



National Highways & Infrastructure Development Corporation Limited 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 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 post:-

Name of the Post	No. of Vacancies*	Pay matrix Level in CDA pattern
Junior Manager (Rajbhasha)	01	Pay Level-6 of 7th CPC [Pre-revised PB - 2 of Rs.93,00-34,800/- plus Grade Pay Rs.4200/-]

*NHIDCL reserves the right to prepare a Panel of selected Candidates for filling up the indicated and future vacancies that may arise in NHIDCL.

Last date for submission of Application: 29.05.2020-18:00 hrs.

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

NOTE 1: Retired Officer (s) who have served in the Government and have held equivalent posts satisfying the prescribed eligibility criteria, may also apply for the post on Contract basis in the prescribed proforma along with copies 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 application or those received after the prescribed date shall be summarily rejected.

TERMS & CONDITIONS FOR THE POST:-

(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
Junior Manager (Rajbhasha)	<p>Age- Preferably below 55 years.</p> <p>Educational qualifications:-</p> <p>Degree from a recognized University or Institute.</p> <p>Desirable:</p> <p>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) 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) Analogous posts on a regular basis in Pay Matrix level-6 of 7th CPC in the Parent Cadre or Department [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4200/- in CDA pattern];</p> <p>OR</p> <p>(ii) With 06 (six) years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 of 7th CPC [Pre-revised PB-1 of Rs.5200-20,200/- plus Grade Pay of Rs.2800/- in CDA pattern] and above or equivalent in the Parent Cadre or Department;</p> <p>OR</p> <p>(iii) With 10 (ten) years service in Pay Matrix Level-4 of 7th CPC [Pre-revised PB-1 of 5200-20,200/- plus Grade Pay of Rs.2400/- in CDA pattern] or equivalent in the Parent Cadre or Department;</p>

(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 Post can also be filled up by engaging retired Officer who have served in the Government and have held equivalent post, satisfying the eligibility criteria prescribed above, on Contract basis.

(4) The Terms & Conditions and pay / remuneration of the Officer 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 Government Servant and seeking contractual appointment, the age on the last date of submission of application should not exceed 62 years. The initial tenure of engagement on Contract shall be two years, which can be extended/ curtailed further with the approval of the Competent Authority up to the maximum age limit of 65 years.

(ii) In case of selection, he/she 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/A&N Islands (in lieu of NER Allowance)	Total Remuneration proposed to be offered
	A	B	C	D
Junior Manager (Rajbhasha)	Actual based on PPO /LPC	12,000	1700	A + B + C

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

(6) Eligible Candidates who are willing may submit their application in the prescribed Proforma at Annexure "A" through proper channel along with a photograph addressed to Director (A&F), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi - 110001 latest by **29.05.2020 - 18:00 hrs.**

(7) In the case of Serving Officer, his/her 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 certified 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 the 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/her Application shall not be entertained.

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

(S. Ramakrishnan)
Dy. General Manager (HR)

Affix
Photograph

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION
FOR THE POST OF JUNIOR MANAGER (RAJBHASHA)

1.	Name of the 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.	(i) Date of entry into Govt. Service (ii) Date of entry into Group 'A' Service of Govt. (ii) Date of retirement under Central/ State 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 educational and 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) (Attach a separate sheet duly authenticated by your signature if the space below is insufficient).					
Qualification/Experienced required as per the Vacancy circular				Qualification/Experience possessed by the Applicant		
<u>Essential</u> (A) Qualification				<u>Essential</u> (A) Qualification		
(B) Experience				(B) Experience		
10.	Details of employment in Chronological order (attach a separate sheet duly authenticated by your signature if the space below is insufficient).					
Name of the Office/ Instt./ Orgn.	Post held (Indicate either on regular basis or on deputation/ Contract)	From	To	Level in Pay Matrix or equivalent Pay Scale/ Grade Pay (in CDA pattern) In case of State Pay Scales/ IDA Pay Scales, equivalent Pay Scales (Band Pay & Grade Pay etc.) 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) Date of initial appointment on Deputation/ Contract	
	(b) Period of appointment on Deputation/Contract with date.	
	(c) Name and address of the Parent Office/ Organization to which you belong/ retired from.	
13.	Additional details about present employment. Please state whether working under:-	
	(a) Central Govt./ State Govts.	
	(b) Autonomous Body of Central Govt. / State Govts., Public Sector Undertakings of Central Govt./ State Govts.	
14.	Pay Scales and Total emoluments per month last drawn. (Please enclose latest Salary Slip issued by your Organization, PPO in case of retired Govt. Officers)	Pay Scale/ Pay Level: Basic Pay: CDA or IDA Pay:
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.	

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 _____. He is eligible for the post applied as per conditions mentioned in the Circular / Advertisement.
- (ii) The integrity of the Officer is beyond doubt.
- (iii) He has submitted his application to this office on _____ and his Level of Pay in the Pay Matrix/ Pay Band + Grade Pay in the Parent office on Regular basis (in CDA or IDA pattern) is _____.
- (iv) This office has No Objection in case the application of Sh. _____ is considered for appointment on Deputation for the post of _____ in the NHIDCL. Further, it is certified that the applicant shall be relieved immediately in case of his/her selection in NHIDCL.
- (v) Certified that the particulars furnished by Sh. _____ in the application proforma 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 last 10 years.
- (vii) Up-to date ACR/APAR dossier of the concerned official for the last five years i.e. for the period from 2014-2015 to 2018-2019 are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department
With Official Seal