

DATE OF ADVERTISEMENT: 23 September, 2015

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

3rd Floor, PTI Building
4- Parliament Street,
New Delhi-110001
Dated: 23 September, 2015

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 Regions and areas that share International boundaries with neighbouring countries.

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/Re-employment on contract basis in following disciplines:-

For Headquarters:-

S. No.	Name of the post	No. of posts	Pay Band/Pay Scales and Grade Pay in CDA pattern
1.	Executive Director (Technical Division)	01	(PB-4) Rs.37400-67000/- plus Grade Pay of Rs.10000/-
2.	General Manager (Human Resource)	01	(PB-4) Rs.37400-67000/- plus Grade Pay of Rs.8700/-
3.	General Manager (Finance)	01	(PB-4) Rs.37400-67000/- plus Grade Pay of Rs.8700/-
4.	Deputy General Manager (Human Resource)	01	(PB-3) Rs.15600-39100/- plus Grade Pay of Rs.7600/-
5.	Deputy General Manager (Finance)	01	(PB-3) Rs.15600-39100/- plus Grade Pay of Rs.7600/-
6	Manager (Human Resource)	01	(PB-3) Rs.15600-39100/- plus Grade Pay of Rs.6600/-
7.	Assistant Manager (Human Resource)	01	(PB-2) Rs.9300-34,800/- plus Grade Pay of Rs.4800/-
8.	Junior Manager	02	(PB-1) Rs.5200-20,200/- plus Grade Pay of Rs.2800/-

Last date of submission of application: **31.10.2015 -18:00 hrs**

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

NOTE 1: The number of posts required to be filled may vary depending on the requirement.

NOTE 2 : However, NHIDCL reserves the right to prepare a panel of selected candidates for filling up the above post(s) and the future vacancies that may arise up to 31.03.2016 in NHIDCL.

NOTE3: Any change or amendment to this notice will be notified on the aforesaid website only.

Terms & Conditions for Posts 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. For those officers selected for appointment on re-employment on contract basis, the pay will be fixed as per last pay drawn minus pension plus prevailing DA or as per extant rule of Govt of India as applicable from time to time.

<u>Technical Division</u>		
Name and No. of the Post(s)	Educational Qualifications	Experience
(1)	(2)	(3)
Executive Director 01 Post	Degree in Civil Engineering from a recognised University/Institute.	Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking, holding; (a) analogous Posts in parent cadre or (b) with three years regular service in the (PB-04), Pay Band of Rs.37,400-67,000/- having Grade Pay of Rs.8700/- (CDA pattern)/equivalent in parent cadre; and (c) having eighteen years experience in a Group 'A' Organized Service of the Government of India or equivalent level post or higher and twelve years experience in Highways/ Road Bridge Engineering
<u>Human Resource/ Finance Division</u>		
Name and No. of the Post(s)	Educational Qualifications	Experience
General Manager (Human Resource) 01 Post	Degree of a recognised University/Institute. Desirable: (i) Degree in Law or (ii) Master in Business Administration, or (iii) Post Graduate diploma in Public Administration.	Officers in a Central Government Department/Autonomous Body/Public Sector Undertaking/ State Government Department/ State Government Public Undertaking, holding; (a) analogous Posts in parent cadre or (b) with three years regular service in the (PB-03), Pay Band of Rs.15600-39100/- having Grade Pay of Rs.7600/- (CDA pattern)/equivalent in parent cadre or

		<p>(c) having eight years' regular service in (PB-03), Pay Band of Rs.15600-39100 having Grade Pay of Rs.6600/- (CDA pattern)/equivalent in parent cadre; and</p> <p>(d) having thirteen years experience in a Group 'A' Organized Service of the Government of India or equivalent level post or higher and eleven years experience in Administration and Establishment, possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Government Ministry/ Department/ Autonomous Organisations and also having experience in Establishment Work.</p>
Deputy General Manager (Human Resource) 01 Post	<p>Degree of a recognised University/Institute.</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>Officers in a Central Government Department/Autonomous Body/Public Sector Undertaking/State Government Department/ State Government Public Undertaking, holding;</p> <p>(a) analogous posts in parent cadre or</p> <p>(b) with three years regular service in the (PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.6600/- (CDA pattern)/equivalent in parent cadre or</p> <p>(c) having nine years regular service in PB-03) Pay Band of Rs.15600-39100 having Grade Pay of Rs.5400/- (CDA pattern) equivalent in parent cadre; and</p> <p>(d) having nine years experience in a responsible senior position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Administration/Establishment.</p>
General Manager (Finance) 01 Post	<p>(a) Degree from a recognised University or Institute; and</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Under/ State government Department/ State Government Public Undertaking</p>

	<p>(b) Final exam of the Institute of Chartered Accountants of India; or</p> <p>(c) Final exam of the Institute of Cost and Works Accountant of India; or</p> <p>(d) Degree in Business Management with Finance as the major subject; or</p> <p>(e) Member of any organized Accounts Service of the Central Government.</p>	<p>and holding;</p> <p>(a) analogous posts in parent cadre or</p> <p>(b) with three years' regular service in the scale of (PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.7600/- (CDA pattern) equivalent in parent cadre or</p> <p>(c) having eight years' regular service in (PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.6600/- (CDA pattern) equivalent in parent cadre; and</p> <p>(d) having thirteen years experience in a Group 'A' organized service of the Government of India or equivalent level post or higher and eleven years experience in Finance and Accounts Department. Should be well versed with the Financial Rules and Accounting procedures to be followed for major projects in particular, approval of tenders, processing of contractor's claims and other contractual matters.</p>
<p>Deputy General Manager (Finance) 01 Post</p>	<p>(a) Degree from a recognised University or Institute; and</p> <p>(b) Final exam of the Institute of Chartered Accountants of India; or</p> <p>(c) Final exam of the Institute of Cost and Works Accountant of India; or</p> <p>(d) Degree in Business Management with Finance as the major subject; or</p> <p>(e) Member of any organized Accounts Service of the Central Government.</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Under/ State government Department/ State Government Public Undertaking holding</p> <p>(a) analogous posts in parent cadre or</p> <p>(b) with three years' regular service in the PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.6600/- (CDA pattern) equivalent in parent cadre or</p> <p>(c) having nine years regular service in (PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.5400/- (CDA pattern) equivalent in parent cadre; and</p> <p>(d) having nine years experience in a responsible senior position in an Organized service of the</p>

		Government of India or equivalent level post or higher and well versed in the field of Finance and Accounts.
<p>Manager (Human Resource) 1 Post</p>	<p>Educational Qualifications:- Degree from a recognized University or Institute.</p> <p>Desirable:-</p> <p>(i) Degree in Law or (ii) Master in Business Administration or (iii) Post graduate diploma in Public Administration</p>	<p>Officers under the Central Governments Departments/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking:-</p> <p>(a) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(b) with three years service in the grade rendered after appointment thereto on a regular basis in the (PB-03) Pay Band of Rs.15600-39100/- having Grade Pay of Rs.5400/- and above (CDA) or equivalent in the parent cadre or Department; or</p> <p>c) with six years service in (PB-02) Pay Band of Rs.9300-34800/- having Grade Pay of Rs.4600/- and above in (CDA); or equivalent in the parent cadre or Department; and</p> <p>d) having three years experience in a responsible senior position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Administration and Establishment.</p>
<p>Assistant Manager (Human Resource) 1 Post</p>	<p>Educational Qualifications:- Degree from a recognized University or Institute.</p> <p>Desirable:- Having knowledge of computer applications, internet, MS Office and well versed in the field of Administration and Establishment</p>	<p>Officers under the Central Governments Departments/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking:-</p> <p>(a) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(b) with two years service in the grade rendered after appointment thereto on a regular basis in the (PB-02)</p>

		<p>Pay Band of Rs.9300-34800/- having Grade Pay of Rs.4600/- and above (CDA) or equivalent in the parent cadre or Department; or</p> <p>c) with six years service in (PB-02) Pay Band of Rs.9300-34800/- having Grade Pay of Rs.4200/- and above in (CDA); or equivalent in the parent cadre or Department; and</p> <p>(d) Possessing the educational qualifications and experience prescribed under column 2.</p>
Junior Manager 2 Posts	<p>Educational Qualifications:-</p> <p>(i) Degree from a recognized University or Institute.</p> <p>(ii) Preference will be given to those having knowledge of computer applications, internet, MS office and well versed in the field of Administration/ Establishment function.</p> <p>Desirable:- UDC/LDCs of Ministries having two months training in Cash and Accounts from ISTM or Auditor/ Accountant of Audit & Accounts cadre;</p>	<p>Officers under the Central Governments Departments/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking:-</p> <p>(a) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(b) with 5 year's service in the grade rendered after appointment thereto on a regular basis in (PB-01) Pay Band of Rs.5200-20200/- having Grade Pay of Rs.2400/-and above (CDA) or equivalent in the parent cadre or Department; and</p> <p>(c) Possessing the educational qualifications and experience prescribed under column 2.</p>

- (2) In the absence of suitable candidate(s), the above post(s) can also be filled up on Re-employment (on contract basis). Hence, a person who has served as Government employee or has held equivalent posts, satisfying the eligibility criteria as has been prescribed above, may also apply in the prescribed Performa.
- (3) Initial period of deputation shall be for three years extendable for another two years, which may be extended or curtailed with the approval of the Competent Authority.
- (4) The period of appointment for the person appointed under re-employment on contract basis shall generally be for two years. However the officers selected on Re-employment on Contract would be retained only up to 65 years. The age should not exceed 62 years as on the last date of submission of application.
- (5) 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 31th October, 2015 upto 18:00 Hrs.**
- (6) 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) CR 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.
- (7) Incomplete applications or those received after the prescribed date shall be summarily rejected.
- (8) All those applicants who had applied earlier in response to the earlier advertisement of NHIDCL for the above post(s) need to apply afresh.
- (9) In case one wishes to apply for more than one position, one may do so, however, separate application may be submitted for each post(s).

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION
FOR THE POST OF _____
ON DEPUTATION/RE-EMPLOYMENT (ON CONTRACT BASIS)

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 <i>(in case of insufficient space, please attach separate sheet duly signed by the applicant)</i>					
S.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 <i>(in case of insufficient space, please attach separate sheet duly signed by the applicant)</i>					
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. Ad hoc 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 applicant belongs/retired from.	
	Additional details about present employment. Please state whether working under;	
	(a) Central Government	
	(b) Autonomous Body	
10.	Gross monthly emoluments drawn with grade pay(<i>Please provide details thereof</i>) (Also specify whether CDA pattern or IDA pattern or Grade Pay equivalent to CDA pattern)	
11.	Additional information, if any, which applicant would like to give in support of his/ her suitability for the post. (<i>in case of insufficient space, please attach separate sheet duly signed by the applicant</i>)	

*** Please submit copy of LPC/Pay Slip/ last pay drawn/PPO along with application.**

I have read the terms and condition 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 even after my appointment at NHIDCL, in case any information given above is found to be incorrect/ incomplete or false/ forged.

Date:

Place:

Signature of the Applicant

CERTIFICATE BY THE EMPLOYER, when 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 is _____ having Grade Pay of Rs. _____ in the parent office.
- (iv) This office has no objection in case the application of Shri _____ is considered for appointment for Deputation for the post of _____ at the NHIDCL. Further, it is certified that Shri _____ shall be relieved immediately in case of his/her selection in NHIDCL at the post applied for.
- (v) The information given by Shri _____ in the application Performa have 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 the 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