

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

08th February, 2020

1. NHIDCL (National Highways & Infrastructure Development Corporation LTD.) through its Regional Office at Kohima (RO-Kohima) invites applications from freelance professionals for the following positions for assisting the management for project related activities of an Infrastructure project of 4 laning in Greenfield alignment.

- a. Deputy Project Manager.
- b. Inventory Manager
- c. Accountant
- d. Data Entry operator

2. The format application along with the Terms of Reference of engagement and required qualifications against each role are enclosed. All applications shall be mailed to edpkohimaoffice@gmail.com by 17.02.2020 till 15:00hrs with a clear indication of the role being applied for. The applications can also be sent in hardcopy to the following address.

Executive Director (P),
NHIDCL, RO-Kohima
PWD Rest House, PWD Colony
Kohima, Nagaland-797001

3. All the applications shall be scrutinized according to the requirements provided and qualified applicants shall be called for an interview. Remunerations will be based on qualification, experience and will be negotiated during the interview on mutual basis.
4. Applicants may note the following:
 - a. The Freelancers shall be engaged for duration of 3 months on contract basis and extendable further based on NHIDCL's requirement and performance of the candidate.
 - b. All the positions are based in Nagaland.
 - c. In case of travel on outstation duty, eligible allowances as applicable shall be provided. Any other allowances shall not be provided.
 - d. Selected Candidates will be given only 7 days time to assume the responsibilities.
 - e. Submission of CV by Candidates should not be taken as firm assurance of selection or employment from NHIDCL.

Executive Director (P)
R.O. Kohima (Nagaland)

Terms of Reference for Freelance Professionals

1. Deputy Project Manager	
Job Profile	Qualification and Experience
<ul style="list-style-type: none"> • To ensure compliance of already executed Central Agreements, Supplementary Agreements between NHIDCL & EPC Contractor and Policies of NHIDCL in vogue with respect to project assigned. • Supervision of construction projects. • Determine the necessary equipment, materials, and manpower needed • Keep track of inventory, tools and equipment. • Ensure supplies and equipment are managed according to schedule. • Prepare periodical on progress of work. • Evaluate risks. • Plan construction operations. • Ensure all deadlines of project compliance. • Allocate and manage resources to ensure that they are available when they are needed throughout the construction projects. • Keep all stakeholders aware of the progress on projects and prepare progress reports regularly. • Conduct site checks to monitor progress and quality standards. 	<p>Basic Qualifications - Graduation in Civil Engineering</p> <p>Preferable-PG in Civil Engineering/Management.</p> <p>Experience-15 Yrs Experience in the highway sector in the field of supervision of construction of roads and bridge works.</p>
2. Inventory Manager	
Job Profile	Qualification and Experience
<ul style="list-style-type: none"> • Review of available Construction materials and maintaining its demand and supply date. • Monitor the stock level and guide the team accordingly. • Received, account and manage storage of all types of stores. • Ensure the documentation - GRN, receipts, bills, Challans, invoices periodically. • Share with management regarding inventory level. • Coordinate with old construction division internally for budget, • considering required stock level 	<p>Basic Qualifications - Any Graduation</p> <p>Experience-5 Yrs</p> <p>Experience in managing stores of construction project.</p>

3. Accountant

Job Profile	Qualification and Experience
<ul style="list-style-type: none">• Accounting work related and cash books Entries• Online Transfers• He should be well versed with Net Banking, IMPS/NEFT/RTGS payments, GST and all other tax provisions applicable• Reconciliations• Matching invoices and setting up same for the payments.• Preparing accounts payable and processing the same through net transfers.• Monitoring balances of various accounts and related financial activity.• Assist Deputy Project Manager.	Basic Qualifications Graduation in Commerce Experience-5 Yrs Experience in Construction Industry

4.Data Entry operator

Job Profile	Qualification and Experience
<ul style="list-style-type: none">• Collecting and entering data in databases and maintaining accurate records.• Must have essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.• Must have good experience working on MS Excel/MS Power Point.	Basic Qualifications -12 th Pass Experience-1 Yrs

Format for Application				
1	Basic information			
a	Position applied for refer the job Description			
b	Name:			
c	Age/Date of Birth:			
d	Total years of Experience			
e	Current Employer			
f	Current Position/Designation			
g	Current Annual Salary(CTC)			
h	Expected Salary/Remuneration			
i	Notice period required for joining (if selected)			
j	Mobile no. & Email Id:			
2	Educational Certification			
	Degree	College/university	Year of passing	Marks Obtained
a	B.E/B. Tech etc.			
b	M.E/M. Tech			
c	Any other			
3	Professional Certification			
	Name of Certification	Certification Body	Year of certification	Current validity
a				Yes/No
b				Yes/No
c				Yes/No
4	Employment Record			
	Name of the Organisation /Employer	Position held/ Location of work	Employment period (from - to)	Major responsibility
a				
b				
c				
d				