

DATE OF ADVERTISEMENT: 26th June, 2018



**National Highways & Infrastructure
Development Corporation Limited**
(A Govt. of India Undertaking)



BHARATMALA
ROAD TO PROSPERITY

Corporate Office : 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001

National Highways & Infrastructure Development Corporation Limited (NHIDCL) has been set up by the Government of India as a Corporation under the Ministry of Road Transport & Highways to fast pace 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 effective and experienced Officers working in Central Government Ministries/ Departments, Central 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
Private Secretary (at HQrs)	03*	Pay Matrix Level-8 of 7th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/-]

*The number of vacancies in the Post may vary, depending upon the requirement.

Last date for submission of Application: 08.08.2018-18:00 hrs.

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

NOTE 1: Officials who have retired from the post of Private Secretary 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 2: Any change or amendment to this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE 3: Incomplete applications or those received after the prescribed date shall be summarily rejected.

Terms & Conditions for the Post of PS:-

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

Name of the Post 1	Educational Qualifications 2	Eligibility criterion and required Experience 3
Private Secretary (at HQrs)	<p>Age:- Preferably below 50 years.</p> <p>Educational Qualifications:-</p> <p>Degree from a recognised University or Institute.</p> <p>Possessing a speed of 100 words per minute in Stenography (English) and well versed and competent for operating on computer. Typing Speed should not be less than 40 words per minute.</p>	<p>Officers in a Central Government Departments/ Central Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:-</p> <p>(i) Holding analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-8 of 7th CPC (Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/-) and above in CDA pattern or equivalent;</p> <p style="text-align: center;">OR</p> <p>(ii) With (02) Two years service in the Grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 of 7th CPC (Pre-revised Pay Band-2 of Rs. 9,300-34,800/- with Grade Pay Rs.4,600/-) in CDA pattern or equivalent;</p> <p style="text-align: center;">OR</p> <p>(iii) With (06) Six years service in the Pay Matrix Level-6 of 7th CPC (Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/-) in CDA pattern or equivalent.</p>

(2) The initial period of deputation shall be three (03) years and 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 Officials who have retired from the post of PS 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. Their services may be retained till attaining the age of 65 years.

(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 prevailing rate of DA (CDA Pattern)	Fixed Amount in lieu of accommodation, transportation and all other similar Allowances (like newspaper/ magazine Telephone call charges etc.) admissible to regular employees.*	Total Remuneration proposed to be offered
	A	B	D
Private Secretary	Amount based on PPO /LPC	15,600/-	A+B

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

(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 08.08.2018 - 18:00 hrs.

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

(i) **No Objection Certificate** from Ministry / Parent Department 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 certified by the Authorised Officer i.e. Head of Office / HoD.

(iii) **ACRs/APARs dossier/Grading** duly attested / Self certified copies of the ACRs/APARs of the applicant for the last five years.

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

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



(Babu Cheriān)

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

**BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION
FOR THE POST OF PRIVATE SECRETARY IN NHIDCL**

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