

DATE OF ADVERTISEMENT: 21st June, 2016

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

PTI Building, 3rd Floor,
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.

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 position:-

Sl. No.	Name of the post	No. of post*	Pay Band and Grade Pay in CDA pattern
1.	Manager (HR)	01	PB-03 of Rs.15600-39100/- plus Grade Pay of Rs.6600/-

Last date of submission of application: 31.07.2016 -18:00 hrs.

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

NOTE 1: * Presently, one vacancy exists, which 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 31.08.2017 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.

Terms & Conditions for the Post:-

(1) The details of qualification and experience required for the post are given below. The Terms & Conditions and pay / remuneration of the officer(s) selected for appointment on deputation / engagement as Consultant on contract basis, will be governed as per extant Rule of Govt. of India, as amended from time to time / NHIDCL policy.

Name and No. of the Post(s)	Educational Qualifications	Eligibility criterion and required Experience
Manager (Human Resource) *01 Post	<p>Age:- Preferably below 55 years</p> <p>Educational Qualifications:- Degree from a recognised University.</p> <p>Desirable:- (i) Degree in Law or (ii) Master in Business Administration or (iii) Post graduate Diploma in Public Administration.</p>	<p>Officers under the Central Government 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 / Department; or (b)with three years service in the Grade rendered after appointment thereto on a regular basis in the Pay Band-3 of Rs. `15600-39100/- plus Grade Pay of Rs. `5400/- and above (CDA pattern) or equivalent in the parent cadre / Department; or (c) with six years service in Pay Band-02 of Rs.`9,300-34,800 having Grade Pay of Rs. `4600/- and above in (CDA pattern) or equivalent in the parent cadre / Department ; and (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>

(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 by engaging Consultants on contract basis from amongst retired Officer(s), who have served in the Government or have held equivalent posts, satisfying the eligibility criteria prescribed above, may apply in the prescribed proforma.

(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 engaged as Consultants on contract at Level – 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 Telephone call charges etc.) admissible to regular employees.	Additional amount if posted in the North East (in lieu of NER Allowance)	Remuneration proposed to be offered to Consultants
	A	B	C	D
Manager (HR) Consultant – Level IV	Actual based on PPO /LPC	21,500	3,200	A + B + C

(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 31th July, 2016 - 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 on deputation basis.

(ii) ACRs/APARs dossier/Attested copies of the ACRs/APARs 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.

(Babu Cherian)
Dy. General Manager (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 (Gen/SC/ST/OBC/OTHERS)					
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/Experience possessed by the applicant		

10.	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	Pay Band, Grade Pay and Basic Pay. (in CDA pattern) In case of IDA pattern, equivalent Pay Band and Grade Pay of CDA pattern	Nature of duties performed / performing
11.	Nature of present employment, i.e. ad-hoc or temporary or permanent				
12.	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 with date				
	(c) Name and address of the parent office/ organisation to which you belong/retired from.				
13.	Additional details about present employment. Please state whether working under:-				
	(a) Central Government				
	(b) Autonomous body				
14.	Total emoluments per month last drawn. (specify whether CDA pattern or IDA pattern or Grade pay equivalent to CDA pattern)				
15.	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, PPO in case of Retired Govt. Officers.

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 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 _____ and his Pay Band + Grade Pay in the parent office is _____.
- (iv) This office has No Objection in case the application of Sh. _____ is considered for appointment for Deputation for the post of _____ in the NHIDCL. Further, it is certified that Sh. _____ shall be relieved immediately in case of his/her selection in NHIDCL.
- (v) The information given by Sh. _____ in the application proforma 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 2015-2016 are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department
With Official Seal