



**National Highways & Infrastructure
Development Corporation Limited**
(A Govt. of India Undertaking)



BHARATMALA
ROAD TO PROSPERITY

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

F.No. NHIDCL/2(7)/Rectt Tech & Fin/2020/HR

National Highways & Infrastructure Development Corporation Limited has been set up by the Government of India as a Corporation under the Ministry of Road Transport & Highways to fast pace construction/ up-gradation/ widening of National Highways in the North-Eastern Region and areas that share International boundaries with neighbouring countries.

Applications are invited from dynamic, effective and experienced eligible retired Officers from Central Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings for Engagement on Contract basis on the Terms & Conditions indicated below:-

Sl. No.	Name of the Posts & place of postings	No. of Vacancy*	Pay matrix Level in CDA pattern
1.	Manager (Finance) [Regional Offices of NHIDCL located in North Eastern States, A&N Islands etc.]	12*	Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-]

* The number of vacancies in the Posts may vary, depending upon the requirement. Further, NHIDCL reserves the right to prepare Panels of selected Candidates for filling up the indicated and future vacancies that may arise in NHIDCL. Panel would be valid for a period of 12 months, unless further extended.

Last date for submission of Application: 01.12.2020 (Tuesday) up to 18.00 hrs.

For detailed Terms and Conditions please visit-www.nhidcl.com.

NOTE 1: Officers presently serving in the Central Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings and satisfying the prescribed eligibility criteria may also apply for the post on Deputation basis in the prescribed proforma along with copy of ACRs/APARs for last five years, No Objection Certificate (NOC) and Vigilance Clearance (VC). ***Those applying for appointment on deputation basis can be of any age. Subsequent to their retirement they may be allowed to continue in NHIDCL on contract basis subject to both party agreeing to it. If their parent organization need them to revert back for retirement formalities, they may be allowed to do so for a period up to one week. Thereafter, they can continue on contract basis on the terms and conditions applicable to Contract employees.***

NOTE 2: Any change or amendment in this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE 3: Incomplete applications or those received after the prescribed date shall be summarily rejected.

TERMS & CONDITIONS FOR THE POST:-

(1) The details of Educational Qualifications, Experience required and tenure of the post are given below:-

Name of the Post	Educational Qualifications	Eligibility criteria and required Experience
1	2	3
Manager (Finance)	<p>Age:- Not more than 61 years for engagement on contract. No upper age-limit for appointment on Deputation.</p> <p>Educational Qualifications Essentials:-</p> <p>(i) Degree of a recognised University or Institute; AND having passed</p> <p>(ii) Intermediate level examination of Chartered Accountancy;</p> <p>OR</p> <p>(iii) Intermediate level examination of Cost & Works Accountancy;</p> <p>OR</p> <p>(iv) SAS Exam of the Indian Audit and Accounts Service or equivalent Examinations for Civil Accounts, Defence Accounts Service etc.</p>	<p>Officers in a Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:-</p> <p>(i) Analogous posts on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-11 of 7th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- (CDA pattern)]</p> <p>OR</p> <p>(ii) 05 (Five) years regular service in the Pay Matrix Level-10 of 7th CPC [Pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/- (CDA pattern)]</p> <p>OR</p> <p>(iii) 06 (Six) years regular service in the Pay Matrix Level-7 of 7th CPC [Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay Rs. 4,600/- (CDA pattern)]</p> <p>AND</p> <p>(iv) 03 (Three) years experience in an Accounts Department of the Government of India/ Autonomous Bodies / Public Sector Undertakings /State Government Departments/State Government Public Undertakings dealing with construction or contract works in or a Commercial Undertakings of repute.</p>

(2) The initial tenure of engagement on Contract shall be two years, which can be extended/ curtailed further with the approval of the Competent Authority up to the maximum age limit of 65 years.

(3) The above Post can also be filled up by Transfer on Deputation basis of Officers presently serving in the Central Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings and who satisfy the eligibility criteria prescribed above. **There shall be no upper age limit for Officers applying for appointment on Deputation basis.**

(4) The initial period of Deputation shall be three (03) years, which can be extended for another two years, with the approval of the Competent Authority.

(5) The crucial date for determining the eligibility shall be the closing date for receipt of application.

(6) The Terms & Conditions and pay / remuneration of the Officer(s) selected for appointment on Deputation / engagement on Contract basis will be governed as per extant Rules of Government of India/ NHIDCL policy, as amended from time to time.

(7) (i) In case of selection on Contract basis, Officers shall be paid remuneration as per details given below:-

Designation of the Post	Last Pay drawn minus Pension plus prevalent rate of Dearness Allowance	Consolidated Allowance (Rs. Per month)	Field Allowance (Rs. Per month)	Total Remuneration proposed to be offered
	A	B	C	D
Manager	Actual based on PPO /LPC	31000	3,200	A+B+C

Note: The remuneration will be subject to changes in prevailing rate of DA.

(ii) Special Allowance based on Risk and Hardship would also be payable to all category of personnel viz. Employees on Deputation, Personnel appointed on Direct Contract. This Allowance shall only be payable to personnel posted outside Delhi. Details are as under:-

Regional Offices:-

Sl. No.	Designation	Assam, Meghalaya, Tripura, Uttarakhand, Sikkim & A&N Islands (Rs. Per Month)	Arunachal Pradesh, Nagaland, Mizoram, Manipur & J & K (Rs. Per Month)	Ladakh (Rs. Per Month)
	1	2	3	4
1.	Manager	6,000	12,000	24,000

(8) An Annual increase of 5% of the pay drawn in NHIDCL on 1st July rounded off to next hundred rupees shall be granted on completion of at least 6 months of Contract service on 1st July.

(9) In the case of Serving Officers, their application should be forwarded through proper channel by the parent Office/ Organization, along with the following documents:-

- No Objection Certificate** of parent Department / Ministry for the appointment of the applicant to the post applied for.
- Vigilance Clearance, Integrity Certificate** and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly certified by the Authorised Officer i.e. Head of Office.
- Certified copies of the **ACRs/APARs** of the applicant for the last five years.

(10) In the case of retired Officers who are applying for the post on Contract basis, Pension Payment Orders (PPO) and self-attested copies of ACRs/APARs for the last five years should be enclosed alongwith the Application failing which his/her Application shall not be entertained.



- (11) Applications of the Candidates who were given offer of engagement/appointment on Contract/ Deputation during last two years but did not join, shall not be considered.
- (12) Applications of those Officers who have left NHIDCL at their own volition since last two years shall not be considered.
- (13) In case the applicant is already working in NHIDCL on Deputation/ Contract basis and otherwise eligible, they will be considered only if they have rendered minimum one year's service in NHIDCL.
- (14) The candidate(s) selected for the post on Deputation basis shall not be allowed to be repatriated within a period of 02 years from the date of their appointment in NHIDCL.
- (15) Incomplete applications or those received after the last date for submission of application shall be summarily rejected. Those candidates, who had applied earlier for the above mentioned post but were not called for interview, need not apply again.
- (16) If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.
- (17) The post carries all India service liability. Therefore, only those who are willing to serve anywhere in India especially in the North Eastern Region, Leh/ Ladakh/J&K, A & N Islands should apply.
- (18) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.
- (19) Eligible Candidate(s) who are willing may submit their application(s) in the prescribed Proforma at Annexure "A" through proper channel along with a photograph, addressed to Director (A&F), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi - 110001 latest by 01.12.2020 (Tuesday) up to 18.00 hrs.



(S. Ramakrishnam)
Dy. General Manager (HR)

APPLICATION FOR THE POST OF _____

Photo

Signature

1. Mode of recruitment, viz.
Deputation/Direct Contract
(Please specify wherever applicable) : _____
2. Name of the Candidate (in Block letters)
(with rank in case of officers from Indian Army, Navy, Airforce) : _____
3. Father's/Husband's Name : _____
4. (a) Date of Birth in Christian era
(in dd/mm/yyyy format) : _____
- (b) Age as on last date for receipt of
Application : _____
5. Date of retirement under your Parent
Department : _____
6. Permanent Address (with PIN code) : _____
7. Address for Correspondence
(with PIN code) : _____
8. E-mail Address, Phone Number
(Office, Residence and Mobile) : _____
9. Category (Gen/SC/ST/OBC/OTHERS) : _____
10. 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

11. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient.

Sl. No.	1.	2.	3.	4.	5.
a. Name of Organization					
b. Post held					
c. Period of Tenure with dates (in dd/mm/yyyy format)	From				
	To				
d. Whether worked/working on Permanent /Regular or Adhoc/ Temporary/Quasi Permanent or on Deputation or on Contract basis					
e. If worked on Deputation basis, please indicate the post and pay scale held on regular / substantive basis in the parent department, without NFU/NFSG/MACP/ACP					
f. Brief description of duties					
g. Scale of Pay and Basic Pay (In case the Pay Scale under CDA pattern has been revised after the 6 th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)					
h. Whether Scale of Pay on CDA or IDA pattern or any other DA pattern. Please specify					

12. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) : _____

	Qualification/ Experience required for the post	Qualifications/Experience possessed by the officer
Essential Educational Qualification:		
Desirable Educational Qualification:		
Essential Experience:		
Desirable Experience:		

13. Please state clearly whether in the light of entries made by you above, you meet : _____ the requirements of the post
14. Nature of present employment (i.e. Permanent / Regular or Ad-hoc/ : _____ Temporary/ Quasi-Permanent or on Deputation or on Contract basis)
15. In case the present employment is held on : _____ Deputation / on Contract basis, please state
- (a) The date/ period of appointment on Deputation / on Contract basis : _____
- (b) Name and address of the Parent Organization to which you belong : _____
- (c) Whether the Parent Department is (Please indicate the name against the relevant column)
- i Central Government : _____
- ii State Government : _____
- iii Central / State Government Public Sector Undertaking : _____
- iv Central / State University : _____
- v Central/State Autonomous Body : _____
- vi Others, please specify : _____
- (d) Name of the Post and Pay Scale with DA pattern held by you on regular / substantive basis in the Parent : _____ Department.
16. Additional details about present employment. Please state whether working under (indicate the name and address of the organization against the relevant column)
- a. Central Government: _____
- b. State Government : _____
- c. Central / State Government Public Sector Undertaking: _____
- d. Central / State University : _____
- e. Central / State Autonomous Body : _____
- f. Others, please specify : _____
17. a) Whether the present Pay Scale in your parent department has been granted under Modified Assured Career Progression
- Yes / No

Scheme (MACP), Assured Career Progression Scheme, Time Scale, Personal Upgradation, Financial upgradation, In-situ Up gradation, Non functional Upgradation, Non-functional Grade, Adhoc-promotion or any other similar scheme of your parent Department.

(b) If yes, please specify the substantive post with pay scale held by you in your Parent Department. : _____

18. If working or belonging to the Public Sector Undertaking, please indicate the Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.). : _____

19. Total emoluments per month drawn (Please indicate the detailed break-up and also enclose a self-attested copy of the latest pay slip). : _____

20. Additional information, if any, which you would like to mention in support of your suitability for the post : _____
[Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient].

21. Whether applied for the similar post in NHIDCL in the last two years. If so, please indicate the post applied for, date of Advertisement and date of interview, if any. : _____

22. Details of earlier service in NHIDCL, if any

S.No.	Name of post	Nature of employment (Deputation/ Contract)	Tenure/period with dates in dd/mm/yyyy format		Scale of pay	Place(s) of posting	Nature of duties/ work(s) handled
			From	To			

Date: _____

Signature: _____

Place: _____

Name: _____

DECLARATION

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services shall stand cancelled / terminated without assigning any reasons there for.

I am willing to serve anywhere in the North East Region i.e anywhere in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, and in the Union Territory of J&K, Ladakh and Andaman & Nicobar Islands.

Date : _____

Signature _____

Place: _____

Name _____

CERTIFICATE BY THE EMPLOYER, if applying on Deputation basis

- (i) Certificate that Sh. _____ holds a permanent post of _____ in the O/o _____ since _____.
- (ii) The integrity of Sh. _____ is beyond doubt.
- (iii) He has submitted his application to this office on _____.
- (iv) The Pay Scale/ Pay Band + Grade Pay of the post held by the officer in his parent Department (without NFU/NFSG/ACP/MACP/TS/Personal upgradation etc) is as under:-
- (v) This office has No Objection in case the application of Sh. _____ is considered for appointment to the post of _____ on Deputation in NHIDCL. Further, it is certified that Sh. _____ shall be relieved immediately in case of his/her selection in NHIDCL.
- (vi) The information given by Sh. _____ in the application proforma has been verified with reference to his/her service records and found correct.
- (vii) No Vigilance or Disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (viii) Up-to date ACR/APAR dossier of the concerned official for the last five years are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department
With Official Seal