

# National Highways and 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.

No.2/NHIDCL/Consultant/HR/Fin/2015/HR#

Dated: 14<sup>th</sup> July, 2015.

1. NHIDCL invites applications for engaging one Senior Consultant (HR) and one Consultant (Finance) for working in its Human resource and Finance Division. The engagement shall be at Head Quarter in New Delhi till the end of financial year 2015-16 or till such time regular incumbent join, whichever is earlier purely on short term contract basis without any claim for re-employment or permanent employment.

## 2. Monthly Remuneration :-

a . Senior Consultant HR (Last pay drawn minus Pension plus prevalent rate of D.A).

b. Consultant Finance (Last pay drawn minus Pension plus prevalent rate of D.A).

c. In addition to consultation fee/remuneration, Senior Consultant and Consultant shall be entitled to conveyance allowance of Rs. 5000/- and Rs. 3000/- per month respectively.

3. Age: - Below 70 years subject to Medical fitness as on last date of submission of application.

## 4. Educational Qualification & Experience required:-

### Senior Consultant (HR)

**Essentials:-** Bachelor Degree from a recognised University or Institute.

**Desirable:-** (i) Degree in Law or (ii) Master in Business Administration, or (iii) Post graduate diploma in Public Administration. Having knowledge of computer applications, internet, MS office and well versed in the field of Administration/Establishment etc.

**Experience:-** Having worked in the GP 6600/- or above with 3 years or in the GP 5400/- with six years service in the Grade Pay of Rs.5400/- and having at least four years experience in a responsible post in an organized service of the Central Government/State Government/Autonomous bodies/PSUs or above in CDA pattern/equivalent IDA pattern.

### Consultant (Finance)

**Essentials:-** Bachelors Degree preferably in commerce from a recognised University or Institute.

**Desirable:-** Preference will given to those having knowledge of computer application; internet and preparing/processing salary, other bills and cash handling. Knowledge of Tally ERP will be additional advantage.

**Experience:-** At least two years experience in the field of Finance/Accounts/ at the level of Junior Manager or equivalent or above in Central Government/State Government/Autonomous bodies/PSUs in Grade Pay of Rs. 4200/- or above in CDA pattern/equivalent IDA pattern.

5. **Selection Criterion:-** The eligible shortlisted candidates will be selected for engagement on the basis of interview to be conducted at NHIDCL's Head Quarter. All candidates are advised to check their date and time of interview on the website [www.nhidcl.com](http://www.nhidcl.com) on 31.07.2015 after 15:00 Hrs. No separate letter for calling for interview will be issued.

No separate letter for interview shall be issued by NHIDCL.

No TA-DA shall be payable to the candidates for attending the interview.

6. **Last date for submission of Application:-** The application in the prescribed format (Annexure-1) should be submitted to this office either through email using email address [info@nhidcl.com](mailto:info@nhidcl.com) (by attaching the application as a document) or by post or in person to DGM (HR) NHIDCL, 3<sup>rd</sup> Floor, PTI Building, 4 Parliament street, New Delhi-110001 up to 22<sup>nd</sup> July 2015 (18:00hrs). Requisite

documents in support of experience and qualification shall be produced at the time of interview. Seprate application should be submitted for each engagement if applying for more than one post.

**7. Amendment to this notice:-** Any amendment to this notice shall only be posted on the website [www.nhidcl.com](http://www.nhidcl.com). All candidates are advised to check this website regularly.

(Pradeep Chawla)  
DGM (HR)

## BIO-DATA/PERFORMA FOR SUBMISSION OF APPLICATION

## FOR ENGAGEMENT AS

## SENIOR CONSULTANT (HR)/CONSULTANT (FINANCE) IN NHIDCL, MORTH, GOI

1.	Name of Applicant					
2.	Address in block letters					
3.	Contact No.				Landline (with STD Code)_____	
					Mobile No._____	
4.	E- Mail					
5.	Date of Birth (in Christian era)					
6.	Date of retirement under Central Government Rules					
7.	Educational Qualification					
S.No.	Exam Passed	Year	Subjects offered	Name of Institute	Board/ University	Percentage of marks obtained
8.	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, 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
9.	Name and address of the office/ organisation from which retired.					
	(a) Central Government/ State Government Autonomous Organisation/ PSU					
10.	Total emoluments per month last drawn with grade pay (specify whether CDA pattern or IDA 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 and condition of appointment and certify that the above information is true to the best of my knowledge and brief. 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