

Sub: Notice for Recruitment of the Manager (Finance & Admin.) for AIHDA.

1. The All India Housing Development Association (AIHDA) was set up in 1983 as a Society, sponsored by the Ministry of Housing and Urban Affairs, Government of India and Housing & Urban Development Corporation Ltd. (HUDCO), under the Societies Registration Act XXI of 1860. It provides a common platform to all organizations and individuals engaged in any manner, or associated in the field of housing and habitat development.

2. Objectives

Besides various objectives, the main objectives of the Association are as under:

- To hold periodical meetings to discuss technical, financial, administrative questions etc., regarding housing;
- To suggest improved methods of administration, planning, designing, construction and maintenance of housing;
- To publish or arrange for the publication of proceedings, journals, periodicals and other literature for the promotion of the object of the Association or undertake such jobs for others on consultancy basis in the field of housing development;
- To take up consultancy assignments in the field of housing development, training in housing, housing project formulation, preparation of project reports, and undertake related works;
- To promote training and development institute and organise housing competitions;
- To do all such other things as may be incidental or conducive to the attainment of the above objects.

3. Chief Patron, Patron, President, and Vice-president of AIHDA

- i. Ex-officio Chief Patron of the Association: Union Minister of Housing & Urban Affairs.
- ii. Patron of the Association: Union Minister of States Housing & Urban Affairs.
- iii. Ex-officio President of the Association: Secretary to Government of India, in-charge of Housing
- iv. Ex-officio Vice President and Chairman of the Executive Committee (CEC) of the Association: Chairman and Managing Director, HUDCO.

4. Other Office Bearers of AIHDA

- i. Secretary General
- ii. Additional Secretary General (Technical)

iii. Additional Secretary General (Treasurer)

5. Functions & Activities

- a) AIHDA functions as a common platform to for all stakeholders including organizations and associated in the field of housing and habitat development.
- b) It acts as a training and networking organization specially cut out for organising updating of information, upgrading of skills and stimulation of thought on subjects related to housing.
- c) AIHDA organises a variety of activities like Seminars, Workshops, Conferences on the national/ international levels, and training programmes on various technical, financial, legal, administrative, management & policy related aspects of housing. The latest AIHDA event was the delegation to World Urban Forum 12 held at Cairo, Egypt during 4-8 November 2024, in which it organized a Networking event on the 'Transformative Missions of Govt. of India'.
- d) AIHDA also publishes journals and recorders.

Till December 2025, 70 seminars/ workshops, 14 conventions and 21 AGM have been organized at the premium locations across the country, and 41 journals & 28 recorders published.

Now to effectively organise various activities at both domestic and international levels, including collaborations with national and international institutions, there is a need to engage a full-time professional at the level of Manager.

The proposed position with the designation of Manager (Finance & Administration) will be responsible for planning, managing, and organising a wide range of activities such as organising seminars, workshops, conferences, and training programmes covering technical, financial, legal, administrative and management.

AIHDA intends to fill up the position of Manager (Finance & Administration) with the following experience:

1. Organising activities like seminars, workshops, conferences, identifying speakers/ resource persons, etc.;
2. Managing day to day activities in any organisation i.e. Maintaining Books of Accounts, Compliance of GST & Income Tax, preparation of reply to GST & Income Tax notices etc.;
3. Having experience in working on Tally/ ERP applications, and other software/ language such as MS Office; and
4. Maintaining and regular updating website.

In addition to the above work requirements at AIHDA, the incumbent will also handle day-to-day administrative and financial functions, including maintenance of books of accounts, preparation and filing of GST returns, coordination with auditors, drafting of official emails and letters, and ensuring timely follow-up on all related matters.

6. Terms of Appointment

The appointment will be purely on contractual basis, and can be terminated in case the performance of the incumbent is not satisfactory.

The broad criteria for eligibility for the post will be as follows:

1. Graduate degree in any subject, with Post Graduation in Finance or Administration or Marketing.
2. Age : Between 30-40 years.
3. Consolidated Remuneration: Rs. 35000/- to Rs. 40000/- per month
4. In the event of selection, the candidate is required to bring (a) medical fitness certificate from a registered Medical Practitioner; and (b) relieving order issued by his/ her existing/ former employer.

7. Last date of Application

The eligible candidate for the post of Manager (Finance & Admn.) should send his/her application letter with detailed CV in AIHDA E-mail: aihda.org@gmail.com . For further details, please contact Mr. Satbir Singh, Mobile No. 9540518594. Application should reach in AIHDA E-Mail: aihda.org@gmail.com within 15 days from the date of advertisement to be hosted on AIHDA website i.e. www.aihda.org.in

