



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 posts:-

Name of the Post	No. of Vacancies*	Pay matrix Level in CDA pattern
General Manager (Finance) [HQrs]	01	Pay Matrix Level-13 of 7th CPC [Pre-revised PB-4 of Rs.37,400-67,000/- plus Grade Pay of Rs. 8,700/- ]
Manager (Finance) [HQrs and Branch Offices]	06*	Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- ]

\*The number of vacancies in the Post 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.

**Last date for submission of Application: 15.07.2019-(18:00 hrs.)**

**For detailed Terms and Conditions please visit our Website: [www.nhidcl.com](http://www.nhidcl.com).**

**NOTE 1:** The post of General Manager (Fin.) shall be filled up on deputation basis only. However, the post of Manager (Finance) can also be filled up on Contract basis by engaging retired Officer(s) who have served in the Government or have held equivalent posts satisfying the prescribed eligibility criteria, if no Candidates are found suitable for appointment on Deputation basis.

**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 POSTS:-**

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

Name of the Post	Educational Qualifications	Eligibility criterion and required Experience
1	2	3
<p><b>General Manager (Finance)</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Essential:-</b>                      (a) Degree from a recognised University or Institute.                      AND                      (b) Final exam of the Institute of Chartered Accountants of India;                      OR                      (c) Final exam of the Institute of Cost and Works Accountants of India;                      OR                      (d) Degree in Business Management with Finance as the major subject;                      OR                      (e) Member of any organized Accounts Service of the Central Government.</p>	<p>Officers in Central Government Departments/ Central Public Sector Undertakings / Autonomous Bodies / State Government Departments/ State Government Public Undertakings holding/having held:-</p> <p>(i) Analogous posts in the Pay Matrix Level-13 of 7<sup>th</sup> CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].                      OR                      (ii) 03 (Three) years regular service in the Pay Matrix Level-12 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].                      OR                      (iii) 08 (Eight) years regular service in the Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].                      AND                      (iv) 12 (Twelve) years experience in a Group 'A' Organized Service of the Government of India or equivalent level posts in other Organizations mentioned above or higher and 10 (Ten) years experience in Finance and Accounts Department. Should be well versed with the Financial Rules and Accounting procedures to be followed for major projects in particular, approval of tenders, processing of Contractor's claims and other contractual matters.</p>



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

(4) (i) The Post of Manager (Fin.) 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, if no Candidates are found suitable for appointment on Deputation basis. Such Candidates may apply in the prescribed format along with copy of the Pension Payment Order (PPO) and APARs for the last 05 years, failing which his / her Application shall not be entertained.

(ii) In case of 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 curtailed / extended further with the approval of the Competent Authority up to the maximum age limit of 65 years.

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

(6) Eligible Candidate(s) who are willing, may submit their application(s) 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, 3<sup>rd</sup> Floor, PTI Building, 4-Parliament Street, New Delhi - 110001 latest by 15.07.2019- (18:00 hrs.)

(7) Incomplete applications or those received after the last date for submission of application shall be summarily rejected. Those Candidates who have applied earlier for the above mentioned post but were not selected, need not apply again.

Dy. General Manager (HR)  
Phone: 011-23461641

Affix  
Photograph

**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 attested 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 Govt./ State Govts.				
	(b) Autonomous Body of Central Govt. / State Govts., Public Sector Undertakings of Central Govt./ State Govts.				
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 2013-2014 to 2017-2018 are enclosed herewith.

Date:

Place:

Signature  
Head of Office/Department  
With Official Seal