



Housing and Urban Development Corporation Ltd.

(A Govt. of India Enterprise)

CIN: L74899DL1970GOI005276, GST No.07AAACH0632A1ZF

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1. Housing and Urban Development Corporation Ltd. (HUDCO), is a Navratna Central Public Sector Enterprise under the Ministry of Housing & Urban Affairs, Govt. of India, engaged in providing financial assistance to housing and urban infrastructure projects. As a premier NBFC bestowed with IFC status we finance projects pan India with offices across the country. The company also offers techno financial consultancy services and has a Corporate Training & Capacity Building arm called HSMI, located at New Delhi.

We have been consistently making profits with stellar growth over last few years; In the just concluded fiscal year 2024-25, the company clocked Profit After Tax of ₹2,709.14 crores. With a loan book of over ₹1,30,000 crore and counting, our asset quality has been one of the best in the industry. HUDCO holds the highest 'AAA' domestic credit ratings from major rating agencies reflecting strong Government ownership, low credit risk, and robust capital adequacy. Internationally, our rating is aligned with India's sovereign rating, recognizing HUDCO as a Government-owned entity with virtually certain sovereign support.

With its strong combination of policy significance, operational scale, financial strength, highest credit ratings, multi sectoral avenues, HUDCO offers a stable and impactful platform for professionals seeking to contribute to India's development to meet the objectives envisioned by Government of India. To cater to its growing business needs and with a view to augmenting human resources, HUDCO invites online applications for filling 37 lateral positions from dynamic, result oriented & experienced professionals and 42 freshers to be inducted as Trainee Officers totalling to **79 posts** to join its multi-disciplinary workforce as specified below:

A. Lateral Positions: Projects, Finance, Human Resources & Administration, Information Technology, Economics

Sl. No.	Name of the Post/ Grade & IDA Scale of pay (w.e.f. 01.01.2017) / Post Code	No. of post/s (Reserved for)	Maximum Age (in years)	Minimum no. of years of post-qualification experience / CTC required#	Requisite nature of experience
	(1)	(2)	(3)	(4)	(5)
Projects discipline (Engineering Stream)					
1	Deputy General Manager / E-5 ₹80,000-2,20,000 For Asset Monetization Post Code:001	01(UR)	45	11 years / CTC of ₹22.12 lakh p.a.	Should have expertise in real estate monetisation (including rentals) and having hands-on experience in land acquisition/ valuation/ management/ monetization/ disposal along with strong knowledge of procurement, tendering/ financial modelling, financial/ regulatory compliance related to real estate. The role will involve designing & leading strategic initiatives to unlock value from land and property/assets through structured monetization plans.
2	Deputy General Manager / E-5 ₹80,000-2,20,000 Post Code:002	04 (UR:02, SC:01, OBC-NCL:01)	45	11 years / CTC of ₹22.12 lakh p.a.	Should possess hands-on experience in project appraisal including financial modelling / knowledge of regulatory compliances / project development/ management / monitoring in Government/ Private/ PPP (like DBFOT/BOT/ TOT etc.) infrastructure projects namely, real estate / roads / energy transition / airports / seaports / urban infrastructure (such as water / sewerage / waste management / metro rail, etc.).
3	Assistant General Manager / E-4 ₹70,000-2,00,000 Post Code:003	03 (UR:01, ST:01, OBC-NCL:01)	40	07 years/ CTC of ₹18.96 lakh p.a.	
4	Senior Manager / E-3 ₹60,000-1,80,000 Post Code:004	05 (UR:03, ST:01, OBC-NCL:01)	35	05 years/ CTC of ₹15.80 lakh p.a.	

Sl. No.	Name of the Post/ Grade & IDA Scale of pay (w.e.f. 01.01.2017) / Post Code	No. of post/s (Reserved for)	Maximum Age (in years)	Minimum no. of years of post-qualification experience / CTC required#	Requisite nature of experience
	(1)	(2)	(3)	(4)	(5)
5	Manager / E-2 ₹50,000-1,60,000 Post Code:005	02 (UR:01, OBC-NCL:01)	30	03 years/ CTC of ₹12.64 lakh p.a.	Same as above (posts as at Sl.No.2, 3 & 4).
Sub Total		15			
Finance discipline					
6	Deputy General Manager / E-5 ₹80,000-2,20,000 Post Code:006	02 (UR:02)	45	11 years/ CTC of ₹22.12 lakh p.a.	Should possess hands-on experience of working in project finance including financial modelling or debt modelling for Government/ Private/ PPP (like DBFOT/BOT/TOT etc.) infrastructure projects in real estate / roads / energy transition / airports / seaports / urban infrastructure (such as water / sewerage / waste management/ metro rail, etc.) and knowledge of regulatory compliances.
7	Deputy General Manager / E-5 ₹80,000-2,20,000 Post Code:007	02 (UR:01, OBC-NCL:01)	45	11 years / CTC of ₹22.12 lakh p.a.	
8	Assistant General Manager / E-4 ₹70,000-2,00,000 Post Code:008	02 (UR)	40	07 years / CTC of ₹18.96 lakh p.a.	
9	Senior Manager / E-3 ₹60,000-1,80,000 Post Code:009	06 (UR:03, ST:01, OBC-NCL:02)	35	05 years/ CTC of ₹15.80 lakh p.a.	
10	Manager / E-2 ₹50,000-1,60,000 Post Code:010	04 (UR:02, SC:01, OBC-NCL:01)	30	03 years/ CTC of ₹12.64 lakh p.a.	
Sub Total		16			
Human Resource Management & Administration discipline					
11	Senior Manager / E-3 ₹60,000-1,80,000 Post Code:011	01 (UR)	35	05 years/ CTC of ₹15.80 lakh p.a.	Should have experience of handling various HR functions like manpower planning / recruitment / reservation matters / training / performance management / employee engagement initiatives / establishment matters / grievance redressal / disciplinary procedure / policy formulation. The candidate needs to have experience of working in ERP systems along with knowledge of MS Office.
12	Manager / E-2 ₹50,000-1,60,000 Post Code:012	01 (UR)	30	03 years/ CTC of ₹12.64 lakh p.a.	
13	Dy. Manager / E-1 ₹40,000-1,40,000 Post Code:013	01 (UR)	30	02 years/ CTC of ₹9.21 lakh p.a.	Should have acumen for and experience in liaising with Government officials/dignitaries and external organizations/ assistance to the senior management in facilitating high-level meetings/ planning and execution of protocol arrangements/ facility management/ administration of training institute / event management on ceremonial occasions etc.
Sub Total		03			

Sl. No.	Name of the Post/ Grade & IDA Scale of pay (w.e.f. 01.01.2017) / Post Code	No. of post/s (Reserved for)	Maximum Age (in years)	Minimum no. of years of post-qualification experience / CTC required#	Requisite nature of experience
	(1)	(2)	(3)	(4)	(5)
Information Technology discipline					
14	Senior Manager / E-3 ₹60,000-1,80,000 Post Code: 014	01 (UR)	35	05 years/ CTC of ₹15.80 lakh p.a.	Should have experience in the relevant fields like ERP development / management of ERP/ IT security / data centre management/ networking/ software/ application development /mobile app development/web development/ artificial intelligence / contract management / procurement etc.
15	Manager / E-2 ₹50,000-1,60,000 Post Code: 015	01 (UR)	30	03 years/ CTC of ₹12.64 lakh p.a.	
	Sub Total	02			
Economics discipline					
16	Deputy General Manager / E-5 ₹80,000-2,20,000 Post Code: 016	01 (UR)	45	11 years/ CTC of ₹22.12 lakh p.a.	Should have experience and necessary technical & professional skills in understanding domestic/global macro-economic scenario; comprehensive sector-specific policy research/regulatory insights; economic analysis & policy formulation/ developing economic modelling through use of econometric software packages/ economic evaluation of projects/ data analysis/ preparing briefing papers/ reports and presentations for management/ Government and other stakeholders. The ideal candidate should have published articles in national/ international accredited journals/ publications.
	Sub Total	01			

Lateral Total=37

Note: The experience will be calculated from the date of acquiring the essential educational qualification. Further, candidates should have experience of working in Central or State Public Sector Enterprises (PSEs), Government-controlled Joint Ventures, Public Limited companies, or other Institutions. In case of candidates applying for posts in the Projects and Finance disciplines, preference will be given to those who have experience of working in scheduled commercial banks, NBFC-IFC or multilateral organizations and other such financial institutions.

CTC for applicants from other than Government entities

B. TRAINEE OFFICERS (E-1) in IDA Scale of pay ₹40,000-1,40,000 (w.e.f.01.01.2017): Maximum Age: 28 Years

Sl. No.	Discipline/ Post Code	No. of post/s (Reserved for)
	(1)	(2)
Projects discipline (Engineering Stream)		
01	Post Code: 017	15 (UR:07, SC: 02, ST: 02, OBC-NCL:03, EWS: 01)
Finance discipline		
02	Post Code: 018	14 (UR:07, SC : 02, OBC-NCL:04, EWS : 01)
Law discipline		
03	Post Code: 019	03 (SC:01, OBC-NCL:02)
Human Resource Management and Administration discipline		
04	Post Code: 020	02 (OBC-NCL:01, EWS: 01)
Information Technology discipline		
05	Post Code: 021	02 (UR:01, OBC-NCL:01)
Economics discipline		
06	Post Code: 022	01 (OBC-NCL)
Official Language discipline		
07	Post Code: 023	01 (UR)

Sub Total =38

UR: Unreserved, OBC-NCL: Other Backward Classes - Non-Creamy Layer, SC: Scheduled Caste, ST: Scheduled Tribe, EWS: Economically Weaker Section

C. Special Recruitment Drive for PwBD (backlog) - TRAINEE OFFICERS (E-1) in IDA Scale of pay ₹40,000-1,40,000 (w.e.f.01.01.2017); Maximum Age: 28 Years

Sl. No.	Discipline/ Post Code	No. of posts (Reserved for) @
	(1)	(2)
08	Projects discipline (Engineering Stream) Post Code : 024	01 (HH)
09	Finance discipline Post Code: 025	01 (HH)
10	Law discipline Post Code: 026	02 (LV)

Sub Total=04 (These posts are reserved for PwBD candidates only)

Trainee Officers Total = 42

D. Post-wise break-up of PwBD vacancies (from above tables)

Discipline	PwBD positions with sub-category wise break up@			
	VH (a)	HH (b)	OH (c)	Others (d) & (e)
Projects	-	05 (excluding Trainee Officer - Law)	01	02
Finance	-			
HRMA/ Official Language/ Economics/ Law	03			
Information Technology	-			
Total Posts -11 \$	03	05	01	02

\$ Includes 4 backlog posts

- @ Reservations for the posts of PwBD shall be as per Govt. of India guidelines and the same can be filled by other sub categories in case of non-availability of sufficient applicants for the specified category.
- PwBD may verify whether their disability is identified for the post/ discipline for which they intend to apply.
 - PwBD with Multiple Disabilities (MD) may verify whether his / her disabilities are identified for the post/ discipline for which they intend to apply. If it is found on later date that one or more of the disabilities entered by the applicant are not identified for the post applied for, such applicants will be debarred from further recruitment process even if remaining disabilities entered are identified for the post applied for.
 - PwBD are required to submit a disability certificate issued by an authority, as prescribed in the Rights of Persons with Disabilities Rules, 2017 failing which their candidature will not be considered.
 - Scribe facility will be allowed for PwBD as per Govt. of India guidelines.

E. Identification of posts of PwBD

Discipline	Discipline Disablement category suitable for appointment to the post				
	(a)	(b)	(c)	(d)	(e)
Projects	--	D, HH	OL, OA, LC, Dw, AAV,	SLD	MD involving (a) to (d) except D and SLD
Finance	--	D, HH	OA, OL, BL, OAL, LC, Dw, AAV	SLD	MD involving (a) to (d) except D
Law	LV	--	OL, BL, OAL, LC, CP, Dw, AAV	--	MD involving (a) to (d) except LV
Information Technology	--	HH	OA, OL, BL, OAL, LC, Dw, AAV	ASD, SLD	MD involving (a) to (d) except SLD
Human Resource Management & Administration	B, LV	D, HH	OA, OL, OAL, LC, CP, Dw, AAV, MDy	ASD, SLD	MD involving (a) to (d) except B & D
Economics	LV	HH	BL, OA, OL, OAL, LC, CP, Dw, AAV, MDy	SLD	MD involving (a) to (d) except CP & MDy
Official Language	B, LV	D, HH	OL, BL, OA, LC, Dw, AAV, MDy	ASD, SLD	MD involving (a) to (d) except B and SLD

'PwBD' = Divyangjan or Persons with Benchmark Disabilities; B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder, SLD= Specific Learning Disability, MD=Multiple Disabilities

2. Discipline wise prescribed minimum Educational Qualification (s)

Sl. No.	Discipline	Prescribed minimum qualification(s)
i.	Projects	Bachelor's Degree in the stream of Civil / Electrical/ Electrical & Electronics / Mechanical Engineering or equivalent with minimum 60% marks or equivalent CGPA/grade Desirable - MBA/2 years PG Diploma with specialization in Finance
ii.	Finance	CA / CMA or MBA/PG Diploma (2 years full time) with specialization in Finance with minimum 60% marks or equivalent CGPA/grade except in case of CA/CMA
iii.	Law	Bachelor's Degree in Law (LLB) with minimum 60% marks or equivalent CGPA/grade Preferred: Master's Degree in Law (LLM)
iv.	Human Resource Management & Administration	MBA (HR) / 2 years PGD (with specialisation in HR/PM/IR)/ MHRM / Masters in Personnel Management with minimum 60% marks or equivalent CGPA/grade Preferred: Bachelor Degree in Law
v.	Information Technology	Bachelor Degree in Engineering in Computer Science / Information Technology / Information Technology (Network & Information Security) (ITNS), Information Technology (Internet of Things) (IIOT), Information Technology (Network & Information Security) (ITNS), Software Engineering (SE), Mathematics & Computing (MCE/MAC) / System / Computer Application or MCA or Post Graduate Degree with Computer Science / Information Technology / System with minimum 60% marks or equivalent CGPA/grade
vi.	Economics	Post Graduate in Economics or Business Economics with minimum 60% marks or equivalent CGPA/grade
vii.	Official Language	Post graduate in Hindi with English as an elective subject at Graduate level with minimum 60% marks or equivalent CGPA/grade

The requirements regarding essential educational qualification for different posts are given in above table and these qualification/s should be from University/Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority of the Central Government. Candidates who obtained their qualification through the distance learning / part time mode are also eligible to apply provided their qualification is recognized by the appropriate statutory bodies for employment to the post and services of the Central Government. Equivalence of qualification shall be decided at the discretion of the HUDCO management.

- 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%.
- Wherever CGPA / OGPA / DGPA or letter grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated by the authority issuing the degree/diploma.
- Candidates having 05 years B.E. / B. Tech. + M.E. / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- MBA / PG Diploma in Management / Master of Management Studies (MMS) qualifications where there is a mention of dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

3. Compensation Package

The company offers an attractive compensation package as under:

Levels	Minimum Basic Pay	Minimum of Basic Salary (Monthly) + IDA (49% of basic pay) + HRA (27% of basic pay) + 35% Perks & Allowances+ Performance Related Pay (PRP) + 30% superannuation benefits	Other benefits
E-5	₹80,000	₹29.34 lakh p.a.	Company lease in lieu of HRA, medical reimbursement, loans and advances, leave encashment, functional benefits, group insurance, social security, post-retirement medical benefits etc. as per applicable rules.
E-4	₹70,000	₹25.67 lakh p.a.	
E-3	₹60,000	₹21.29 lakh p.a.	
E-2	₹50,000	₹17.74 lakh p.a.	
E-1	₹40,000	₹14.19 lakh p.a.	

Note:

- Post-retirement medical benefits are subject to completion of minimum 15 years' continuous service in HUDCO / CPSEs and superannuation, as per applicable rules.
- IDA (Industrial Dearness Allowance) may change based on the rates notified by the Ministry of Finance from time to time.
- HRA rate of metro cities adopted for calculation.
- PRP considered for calculation of CTC is the maximum % specified for each level. It may vary based on Individual / Company performance.

- Pay of candidates from private sector shall be fixed at minimum of the pay scale of the post to which he / she is appointed. For others, pay shall be fixed as per DPE guidelines.
4. Only Indian Nationals are eligible to apply.
5. **Age**
- The candidates must not have the age more than that mentioned in para 1 (A, B & C). Following relaxations in age shall be given, subject to production of evidence from the prescribed authority as per Government of India norms:
- SC/ST category: Five years
 - OBC (non-creamy layer): Three years
 - Persons with Benchmark Disabilities (PwBD): Ten years, in addition to the age relaxation permissible for SC/ST/OBC-NCL/Ex-Servicemen category candidates subject to the condition that maximum age of the applicant including relaxation on the cut-off date shall not exceed 56 years.
 - Relaxation to Ex-Servicemen as per Govt. of India rules
 - Relaxed standards in assessment/ selection will be applied for SC, ST, OBC-NCL, PwBD candidates.
6. **Work Experience**
- 6.1 For being eligible for selection, the candidate must have post qualification executive experience (experience for post of Liaison Officer at Sl. No. 13) as specified in column (5) of para 1A.
- 6.2 For posts at Sl. No 1 to 16 (except for post at Sl.No.13), candidates applying from Government Organisations / CPSEs / Public Sector Banks etc. having CDA / IDA / other applicable pay scales must have minimum one year experience in the immediately lower pay scale in the preceding year as on cutoff date. Only those applicants holding the post in the requisite lower pay scale (i.e. other than those in time scale, in-situ grade, ad-hoc basis, etc.,) will be considered eligible.
- 6.3 Lower scale experience is not mandatory for candidates working in Government Organisations / PSEs / Public Sector Banks etc. in the equivalent pay scale or above (in substantive capacity) than the post applied for. However, prescribed post qualification experience is mandatory.
- 6.4 Similarly, candidates applying from private organizations should be working for minimum one year in the post with CTC of at-least the amount mentioned at column (4) of para 1 (A) in the preceding year as on cutoff date. The candidate must submit CTC and its break up along with pay structure. They are also required to provide his / her hierarchy in the organisation along with the hierarchy structure. In case of experience in multiple organisations in the preceding one year from the cutoff date, the cumulative CTC shall be arrived at by reckoning monthly proportionate CTC into account.
- 6.5 Experience on company rolls including regular / fixed term engagement / contractual employment in an organization will only be taken into consideration.
- 6.6 For those on deputation, grade / rank with pay scale in parent department will be the reference point for the purposes of immediate lower post experience.
- 6.7 Teaching experience, period of sabbatical / Extra-Ordinary leave etc. will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience. For candidates having experience in more than one organization, any gap period of up to 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- 6.8 In case of experience in Government owned / State Government Organisations where pay scales are different and not comparable / do not have parity with CDA / IDA pay scales, the equivalent levels / lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical levels in the executive / officer / lower cadre, pay scales & emoluments / CTC, period of service in different grades and position of applicant in the hierarchy. The decision of HUDCO management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application.
7. Those working in Public Sector/ Government Sector/ Autonomous bodies of Government, etc need to submit application 'Through Proper Channel' or submit 'No Objection Certificate' at the time of Interview or should furnish proper relieving order from present employer at the time of joining in which case transfer of service benefits shall be governed as per DPE guidelines.
8. All appointments are subject to medical fitness as per the rules of the Corporation.
9. **Selection process for Lateral posts**
- 9.1 The applications would be scrutinized to ascertain the eligibility and with a view to shortlist for the purpose of interview; only those candidates who are considered suitable in terms of the nature & quality of technical knowledge and professional expertise required for each specific post shall be shortlisted for interview. The venue and time for interview will be intimated through the portal / email-id indicated in application.
- 9.2 Shortlisting will be done in the ratio of 1:15 (subject to availability); if the number of applications for any post is high, HUDCO reserves the right to shortlist candidates with higher criteria than the specified minimum eligibility requirements.
- 9.3 Selection shall be based on the performance in the Interview. Selected candidates will be informed individually at the address for correspondence and / or email-id given in the application. Candidates will have the option to participate in interview in Hindi / English.

- 9.4 Verification of documents shall be done before the interview. The candidates shall be required to bring all their original certificates for the interview.
- 9.5 Outstation candidates called for personal interview will be reimbursed single to & fro fare single 2nd AC rail/bus fare from the nearest railway station by shortest route on production of necessary evidence and subject to finding in order all testimonials / original documents for verification of age, qualification, experience, reservation / relaxation, etc. and upon completion of interview.
- 9.6 In case of incomplete applications / applications with discrepancies, the candidature will be summarily rejected.
- 9.7 Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview / selection process.
- 9.8 Candidates shall be required to submit proper relieving order from present employer at the time of joining.

10 Selection Process for Trainee Officers

10.1 Computer Based Test

- a) Eligible candidates will be required to appear for Computer based test (CBT) at Test Centre. The exact date and venue of the CBT shall be communicated to the candidates through admit card to be downloaded from HUDCO website www.hudco.org.in.
- b) The CBT shall comprise of the following two Sections:

Sl.No	Subject	No. of Questions	Max. Marks	Duration
I	MCQs related to Specific Domain/discipline (other than Official Language)	90	90	2 hours
	For Official Language discipline			
	• MCQ	20	20	
	• Descriptive	As deemed fit	70	
ii	MCQs related to General Aptitude for all disciplines comprising of	60	60	2 hours
	• General English (mandatory in English)	(15)		
	• Quantitative aptitude	(15)		
	• Reasoning	(15)		
	• General Awareness	(15)		
		150	150	

- c) There will be negative marking of 0.25 marks for every wrong answer (except for descriptive paper in Official Language).
- d) Medium of test will be in Hindi and English.
- e) For Official Language, where the questions are descriptive (70 marks), test will be held on computer only, no negative marking will be applicable.
- 10.2 CBT is planned to be conducted at 21 Cities namely Ahmedabad, Bhopal, Bangalore, Bhubaneshwar, Chennai, Chandigarh, Delhi, Dehradun, Dimapur, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi, Thiruvananthapuram, Vijayawada.
- 10.3 CBT is planned to be held at various cities as mentioned above; however, depending on the number of applicants in respective city(s), examination location / city may be shifted to nearest city / centre. The candidates are required to mention their choice for CBT at appropriate place in the online Application Form.
- 10.4 Personal Interview : Those who qualify in the CBT will be shortlisted in the ratio of 1:5, (subject to availability) for interview for which call letters will be uploaded on HUDCO website and candidates will be intimated of the same through SMS and/ or e-mail. No other communication will be sent to the candidates for this purpose. Those called for personal interview will be reimbursed to and fro single 2nd AC Rail / Bus fare from the nearest railway station from the mailing address to the place of interview by the shortest route on production of necessary evidence.
- 10.5 The final selection will be based on the overall merit considering the marks obtained in the written test (80% weightage) and the performance in the personal interview (20% weightage).
- 10.6 Selected candidates will be placed in the E- 1 pay scale of ₹40000-3%-140000 (IDA pattern) during one year training as Trainee Officers. On successful completion of one-year training period, these candidates will be considered for regularization as Deputy Manager in the pay scale of ₹40000-3%-140000 and will be on probation for one year. Both training and probation period will be counted for promotion.
- 10.7 Those studying in the final year of a requisite qualification are also eligible to apply. However, they will have to submit the proof of completing their course prior to the holding of the personal interview.
- 10.8 No TA will be paid to the candidates for appearing in the written test. However, those belong to SC/ST shall be reimbursed train fare by 2nd sleeper by shortest route.
- 10.9 Any request for change in date or venue of the selection process (written test/ interview) will not be entertained.
- 10.10 Request for change of mobile number / mailing address /category / posts / city for CBT centre opted in the online application will not be entertained.
- 10.11 Candidates should possess a valid email-id and mobile number. 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 informed through email to the candidates found prima facie eligible, based on the online application

data. Onus of receiving and downloading of information / communications, etc. will be on the candidate. HUDCO will not be responsible for any loss of email sent, due to invalid / wrong email-id provided by the candidate, delay or non-receipt of information, candidate fails to access her / his email / HUDCO website, etc., in time and no correspondence in this regard will be entertained.

11 General Conditions

- 11.1 The cut-off date for age, post qualification experience, lower-level experience, CTC, etc. will be reckoned as on **01.09.2025**.
- 11.2 No person shall be eligible for appointment if he / she has been convicted by a court of law for an offense involving moral turpitude.
- 11.3 Those 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 shall not be eligible.
- 11.4 No person who has more than one spouse or who has entered a marriage with any person having a spouse living shall be eligible for appointment to any post unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
- 11.5 All information regarding this recruitment would be available in the 'Careers' tab on HUDCO website www.hudco.org.in, called the website / portal. Applicants are advised to check the website/portal periodically for updates. Any further information / corrigendum / clarification / addendum, etc., pertaining to this advertisement shall be uploaded on website / portal only.
- 11.6 While applying for a post, the candidate should ensure that he / she fulfills the prescribed eligibility criteria on the cut-off date and that the particulars furnished are correct in all respects. If, at any stage of the recruitment process 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 or has resorted to unfair means during the selection process or is found guilty of impersonation or created disturbance affecting the smooth conduct of Computer Based Test / personal interview inside / outside the venue, his / her candidature will stand automatically cancelled / rejected forthwith. If any falsification on part of the candidate is / are detected after appointment, his / her service is liable to be terminated without any notice / compensation.
- 11.7 If a candidate is eligible to apply for more than one post and wishes to apply for multiple posts, he / she must submit separate application for each post with separate application fee (as applicable). However, if the Computer Based Test is held for multiple posts in one session, she / he may appear for the CBT for any one post / discipline of her / his choice. In such cases, the remaining applications, if any, will not be considered for further recruitment process and application fee will not be refunded. HUDCO reserves the right of allocation of test location / centre as it may deem fit for which the candidate will be informed through the portal. In case of multiple / duplicate applications for the same post by a candidate, only the latest application will be considered.
- 11.8 The appointment of the candidate will remain provisional subject to caste / category certificates being verified by Appropriate Authorities, verification of other testimonials and Character & Antecedents by prescribed authorities. In the event of any adverse remarks found during verification, the candidate's services shall be liable to be terminated forthwith without assigning any reason. HUDCO also reserves the right to take further action against the candidate as it may deem fit.
- 11.9 Candidates belonging to SC / ST / OBC / EWS category should clearly indicate their category in the application form (even when applying for UR vacancy) and should furnish proof of their category in the specified format at the time of document verification. OBC candidates belonging to "Creamy Layer" are not entitled for any reservation / concession admissible to OBC Category. Requests for change of category will not be entertained and category mentioned in the online application form submitted by candidate only will be considered. The OBC(NCL) / EWS certificate should be in the format prescribed by Govt. of India, from Competent Authority issued on or after 01.04.2025.
- 11.10 The Ministry of Social Justice and Empowerment has notified the lists of such Caste / Communities which are treated as "Other Backward Classes (OBC)" (also called Central OBC List). The same is also available on the website of the National Commission for Backward Classes (NCBC). Only candidates belonging to such notified communities / castes (Central List) and belonging to "Non-Creamy Layer" will be considered for the purpose of relaxation and concessions applicable to OBC (NCL).
- 11.11 The posts advertised are tentative. HUDCO reserves the right to cancel / restrict / modify / alter the recruitment process, if need arises, without issuing any further notice or fresh advertisement or assigning any reason thereof. HUDCO may, at its discretion, re-conduct CBT / personal interview, wherever necessary in respect of a centre and or all centres / candidates in case of any eventualities. The decision of HUDCO in this regard shall be considered final.
- 11.12 Request for refund of online application fee paid by the candidate (and applicable bank charges) will not be entertained under any circumstances nor can the same be held in reserve for any other recruitment / examination / selection.
- 11.13 Canvassing in any form shall be considered a disqualification.
- 11.14 HUDCO has operations all over the country and selected candidates are liable to be posted anywhere in the country. No request for any choice posting will be entertained upon selection / on joining the Corporation.
- 11.15 If any document / certificate is issued in a language other than Hindi / English, candidates are required to submit a duly notarized translation of the same in Hindi / English along with the application and produce the same at the time of Interview.

- 11.16 Recruitment against the above notified posts shall be governed by the provisions of the HUDCO Recruitment Rules. The terms and conditions of appointment and the service conditions shall be governed by the notified rules on the subject, as modified from time to time.
- 11.17 In case of any ambiguity / dispute on account of interpretation in versions other than English, English version will prevail.
- 11.18 HUDCO reserves the right not to select a candidate for a post, if suitable candidate is not found and the decision of HUDCO in all matters relating to this recruitment will be final and binding on the candidates and no enquiry / correspondence will be entertained from candidates who have not been shortlisted / selected.
- 11.19 Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of the select list.
- 11.20 All disputes / cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.
- 11.21 HUDCO may share the details of applicants, such as name, category, gender, post applied for, etc., with third party for activities related to this recruitment.

12 Application Fee

- 12.1 At the time of submission of online application, candidates belonging to UR / EWS / OBC-NCL category are required to pay a non-refundable application fee of ₹1500/- (Fifteen Hundred only) (inclusive of taxes) for Lateral positions as mentioned at para 1(A) and ₹1000/- (One Thousand only) (inclusive of taxes) for Trainee Officer positions as mentioned at para 1(B). However, SC/ST/PwBD category candidates are exempted from payment of application fees subject to uploading the relevant certificate.
- 12.2 The application fee payment link is hosted under the document and payment tab (adjacent to "Qualification and Experience Details" tab) in the application page. Applicants need to click on link under Payment Mode and click on "online payment" link for payment and proceed to the payment page.
- 12.3 Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Wallet, UPI etc., to pay the application fee. Applicable convenience fee and taxes thereon, if any, over and above the application fee shall be borne by the applicant.
- 12.4 In case of transaction failure, applicants are advised to retry by clicking on link "Please click on link for Payment" hosted in Document and Payment tab. Applicants are advised to complete the transaction (Payment of Application fee) before the closure of the application window to avoid non-submission of application.
- 12.5 Applicants are advised to take up the issue directly with their Bank/Service provider in case there is any payment related issues (i.e. failure of transaction etc).
- 12.6 HUDCO will not be responsible for non-submission of application within the notified date and time as per the advertisement on account of transaction related issue.

13 How to apply

- 13.1 Candidates will be required to apply **online** through HUDCO website: www.hudco.org.in → Careers → Recruitment in HUDCO at Lateral level and Induction level (Trainee Officers). No other means / mode of application shall be entertained. Application portal for the same shall remain open from 10.30 Hrs on 27.09.2025 to 1800 Hrs on 17.10.2025.
- 13.2 Candidates should take utmost care to furnish the correct details while filling in the on-line application and can **edit** the information before submission. Once the form is submitted, it cannot be edited.
- 13.3 Before registering / applying online, candidates are advised to go through document "Important Instructions to the Candidates". The candidate should possess the following and keep the same handy while applying online:
- Valid email-id and mobile number.
 - Scanned copy of recent passport size coloured photograph (3.5 X 4.5 cm) of the candidate. Size of file should be 100 kb to 200 kb and for signature in 80 kb to 150 kb in '.JPG' or '.JPEG' format only.
- 13.4 All future correspondence with the candidate, if required, shall be done using this registered email-id. Registration number, password will be sent on the same registered email-id (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- 13.5 Once the date of birth and category (UR / SC/ ST/ OBC-NCL / EWS/ PwBD / Ex-Servicemen) is mentioned in the application form, any request for change will not be entertained under any circumstances and such application will be rejected. HUDCO shall not be liable to intimate to the candidate for such cancelled application.
- 13.6 The step-by-step process for submitting the application form for the same is given below:
- Step-I : Registration using personal details, contact details. User-id and password will be sent to you on registered mobile number & email-id.
 - Step-II : Login using the credentials.
 - Step-III : Select the position and then the post code for which you are applying.
 - Step-IV : Complete the Application form.
 - Step-V : Make payment (if applicable)
 - Step-VI : Check your entered details using **Preview** option available and verify before final submission.
 - Step-VII : Submit the form after verifying all the information.
- 13.7 Documents to be uploaded:
- Proof of Date of Birth (SSC / Tenth Class / Matriculation Certificate).
 - Caste certificate / relevant document for claiming Reservation / Relaxation / Concessions issued by the prescribed authority as per Government guidelines (in case of SC/ST/ OBC-NCL/Ex-servicemen/EWS etc.).

- (c) Disability certificate issued by the prescribed competent authority as per Government guidelines clearly indicating type of disability, % of disability, etc.
 - (d) Documents related to essential qualification (pass certificate, equivalency certificate & mark sheets showing class / division / CGPA / percentage, mode, duration along with specialization) If class / division and percentage is not indicated in the certificate or mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned university / institution, failing which the application is liable to be rejected.
 - (e) Documents related to other qualifications (pass certificate, mark sheets and equivalency certificate, if any).
 - (f) Detailed write up on past work experience along with any other details that would support the candidature of the candidate.
 - (g) Experience certificate of past Organisation (s) duly stating nature of work performed. The document uploaded should match with details mentioned in the application form. Any discrepancy may lead to rejection of the application.
 - (h) Proof of Pay scale / CTC (In case of applicants other than Government entities) in order to establish requisite lower level pay scale experience for period of preceding one year.
 - (i) Candidate should mandatorily upload self-attested copies of above-mentioned documents in separate space given in the online application form. Further, candidates are requested to ensure the legibility of the documents before uploading. Applications with poor quality / poor legibility of documents shall be rejected.
- 14 After submitting online application, candidate is required to keep the copy of the application form with unique application sequence number. The same can be downloaded from the portal after submission of the application. Please keep this form for future references against this recruitment process.
 - 15 Only shortlisted candidates who are found apparently eligible based on the online application data will be called for participating in the selection process subject to verification of original documents at the time of interview, if shortlisted. In case the applicant does not receive any communication within 120 days from the date of publication of the advertisement, it may be presumed that he / she has not been shortlisted for further selection process.
 - 16 Candidates shall ascertain their eligibility vis-à-vis advertised recruitment specifications for a post for which they are applying. For issues related to filling up of application / payment of application fee, if any, may be addressed to the helpdesk tab available in the online application portal or contact Helpline No. **+917996108777** on all working days during working hours of the online application process.
 - 17 Candidates are not required to submit hard copy of application form at this stage. However, in case HUDCO asks for any document for further verification of eligibility the same is required to be sent by post/ mail, in such case HUDCO will not be responsible for any postal delay or loss of the same in transit.

IMPORTANT DATES:

Cut-off date for age, post-qualification experience, CTC, etc.	01.09.2025
Commencement date of Online Application	27.09.2025 from 10.30 Hrs.
Last date for submission of Online Application along with prescribed fee	17.10.2025 upto 1800 Hrs.

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