

DATE OF ADVERTISEMENT: 21st August, 2017

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 Central Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings on Transfer on Deputation basis for the following posts:-

Name of the post	No. of Vacancies*	Pay Band and Grade Pay in CDA pattern
Dy. General Manager (Tech. /Project) [For HQrs and Field Offices]	13*	PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 7,600/- (Pre-revised) [Now in Pay Matrix Level-12 of 7 th CPC]
Manager (Tech./Project) [For HQrs and Field Offices]	*	PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- (Pre-revised) [Now in Pay Matrix Level-11 of 7 th CPC]
Manager (Finance) [For Field Offices]	10*	PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- (Pre-revised) [Now in Pay Matrix Level-11 of 7 th CPC]
Dy. Manager (HR) [For HQrs]	01*	PB-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 5400/- (Pre-revised) [Now in Pay Matrix Level-9 of 7 th CPC]
Assistant Manager (HR) [For HQrs]	01*	PB-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,800/- (Pre-revised) [Now in Pay Matrix Level-8 of 7 th CPC]
Office Assistant [For HQrs]	07* (i) HR-02 (ii) Fin.-04 (iii) Rajbhasha -01	PB-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,200/- (Pre-revised) [Now in Pay Matrix Level-6 of 7 th CPC]

Last date for submission of Application: 03.10.2017 -18:00 hrs.

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

NOTE 1: *The number of vacancies in the Posts may vary, depending upon 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 in NHIDCL.

NOTE 2: Retired Officer (s) who have served in the Government or have held equivalent posts satisfying the prescribed eligibility criteria, may also apply for the post on Contract basis in the prescribed proforma along with copy of APARs for last five years.

NOTE 3: Any change or amendment to this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE4: Incomplete applications or those received after the prescribed date shall be summarily rejected.

Terms & Conditions for the Post(s):-

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

Name of the Post	Educational Qualifications	Eligibility criterion and required Experience
1	2	3
<p>Deputy General Manager (Tech./Project) [For HQrs and Field Offices]</p>	<p>Age:- Preferably below 55 years. Educational Qualifications:- Degree in Civil Engineering from a recognised University or Institute.</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) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- [Now in pay matrix level-12 of 7th CPC]. OR (ii)With 03 (three) years regular service in the pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- (CDA pattern) [Now in pay matrix level-11 of 7th CPC]. OR (iii)Having 09 (nine) years regular service in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/- (CDA pattern) [Now in pay matrix level-10 of 7th CPC]. AND (iv) Having 09 (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 Roads/Highways/Bridge Engineering.</p>
<p>Manager (Tech./ Project) [For HQrs and Field Offices]</p>	<p>Age:- Preferably below 55 years. Educational Qualifications:- Degree in Civil Engineering from a recognised University or Institute.</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) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- [Now in Pay Matrix Level-11 of 7th CPC]; OR</p> <p>(ii) With 03 (three) years regular service in the Grade rendered after appointment thereto on a regular basis in the pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/- (CDA pattern) [Now in pay matrix level-10 of 7th CPC]. OR</p> <p>(iii) With 06 (six) years service in the pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,600/- (CDA pattern) [Now in pay matrix level-7 of 7th CPC]. AND</p> <p>(iv) Having 03 (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 Roads/Highways/ Bridge Engineering.</p>
<p>Manager (Finance) [For Field Offices]</p>	<p>Age:- Preferably below 55 years.</p> <p>Educational qualifications Essentials:-</p> <p>(i) Degree of a recognised university or institute; AND</p> <p>(ii) Intermediate Chartered Accountant; OR</p> <p>(iii) Intermediate Cost Accountant; OR</p> <p>(iv) SAS Exam of the Indian Audit and Account Service or equivalent Exam.</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) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- [Now in pay matrix level-11 of 7th CPC]</p> <p>OR</p>

		<p>(ii) With five years regular service in the scale of Pay Band-3, 15,600-39,100/- plus Grade Pay of 5,400/- (CDA pattern) [Now in pay matrix level-10 of 7th CPC] OR</p> <p>(iii) Having six years' regular service in Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay 4,600/- (CDA pattern) [Now in pay matrix level-7 of 7th CPC] OR</p> <p>(iv) Having 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>
<p>Dy. Manager (HR) [For HQrs]</p>	<p>Age:- Preferably below 55 years.</p> <p>Educational qualifications:- Degree from a recognized University or Institute. Having knowledge of computer applications, internet, MS office etc. and well versed in the field of Administration/Establishment.</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 Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:-</p> <p>(i) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/- [Now in pay matrix level-9 of 7th CPC]; OR</p> <p>(ii) With three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,800/- [Now in pay matrix level-8 of 7th CPC] and above (CDA) or equivalent in the Parent Cadre or Department; OR</p>

		<p>(iii) With five year service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 of Rs.9,300-34,800/- with Grade Pay Rs. 4,600/- [Now in pay matrix level-7 of 7th CPC] and above (CDA) or equivalent in the Parent Cadre or Department;</p> <p>OR</p> <p>(iv) With eight year's service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 of Rs.9,300-34,800/- with Grade Pay Rs.4,200/- [Now in pay matrix level-6 of 7th CPC] and above (CDA) or equivalent in the Parent Cadre or Department.</p>
<p>Assistant Manager (HR) [For HQrs]</p>	<p>Age:- Preferably below 55 years</p> <p>Educational qualifications:- Degree from a recognized University or Institute.</p> <p>Desirable:- Having knowledge of computer applications, internet, MS office etc. and well versed in the field of Administration and Establishment</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) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/- [Now in pay matrix level-8 of 7th CPC];</p> <p>OR</p> <p>(ii) With two years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 of Rs.9,300-34,800/- with grade pay Rs.4,600/- [Now in pay matrix level-7 of 7th CPC] and above (CDA) or equivalent in the Parent Cadre or Department;</p> <p>OR</p> <p>(iii) With six years service in Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/- [Now in pay matrix level-6 of 7th CPC] and above in (CDA); or equivalent in the Parent Cadre or Department.</p>

<p>Office Assistant [For HQrs]</p>	<p>Age:- Preferably below 55 years</p> <p>Educational qualifications:- Degree from a recognized University or Institute</p> <p>Desirable:- Having knowledge of computer applications, internet, MS office etc. and well versed in the related field and possessing required length of experience in the field as prescribed in experience column.</p> <p>(i)HR:- Administration and Establishment related work.</p> <p>(ii)Fin:- Accounts/Audit/Finance related work.</p> <p>(iii)Rajbhasha:- Translation from English to Hindi and Vice Versa/typing related work</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) Holding analogous posts on a regular basis in the Parent Cadre or Department (in the Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,200/- [Now in pay matrix level-6 of 7th CPC];</p> <p style="text-align: center;">OR</p> <p>(ii) With six years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 of Rs.5,200-20,200/- with Grade Pay Rs.2,800/- [Now in pay matrix level-5 of 7th CPC] and above (CDA) or equivalent in the Parent Cadre or Department;</p> <p style="text-align: center;">OR</p> <p>(iii) With ten years service in pay band-1 of Rs.5,200-20,200/- plus Grade Pay Rs.2,400/- [Now in pay matrix level-4 of 7th CPC] and above in (CDA); or equivalent in the Parent Cadre or Department.</p>
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(2) 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.

(3) The above Posts can also be filled up by engaging retired Officer(s) who have served in the Government or have held equivalent posts, satisfying the eligibility criteria prescribed above on Contract basis.

(4) 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, as amended from time to time / NHIDCL policy.

(5) (i) In case the Applicant is a 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.

(ii) In case of selection, they will be engaged on Contract basis and be paid remuneration as per details given below:-

Designation of the Post	Last Pay drawn minus Pension plus prevalent rate of DA	Fixed Amount 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)	Total Remuneration proposed to be offered
	A	B	C	D
Dy. General Manager (Level -V)	Actual based on PPO /LPC	24,000	3,700	A + B + C
Manager (Level-IV)		21,500	3,200	
Dy. Manager (Level-III)		18,500	2,700	
Assistant Manager (Level-II)		13,000	2,300	
Office Assistant (Level-I)		10,000	1,700	

Note 1: The remuneration will be subject to changes in prevailing DA.

** Note 2: The amount in lieu of all other Allowances is being revised, as per the decision of BoD.*

(6) 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 3rd October, 2017 - 18:00 hrs.

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

(i) **No Objection Certificate** of parent department / Ministry for the appointment of the applicant to the post applied for.

(ii) **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 i.e. Head of Office / HoD.

(iii) **ACRs/APARs dossier**/Attested copies of the ACRs/APARs of the applicant for the last five years.

(8) In case of retired Officers who are applying for the post on contract basis attested copies of ACRs/APARs for the last five years should be enclosed alongwith the Application failing which his Application will not be entertained.

(9) **Incomplete applications or those received after the last date for submission of application shall be summarily rejected.**

(Babu Cherian)
Dy. General Manager (HR)
Phone No. 011-23461641

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