



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



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

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 and likely Vacancy	No. of Vacancies*	Pay matrix Level in CDA pattern
Executive Director (T/P) [NER-02, J&K, HP, Uttarakhand-01, Sikkim, WB, A&N Islands-01]	04	Pay Matrix Level-14 of 7th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-]
General Manager (T/P) [Arunachal Pradesh-02, West Bengal-01, Manipur-01, Assam (Dubri)-01]	05	Pay Matrix Level-13 of 7th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
General Manager (IT) [HQrs]	01	Pay Matrix Level-13 of 7th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
General Manager (Legal) [HQrs]	01	Pay Matrix Level-13 of 7th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
Deputy General Manager (T/P) [HQrs + BOs]	21	Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/-]
Manager (HR/ Admn.) [HQrs]	01	Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-]
Deputy Manager (HR/ Admn.) [HQrs]	01	Pay Matrix Level-9 of 7 th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/-]
Assistant Manager (HR/Admn.) [HQrs]	02	Pay Matrix Level-8 of 7 th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/-]

Junior Manager (HR/Admn.)	02	Pay Matrix Level-6 of 7 th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,200/-]
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*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.

Last date for submission of Application: 28.09.2018-18:00 hrs.

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

NOTE 1: 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 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(S):-

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

Name of the Post	Educational Qualifications	Eligibility criterion and required Experience
1	2	3
Executive Director (Tech./Project)	<p>Age:- Preferably below 55 years.</p> <p>Educational Qualifications:-</p> <p>Degree in Civil Engineering from a recognised University/Institute.</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking holding/having held:-</p> <p>(i) Analogous posts on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-14 of 7th CPC [Pre-revised PB-4 of Rs.34,400-67,000/- plus Grade Pay of Rs. 10,000/- in CDA pattern]</p> <p>OR</p> <p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs.37,400 - 67,000/- having Grade Pay Rs.8,700/- in</p>

		<p>CDA pattern / equivalent in Parent Cadre;</p> <p>AND</p> <p>(iii) Having 18 (Eighteen) years experience in a Group 'A' Service of the Government of India or equivalent level post or higher and 12 (Twelve) years experience in Highways / Roads and Bridge Engineering.</p>
General Manager (Tech./Project)	<p>Age:- Preferably below 55 years.</p> <p>Educational Qualifications:-</p> <p>Degree in Civil Engineering from a recognised University or Institute.</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:-</p> <p>(i) Holding analogous posts in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].</p> <p>OR</p> <p>(ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].</p> <p>OR</p> <p>(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].</p> <p>AND</p> <p>(iv) Having 13 (Thirteen) years experience in a Group 'A' Organized service of the Government of India or equivalent level post or higher and 11 (Eleven) years experience in Highways/Road /Bridge Engineering.</p>
General Manager (IT)	<p>Age:- Preferably below 55 years.</p> <p>Educational Qualifications:-</p> <p>(i) BE/ B Tech. in Computer Science/ Information Technology or specialized equivalent qualification from a recognized University/ Institute, or</p> <p>(ii) Bachelor's Degree in Engineering / Technology (any discipline) / Science AND MBA</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:-</p> <p>(i) Holding analogous posts in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade</p>

	<p>(Information System/ Information Technology) / Advance or Post Graduate Diploma in Computer Applications, or</p> <p>(iii) M.Sc. in Computer Science / Information Technology / Multimedia etc. or</p> <p>(iv) MCA, or</p> <p>(v) B.Sc. (Computer Science / Information Technology / Multimedia) / BCA from a recognized University/ Institute, or</p> <p>Masters in any other subject from a recognised University.</p>	<p>Pay of Rs. 8,700/- in CDA pattern].</p> <p>OR</p> <p>(ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].</p> <p>OR</p> <p>(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].</p> <p>AND</p> <p>Having 14 years experience in a Group-A organized service of Govt. of India or equivalent level post and minimum experience in Computer Programming / Software / System Design/ System/ Integration related work on any IT project as follows:</p> <p>(i) For BE / B Tech. in Computer Science etc - Nil</p> <p>(ii) For Bachelor's Degree in Engineering / Technology (any discipline) / Science AND MBA (Information System/ Information Technology etc - Nil</p> <p>(iii) For M.Sc. in Computer Science / Information Technology etc - 1 year</p> <p>(iv) For MCA - 2 years</p> <p>(v) For B.Sc. in Computer Science / Information Technology etc - 3 years</p> <p>For persons having Masters in any other subject - 5 years in managing Govt. / Public sector IT Projects.</p>
General Manager (Legal)	<p>Age:- Preferably below 55 years.</p> <p>Educational Qualifications:-</p> <p>Degree in Law from a recognized University</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:-</p> <p>(i) Holding analogous posts in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of</p>

		<p>Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].</p> <p>OR</p> <p>(ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].</p> <p>OR</p> <p>(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].</p> <p>AND</p> <p>Having at least 14 years continuous & regular service in the field of law/legislative matters. Should be well versed in legal obligation relating to contractual matters and also arbitration/ claims. Preference will be given to persons who are experienced in vetting/ drafting international agreements and other documents relating to major work contracts and various forms of financing.</p>
Deputy General Manager (Tech./Project)	<p>Age:- Preferably below 55 years.</p> <p>Educational Qualifications:-</p> <p>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) Analogous posts on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- in CDA pattern]</p> <p>OR</p> <p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA pattern]</p> <p>OR</p>

		<p>(iii) Having 09 (Nine) years regular service in the Pay Matrix Level-10 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/- in CDA pattern]</p> <p>AND</p> <p>(iv) Having 09 (Nine) years experience 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>
Manager (HR/Admn.)	<p>Age:- Preferably below 55 years</p> <p>Educational Qualifications:-</p> <p>Degree from a recognised University or Institute.</p> <p>Desirable:-</p> <p>(i) Degree in Law OR (ii) Master in Business Administration OR (iii) Post graduate Diploma in Public Administration.</p>	<p>Officers under the Central Government Departments /Autonomous Body /Public Sector Undertaking /State Government Department / State Government Public Undertakings holding/having held:-</p> <p>(i) Analogous posts on a regular basis in the Parent Cadre or Department in Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA pattern];</p> <p>OR</p> <p>(ii) With 03 (Three) years service in the Grade rendered after appointment thereto on a regular basis in Pay Matrix Level-10 of 7th CPC [Pre-revised the PB-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- and above in CDA pattern] or equivalent in the parent cadre / Department;</p> <p>OR</p> <p>(iii) With 06 (Six) years service in Pay Matrix Level-7 of 7th CPC [Pre-revised PB-02 of Rs.9,300-34,800 Plus Grade Pay of Rs. 4600/- and above in CDA pattern] or equivalent in the parent cadre/Department ;</p> <p>AND</p> <p>(d) Having 03 (Three) years experience in a responsible position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Administration and Establishment.</p>

Deputy Manager (HR/ Admn.)	<p>Age:- Preferably below 55 years.</p> <p>Educational qualifications:-</p> <p>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 (ii) Master in Business Administration, OR (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) Analogous posts on a regular basis in Pay Matrix level-9 of 7th CPC in the Parent Cadre or Department [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/- in CDA pattern]; OR (ii) With 03 (Three) years service in Pay Matrix Level-8 of 7th CPC in the grade rendered after appointment thereto on a regular basis [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs.4,800/- in CDA pattern] and above or equivalent in the Parent Cadre or Department; OR (iii) With 05 (Five) year service in Pay Matrix Level-7 of 7th CPC in the Grade rendered after appointment thereto on a regular basis [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay Rs. 4,600/- in CDA pattern] and above or equivalent in the Parent Cadre or Department; OR (iv) With 08 (Eight) years service in Pay Matrix level-6 of 7th CPC in the Grade rendered after appointment thereto on a regular basis in [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay Rs.4,200/- in CDA pattern] and above or equivalent in the Parent Cadre or Department.</p>
Assistant Manager (HR/Admn.)	<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 field of Administration and</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-8 of</p>

	Establishment	<p>7th CPC in the Parent Cadre or Department in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/- in CDA pattern];</p> <p>OR</p> <p>(ii) With 02 (Two) years service in Pay Matrix Level-7 of 7th CPC in the Grade rendered after appointment thereto on a regular basis in [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay Rs.4,600/- in CDA pattern] and above or equivalent in the Parent Cadre or Department;</p> <p>OR</p> <p>(iii) With 06 (Six) years service in Pay Matrix Level-6 of 7th CPC in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/- in CDA pattern] and above in or equivalent in the Parent Cadre or Department.</p> <p>AND</p> <p>(iv) Having experience of handling Establishment / Administrative work and possessing knowledge of computer applications, internet, MS office etc.</p>
Junior Manager (HR/Admn)	<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>HR/Admn.:- Administration and Establishment 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 in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,200/- in CDA pattern];</p> <p>OR</p> <p>(ii) With 06 (Six) years service in Pay Matrix Level-5 of 7th CPC the Grade rendered after appointment thereto on a regular basis in [Pre-revised PB-1 of Rs.5,200-20,200/- plus Grade Pay Rs.2,800/- in CDA pattern] and above or equivalent in the Parent Cadre or Department;</p>

		OR (iii) With 10 (Ten) years service in Pay Matrix Level-4 of 7 th CPC in [Pre-revised PB-1 of Rs.5,200-20,200/- plus Grade Pay Rs.2,400/- in CDA pattern] and above or equivalent in the Parent Cadre or Department.
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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. 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.

(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/A&N Islands (in lieu of NER Allowance)	Total Remuneration proposed to be offered
	A	B	C	D
Executive Director	Actual based on PPO /LPC	54,000	6,600	A + B + C
General Manager		39,600	5,800	
Dy. General Manager		28,800	3,700	
Manager		25,800	3,200	
Dy. Manager		22,200	2,700	
Assistant Manager		15,600	2,300	
Junior Manager		12,000	1,700	

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 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 28.09.2018- 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** 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 Application shall not be entertained.

(9) 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 posts but were not selected, need not apply again.


17/8/2018
(Anup Purkayastha)
GM (Human Resources)
Phone No. 011-23461615

Affix
Photograph

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