration and Application	04.05.2024
b)	Last Date for Submission of Online Application	19.05.2024, till 6.00 P.M.
