

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

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		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

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	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	