

**NATIONAL HIGHWAYS INFRASTRUCTURE & DEVELOPMENT CORPORATION LIMITED
(A Public Sector Undertaking under Ministry of Road Transport and Highways, Govt. Of India)**

3rd Floor, PTI Building
4- Parliament Street,
New Delhi-110001

Government of India has set up a Corporation, namely National Highways & Infrastructure Development Corporation Limited for construction/ up-gradation/ widening of National Highways in the North-Eastern Region and areas that share International boundaries with neighbouring countries.

A. Applications are invited from dynamic, effective and experienced eligible officers, working in Ministries/Departments of the Central Government/Autonomous Body/Public Sector Undertaking/State Government Departments/ State Government Public Undertakings, on deputation/contract basis in following disciplines:-

A. For Head Quarter :-

S.N.	Name of the post	No. of posts *	Pay Band/Pay Scales and Grade Pay in CDA pattern
1.	Manager (Legal)	01	(PB-3) of Rs.15600-39100/- plus Grade Pay 6600/-
2.	Dy. Manager (Human Resource)	02	(PB-2) of Rs. 9300-34800/- plus Grade Pay 5400/-
3.	Dy. Manager (Finance)	01	(PB-2) of Rs. 9300-34800/- plus Grade Pay 5400/-
4.	Assistant Manager (Finance)	01	(PB-2) of Rs. 9300-34800/- plus Grade Pay 4800/-
5.	Office Assistant	10 (i) HR-04 (ii) Fin.-04 (iii) Rajbhasha -01 (iv) Legal -01	(PB-2) of Rs. 9300-34800/- plus Grade Pay 4200/-

B. For Field Offices :-

S.N.	Name of the post	No. of posts *	Pay Band/Pay Scales and Grade Pay in CDA pattern
1.	Manager (Finance)	10	(PB-3) of Rs.15600-39100/- plus Grade Pay 6600/-

Last date of submission of application: 29.02.2016 -18:00 hrs.

For detailed terms and conditions please visit-www.nhidcl.com.

NOTE 1: * The number of vacancies in the posts may vary, depending on the requirement. Further, NHIDCL reserves the right to prepare a panel of selected candidates for filling up the indicated and future vacancies that may arise up to 31.03.2017 in NHIDCL.

NOTE 2: Any change or amendment to this notice will be posted on the above website only.

NOTE3: Incomplete applications or those received after the prescribed date shall be summarily rejected.

B. Please refer to the earlier vacancy Circular dated 23.09.2015 for the posts of Executive Director (Technical), General Manager (HR) & (Fin.), Deputy General Manager (HR) & (Fin.), Manager (HR) and Assistant Manager (HR).The Terms & Conditions/norms in case of Retired Govt. Servant have been revised. Retired Govt. Servants, who have not applied earlier may apply afresh latest by 20.01.2016. For further details please visit www.nhidcl.com

Terms & Conditions for Post under various categories:-

(1) The details of qualification and experience required for the posts are given below. The Terms & Conditions and pay of the officer(s) selected for appointment on deputation basis will be governed as per extant Rule of Govt of India, as amended from time to time. However, other allowances shall be regulated as per extant Rule(s) of NHIDCL.

A. For Head Quarter :-

Name and No. of the Post(s) *	Educational Qualifications	Eligibility criterion and required Experience
Manager (Legal)-01 post	<p>Age:- Preferably below 55 years</p> <p>Educational Qualifications:- Degree in Law from a recognized University.</p> <p>Essential experience :- At least three years experience in the field of Law / Legislative matters and well versed in legal obligations relating to contractual matters and arbitrations / claims.</p> <p>Desirable: Masters Degree in Law from a recognized University.</p>	<p>A. Officers under the Central Governments Departments/ Autonomous Body/ Public Sector undertaking/ State Government Department/ State Government Public undertaking, and:-</p> <p>(i) Holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(ii) With three years service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay of Rs.5400/- and above (CDA) or equivalent in the parent cadre or Department ; or</p> <p>(iii) With Six year service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs.9,300-34800/- with grade pay Rs. 4800/- and above (CDA) or equivalent in the parent cadre or Department ; or</p> <p>(iv) With eight years service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay Rs4600/- and above (CDA) or equivalent in the parent cadre or Department ;</p> <p>B. Possessing the educational qualifications and experience prescribed under column 2.</p>
Dy. Manager (Human Resource)-02 Post	<p>Age:- Preferably below 55 years</p> <p>Educational qualifications:- Degree from a recognized University or Institute. Having knowledge of computer applications, internet, MS office etc. and well versed in the field of Administration/Establishment/ Finance.</p> <p>Desirable :-</p> <p>(i) Degree in Law or</p> <p>(ii) Master in Business Administration, or</p> <p>(iii) Post graduate diploma in Public Administration.</p>	<p>A. Officers under the Central Governments Departments/ Autonomous Body/ Public Sector undertaking/ State Government Department/ State Government Public undertaking, Well versed in the field of Administration/Establishment/Finance and:-</p> <p>(I) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(II) with three years service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay of Rs.4800/- and above (CDA) or equivalent in the parent cadre or</p>

		<p>Department ; or (III) With five year service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs.93000-34800/- with grade pay Rs. 4600/- and above (CDA) or equivalent in the parent cadre or Department ; or (iv) with eight year's service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay Rs4200/- and above (CDA) or equivalent in the parent cadre or Department ; B. Possessing the educational qualifications and experience prescribed under column 2</p>
Dy. Manager (Finance)- 01 Post	<p>Age:- Preferably below 55 years. Educational qualifications:- Degree from a recognized University or Institute. Having knowledge of computer applications, internet, MS office etc. and well versed in the field of Finance and Accounts. Desirable :- (i) Intermediate Chartered Accountant; or (ii) Intermediate Cost Accountant; or (iii) SAS Exam of the Indian Audit and Accounts Service And having at least one years experience in an Accounts Department of the Government of India/Autonomous Body/ Public Sector Undertaking/State Government Departments/State Government Public Undertakings dealing with construction or contract works in or a Commercial Undertaking of repute.</p>	<p>A. Officers under the Central Governments Departments/ Autonomous Body/ Public Sector undertaking/ State Government Department/ State Government Public undertaking, Well versed in the field of Administration/Establishment/Finance and:- (I) holding analogous posts on a regular basis in the parent cadre or Department; or (II) with three years service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay of Rs.4800/- and above (CDA) or equivalent in the parent cadre or Department ; or (III) With five year service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs.93000-34800/- with grade pay Rs. 4600/- and above (CDA) or equivalent in the parent cadre or Department ; or (iv) with eight year's service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs9300-34800/- with grade pay Rs4200/- and above (CDA) or equivalent in the parent cadre or Department ; B. Possessing the educational qualifications and experience prescribed under column 2</p>

Assistant Manager (Finance)-01 Post	<p>Age:- Preferably below 55 years</p> <p>Educational qualifications:- Degree from a recognized University or Institute.</p> <p>Desirable:- Having knowledge of computer applications, internet, MS office etc. and well versed in the field of Finance and Accounts, having two months training in Cash and Accounts from ISTM or Auditor/ Accountant of Audit & Accounts cadre</p>	<p>A. Officers under the Central Governments Departments/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State government public undertaking:-</p> <p>(i) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in the pay band-2 of Rs.9300-34800/- with grade pay Rs.4600/- and above (CDA) or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years service in pay band-2 of Rs.9300-34800/- plus grade pay Rs.4200/- and above in (CDA); or equivalent in the parent cadre or Department;</p> <p>B. Possessing the educational qualifications and experience prescribed under column 2.</p>
<p>Office Assistant - 10* Posts as per details below:-</p> <p>(i) HR-04</p> <p>(ii) Fin.-04</p> <p>(iii) Rajbhasha -01</p> <p>(iv) Legal -01</p>	<p>Age:- Preferably below 55 years</p> <p>Educational qualifications:- Degree from a recognized University or Institute</p> <p>Desirable:- Having knowledge of computer applications, internet, MS office etc. and well versed in the related field and possessing required length of experience in the field as prescribed in experience column.</p> <p>(i)HR:- Administration and Establishment related work.</p> <p>(ii)Fin:- Accounts/Audit/Finance related work.</p> <p>(iii)Rajbhasha:- Translation from English to Hindi and Vice Versa/typing related work</p> <p>(iv)Legal:- legal related background and related work experience.</p>	<p>A. Officers under the Central Governments Departments/ Autonomous Body/ Public Sector Undertaking</p> <p>(i) holding analogous posts on a regular basis in the parent cadre or Department; Or</p> <p>(ii) with six years service in the grade rendered after appointment thereto on a regular basis in the pay band-1 of Rs.5200-20200/- with Grade Pay Rs.2800/- and above (CDA) or equivalent in the parent cadre or Department; Or</p> <p>(iii) with ten years service in pay band-1 of Rs.5200-20200/- plus grade pay Rs.2400/- and above in (CDA); or equivalent in the parent cadre or Department;</p> <p>Note:- Qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stages of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>

B. For Field Offices :-

Name and No. of the Post(s) *	Educational Qualifications	Eligibility criterion and required Experience
Manager (Finance)- 10 post	Age:- Preferably below 55 years Educational qualifications Essentials:- (i) Degree of a recognised university or institute; and (ii) Intermediate Chartered Accountant; or (iii) Intermediate Cost Accountant; or (iv) SAS Exam of the Indian Audit and Account Service	A. Officers in a Central Government Department/ Autonomous Body/ Public Sector Under / State government Department/ State Government Public Undertaking (i) holding analogous posts or with five years regular service in the scale of pay band-3, `15600-39100/- plus grade pay of `5400/- (CDA pattern) or (ii) having six years' regular service in pay band-2 `9300-34800/- plus grade pay `4600/- (CDA pattern) (iii) having three years experience in an Accounts Department of the Government of India/Autonomous Body/ Public Sector Undertaking/State Government Departments/State Government Public Undertakings dealing with construction or contract works in or a Commercial Undertaking of repute.

(2) Initial period of deputation shall be for three years, which can be extended for another two years, with the approval of the Competent Authority.

(3)(i) The above post can also be filled up on contract basis. Those individuals, who have served in the Government or have held equivalent posts, satisfying the eligibility criteria prescribed above, may apply in the prescribed proforma, if not applied in response to advertisement/vacancy Circular dated 23.09.2015. Those Retired Govt. Servant who have already applied against the previous notification dated 23.09.2015, need not apply afresh. However, they are required to furnish an undertaking that they are willing to be considered for contractual engagement as per the revised conditions/norms, latest by 20.01.2016, failing which their candidature for the applied position would be summarily rejected.

(3)(ii) In case applicant is Retired Govt. Servant and seeking contractual appointment, the age on the last date of submission of application should not exceed 62 years so that their services may be retained at least for 2 years or their attaining the age of 65 years, whichever is earlier.

(3)(iii) In case of their selection, they will be appointed as Consultants at different Levels i.e. Level-I to IV and will be paid consolidated remuneration as per the details given below:

Designation of the Post	Last Pay minus Pension plus prevalent rate of DA	Amount of consolidated remuneration in lieu of accommodation, transportation, and all other similar allowances (like newspaper/ magazine reimbursement, Telephone call charges etc.) admissible to regular employees. (basis as per Annexure – VI)	Additional amount if posted in the North East (in lieu of NER Allowance) (basis as per Annexure – VI)
	A	B	C
Manager (Consultant) – Level IV	Actual based on PPO /LPC	21,500	3,200
Dy. Manager (Consultant) – Level III		18,500	2,700
Assistant Manager (Consultant) – Level II		13,000	2,300
Office Assistant (Consultant) – Level I		10,000	1,700

(4) Eligible candidate(s) who are willing may submit their application(s) in the Prescribed Proforma at **Annexure “A”** through proper channel, to **Director (A&F), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi – 110001 latest by 29th February, 2016 up to 18:00 Hrs.**

(5) Following documents may be forwarded along with the application:

(i) NOC of parent Department/ Ministry for the appointment of the applicant to the post applied for at NHIDCL on deputation basis.

(ii) ACRs/APARs dossier/Attested copies of the ACRs/PARs of the applicant for the last five years.

(iii) Vigilance Clearance, Integrity Certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly signed by the Authorised Officer.

(6) Incomplete applications or those received after the prescribed date shall be summarily rejected.

(Pradeep Chawla)
Dy. GM (HR)

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION

FOR THE POST OF _____

1.	Name of Applicant					
2.	Address in block letters					
3.	Contact No.			Landline (with STD Code)_____		
				Mobile No._____		
4.	E- Mail					
5.	Category					
6.	Date of Birth (in Christian era)					
7.	Date of retirement under Central Government Rules					
8.	Educational Qualification (attach a separate sheet duly attested by you if the space is insufficient).					
Sl. No.	Exam Passed	Year	Subjects offered	Name of Institute	Board/ University	Percentage of marks obtained
9.	Whether other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rule state the authority for the same)					
Qualification/Experienced required				Qualification/Experienced possessed by		
11.	Details of employment in Chronological order attach a separate sheet duly attest by you if the space is insufficient.					
Office/ Instt./ Orgn.	Post held	From	To	Scale of pay/Pay band & Grade pay and basic pay. (in CDA/IDA pattern)		Nature of duties
10.	Nature of present employment, i.e adhoc or temporary or permanent					
11	In case the present employment is					

	held on deputation/contract basis, please state:-	
	(a) The date of initial appointment on deputation/Contract	
	(b) Period of appointment on Deputation/Contract	
12.	(c) Name and address of the parent office/ organisation to which you belong/retired from.	
	Additional details about p[resent employment. Please state whether working under	
	(a) Central Government	
	(b) Autonomous body	
10.	Total emoluments per month last drawn with grade pay (specify whether CDA pattern or IDA pattern or Grade pay equivalent to CDA pattern)	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	

* Please submit copy of LPC/Pay slip last drawn along with application.

I have read the Terms & Conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified if any information given above is found to be incorrect/ incomplete or false.

Date:

Place:

Signature of the Applicant

CERTIFICATE BY THE EMPLOYER, if applying on Deputation basis

- (i) Certificate that Shri _____ holds a permanent post of _____
Under the _____ since _____.
- (ii) The integrity of Shri _____ is beyond doubt.
- (iii) He has submitted his application to this office on _____ and his Pay Band + Grade Pay in the parent office is _____.
- (iv) This office has no objection in case the application of Shri _____ is considered for appointment for Deputation for the post of _____ in the NHIDCL. Further, it is certified that Shri _____ shall be relieved immediately in case of his/her selection in NHIDCL.
- (v) The information given by Shri _____ in the application performa has been verified with reference to his/her service records and found correct.
- (vi) No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (vii) Up-to date ACR/APAR dossier of the concerned official for the last five year i.e. period 2010-2011 to 2014-2015 are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department
With Official Seal