F. No. NHIDCL/2(9)/Rectt Tech & Fin/2021/HR

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/State/UT Government Ministries/ Departments, Indian Army/Navy/Air- Force, Border Road Organization(GREF), Central/State Autonomous Bodies, Central/State Public Sector Undertakings, etc. on Transfer on Deputation basis for the following posts:

Sl. No.	Name of the Posts	No. of Vacancies*	Pay matrix Level in CDA pattern
1.	Executive Director (T/P)	02	Pay Matrix Level-14 of 7th CPC [ Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-]
2.	Executive Director (Finance & HR/Admn)	01	Pay Matrix Level-14 of 7th CPC [ Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-]
3.	General Manager (T/P)	10	Pay Matrix Level-13 of 7th CPC [ Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
4.	General Manager (Fin)	01	Pay Matrix Level-13 of 7th CPC [ Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
5.	General Manager (Legal)	01	Pay Matrix Level-13 of 7th CPC [ Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
6.	General Manager (Land Acquisition & Coordination)	03	Pay Matrix Level-13 of 7th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
7.	Deputy General Manager (T/P)	20	Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- ]
8.	Deputy General Manager (Fin.)	05	Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- ]
9.	Manager (Finance)	08	Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- ]

10.	Manager (T/P)	20	Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- ]
11.	Manager (HR/ Admn.)	02	Pay Matrix Level-11 of 7th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA Pattern];
12.	Manager (Legal)	01	Pay Matrix Level-11 of 7th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA Pattern];
13.	Deputy Manager (HR/ Admn.)	01	Pay Matrix Level-9 of 7 <sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/- ]
14.	Deputy Manager (Fin.)	01	Pay Matrix Level-9 of 7 <sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/- ]
15.	Assistant Manager (HR/ Admn.)	03	Pay Matrix Level-8 of 7 <sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/- ]

\*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: 06 (six) weeks from the date of publication of the advertisement in the Employment News. Date of Publication of the Advertisement in the Employment News shall be displayed on the NHIDCL Website [www.nhidcl.com](http://www.nhidcl.com).**

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

Applications shall have to be submitted only in on-line mode for which link has been posted on the NHIDCL website [www.nhidcl.com](http://www.nhidcl.com). No applications in any other mode like By Hand or By Post or By E-mail shall be accepted under any circumstances.

**NOTE 1:** Crucial date for deciding eligibility (viz. age, length of service, etc.) of the Candidates shall be 01.01.2022.

**NOTE 2:** Candidate submitting application on Transfer on Deputation basis shall be required also to submit his/her application through proper channel. He/she will be allowed to appear in the interview, even if shortlisted for a post, only if his/her application is received through proper channel along with copies of ACRs/APARs for last five years, No Objection Certificate (NOC) and Vigilance Clearance (VC) from his/her parent organization.

**NOTE 3:** Retired Officer(s) who have served in the Government and satisfy the prescribed eligibility criteria, may also apply for the post on Contract basis.

**NOTE 4:** Any change or amendment in this Vacancy Circular will be posted on the NHIDCL Website only.

**NOTE 5:** Incomplete applications or those received after the prescribed date shall be summarily rejected.



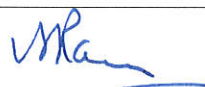
## ELIGIBILITY CRITERIA AND TERMS & CONDITIONS FOR THE POST(S):-

(1) The details of Educational Qualifications, Eligibility criterion and required Experience are given below:-

Name of the Post 1	Educational Qualifications 2	Eligibility criterion and required Experience 3
Executive Director (Tech./Project)	<p>Age:- Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></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 post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-14 of 7<sup>th</sup> CPC [Pre-revised PB-4 of Rs.37,400-67,000/- plus Grade Pay of Rs. 10,000/-] in CDA pattern or in an equivalent Pay Scale.</p> <p style="text-align: center;">OR</p> <p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-13 of 7<sup>th</sup> CPC [ Pre-revised PB-04 of Rs.37,400 - 67,000/- having Grade Pay Rs.8,700/-] in CDA pattern / equivalent in Parent Cadre;</p> <p style="text-align: center;">AND</p> <p>(iii) Having 18 (Eighteen) years experience in a Group 'A' Service of the Central/State/UT Government or equivalent level post or higher and 12 (Twelve) years experience in Highways / Roads and Bridge Engineering.</p>
Executive Director (Finance & HR/ Admn.)	<p>Age:- Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></p> <p>Degree from a recognized university.</p> <p style="text-align: center;">AND</p> <p>(i) Passed Final exam of Institute of Chartered Accountant of India.</p> <p style="text-align: center;">OR</p> <p>(ii) Passed Final exam of Institute of Cost and Works Accountant of India.</p> <p style="text-align: center;">OR</p> <p>(iii) Degree in Business Management with Finance as the</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 post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-14 of 7<sup>th</sup> CPC [Pre-revised PB-4 of Rs.37,400-67,000/- plus Grade Pay of Rs. 10,000/- in CDA pattern].</p> <p style="text-align: center;">OR</p>



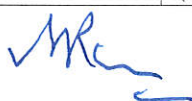
	<p>major subject.</p> <p>OR</p> <p>(iv) Member of any organized Account Service of the Central Government.</p>	<p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-13 of 7<sup>th</sup> CPC [Pre-revised PB-4 of Rs. 37,400-67000/- with GP-8700/- CDA pattern] / equivalent in Parent Cadre.</p> <p>AND</p> <p>(iii) Having 18 (Eighteen) years experience in a Group-A organized service of Govt. of India or equivalent level post and 13 (Thirteen) years experience in organized Account Service of the Central Government or Finance and Accounts Department. Preference will be given to candidates with experience in Highways Sector.</p>
<p><b>General Manager (Tech./Project)</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></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 post 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 in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) Having 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. 7,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) Having 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 or in an equivalent Pay Scale.</p> <p>AND</p> <p>(iv) Having 13 (Thirteen) years experience in a Group 'A' Organized service of the Central/State/UT Government</p>



		or equivalent level post or higher and 11(Eleven) years experience in Highways/Road /Bridge Engineering.
General Manager (Finance)	<p>Age:- Preferably below 55 years.</p> <p>Essential:-</p> <p>(a) Degree from a recognised University or Institute. AND</p> <p>(b) Final exam of the Institute of Chartered Accountants of India; OR</p> <p>(c) Final exam of the Institute of Cost and Works Accountants of India; OR</p> <p>(d) Degree in Business Management with Finance as the major subject; OR</p> <p>(e) Member of any organized Accounts Service of the Central Government or any State Governments.</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 post 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 or in an equivalent Pay Scale. OR</p> <p>(ii) 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. 7,600/-] in CDA pattern or in an equivalent Pay Scale. OR</p> <p>(iii) 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 or in an equivalent Pay Scale. AND</p> <p>(iv)12 (Twelve) years experience in a Group 'A' Organized Service of the Central/ State/ UTs Government 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>
General Manager (Legal)	Age:- Preferably below 55 years.	Officers in a Central Government Department/



	<p><b>Educational Qualifications:-</b> Degree in Law from a recognized University</p>	<p>Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Sector Undertaking:-</p> <p>(i) Holding analogous post 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 in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) Having 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 in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) Having 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 or in an equivalent Pay Scale.</p> <p>AND</p> <p>Having at least 14 years continuous &amp; 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>
<p><b>General Manager (Land Acquisition &amp; Coordination)</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b> Degree of recognised University.</p> <p><b>Desirable Qualification:-</b> (i) Degree in Law</p>	<p>Officers from Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Sector Undertaking:-</p> <p>(i) Holding analogous posts in</p>



	<p style="text-align: center;">OR</p> <p>(ii) Master in Business Administration,</p> <p style="text-align: center;">OR</p> <p>(iii) Post Graduate Diploma in Public Administration</p>	<p>the Pay Matrix Level-13 of 7<sup>th</sup> CPC [pre-revised Pay Band-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/-] in CDA pattern or in an equivalent Pay Scale.</p> <p style="text-align: center;">OR</p> <p>(ii) Having 03 (three) years regular service in the Pay Matrix Level-12 of 7<sup>th</sup> CPC [pre-revised Pay Band-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 7600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p style="text-align: center;">OR</p> <p>(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pay Band-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 6,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p style="text-align: center;">AND</p> <p>(iv) Having 13 (Thirteen) years experience in an Organized Group 'A' Service of the Central/State/UT Government or equivalent level post or higher out of which 11 (Eleven) years experience in the field of Land Acquisition, Revenue &amp; Administrative work. Preference will be given to those who are having or have held service as Director or Deputy Secretary with relevant field experience.</p>
<p><b>Deputy General Manager (Tech./Project)</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></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 post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-12 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs. 15,600-</p>

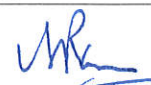


		<p>39,100/- plus Grade Pay of Rs. 7,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) Having 09 (Nine) years regular service in the Pay Matrix Level-10 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>AND</p> <p>(iv) Having 09 (Nine) years experience in an Organized service of the Central/State/UT Government or equivalent level post or higher and well versed in the field of Roads/Highways/Bridge Engineering.</p>
Deputy General Manager (Finance)	<p>Age:- Preferably below 55 years.</p> <p><b>Educational Qualifications:- Essential:-</b></p> <p>(a) Degree from a recognised University or Institute; AND</p> <p>(b) Final exam of the Institute of Chartered Accountants of India; OR</p> <p>(c) Final exam of the Institute of Cost and Works Accountant of India; OR</p> <p>(d) Degree in Business Management with Finance as the major subject; OR</p> <p>(e) Member of any organised Accounts Service of the Central/State/UT Government.</p>	<p>Officers in Central Government Departments/ Autonomous Bodies/ 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-12 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 7,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) With 03 (Three) years regular service in the Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in</p>

*MP*



	<p>Desirable:-</p> <p>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. Further, he/she should also be well versed in Computerized Accounting system Like SAP.</p>	<p>CDA pattern or equivalent Pay Scale in Parent Cadre;</p> <p>OR</p> <p>(iii) Having 09 (Nine) years regular service in the Pay Matrix Level-10 of 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>AND</p> <p>(iv) Having 09 (Nine) years experience in a responsible position in an Organized service of the Central/State/UT Government or equivalent level post or higher and well versed in the field of Finance and Accounts.</p>
<p>Manager (Finance)</p>	<p>Age:- Preferably below 55 years.</p> <p><b>Educational Qualifications Essentials:-</b></p> <p>(i) Degree of a recognised University or Institute; AND having passed</p> <p>(ii) Intermediate level examination of Chartered Accountancy;</p> <p>OR</p> <p>(iii) Intermediate level examination of Cost &amp; Works Accountancy;</p> <p>OR</p> <p>(iv) SAS Exam of the Indian Audit and Accounts Service or equivalent Examinations for Civil Accounts, Defence Accounts Service etc.</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 post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) 05 (Five) years regular service in the Pay Matrix Level-10 of 7<sup>th</sup> CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) 06 (Six) years regular service in the Pay Matrix Level-7 of 7<sup>th</sup> CPC [Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay Rs. 4,600/-] in CDA pattern or in an equivalent Pay Scale.</p>



		<p>AND</p> <p>(iv) 03 (Three) years experience in an Accounts Department of the Government of India/ Autonomous Bodies / Public Sector Undertakings / State Government Departments/ State Government Public Sector Undertakings dealing with construction or contract works in a Commercial Undertakings of repute.</p>
<p>Manager (Tech./ Project)</p>	<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 Sector Undertakings holding/having held:-</p> <p>(i) Holding analogous post on a regular basis in the Parent Cadre or Department in Pay Matrix Level-11 of 7th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in CDA Pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) With 03 (three) years regular service in the Grade rendered after appointment thereto on a regular basis in the Pay Matrix level-10 of 7th CPC [Pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) With 06 (six) years service in the in pay matrix level-7 of 7th CPC [Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,600/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>AND</p> <p>(iv) Having 03 (three) years experience in a responsible</p>



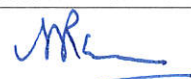
		Senior position in an Organized service of the Central/State/ UT Government or equivalent level post or higher and well versed in the field of Roads/Highways/Bridge Engineering.
Manager (HR/ Admn.)	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></p> <p>Degree from a recognised University or Institute.</p> <p><b>Desirable:-</b></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 7<sup>th</sup> CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in CDA pattern or in an equivalent Pay Scale; OR (ii) With 03 (Three) years service in the Grade rendered after appointment thereto on a regular basis in Pay Matrix Level-10 of 7<sup>th</sup> 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; OR (iii) With 06 (Six) years service in Pay Matrix Level-7 of 7<sup>th</sup> CPC [Pre-revised PB-02 of Rs.9,300-34,800 Plus Grade Pay of Rs. 4600/- and above in CDA pattern] or in an equivalent pay scale in the parent cadre/Department ; AND (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>
Manager (Legal)	<p><b>Age:-</b> Preferably below 55 years.</p>	<p>Officers in a Central Government Department/ Autonomous Body/ Public</p>



	<p><b>Educational Qualifications Essentials:-</b></p> <p>Degree in Law from a recognised University.</p> <p><b>Essential experience:-</b></p> <p>At least three years experience in the field of Law/ Legislative matters and well versed in Legal obligations relating to contractual matters and arbitration /claims.</p>	<p>Sector Undertaking / State Government Department/ State Government Public Undertaking:-</p> <p>(i) Holding analogous post on a regular basis in the Parent Cadre or Department in Pay Matrix Level-11 of 7<sup>th</sup> CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-] in CDA Pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) With 03 (three) years regular service in the Grade rendered after appointment thereto on a regular basis in the Pay Matrix level-9 of 7<sup>th</sup> CPC [Pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(iii) With 06 (six) years service in the in pay matrix level-8 of 7<sup>th</sup> CPC [Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,800/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>AND</p> <p>(iv) Having 08 (eight) 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. 4,600/-and above in CDA pattern or equivalent Pay Scale in the Parent Cadre or Department.</p>
<p><b>Deputy Manager (HR/ Admn.)</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational qualifications:-</b></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><b>Desirable :-</b></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 7<sup>th</sup> CPC in the Parent Cadre or Department [Pre-revised PB-2</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>of Rs.9,300-34,800/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an equivalent Pay Scale.</p> <p>OR</p> <p>(ii) With 03 (Three) years service in the grade in Pay Matrix Level-8 of 7<sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs.4,800/-] or above, in CDA pattern or equivalent Pay Scale in the Parent Cadre or Department rendered after appointment thereto on a regular basis,</p> <p>OR</p> <p>(iii) With 05 (Five) years service in the grade in Pay Matrix Level-7 of 7<sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs.4,600/-] or above, in CDA pattern or equivalent Pay Scale in the Parent Cadre or Department, rendered after appointment thereto on a regular basis.</p> <p>OR</p> <p>(iv) With 08 (Eight) years service in the grade in Pay Matrix Level-6 of 7<sup>th</sup> CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs.4,200/-] or above, in CDA pattern or equivalent Pay Scale in the Parent Cadre or Department rendered after appointment thereto on a regular basis.</p>
<p><b>Deputy Manager (Fin.</b></p>	<p><b>Age:-</b> Preferably below 55 years.</p> <p><b>Educational Qualifications:-</b></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 Finance and Accounts.</p> <p><b>Desirable :-</b></p> <p>(i) Intermediate Chartered</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-9 of 7<sup>th</sup> CPC [Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 5,400/-] in CDA pattern or in an</p>



	<p>Accountant; OR (ii) Intermediate Cost Accountant; OR (iii) SAS Exam of the Indian Audit and Accounts Service AND Having at least 01 (One) year experience in an Accounts Department of the Government of India/ Autonomous Body/ Public Sector Undertaking/ State Government Departments/ State Government Public Undertakings dealing with construction or contract works in or a Commercial Undertaking of repute.</p>	<p>equivalent Pay Scale.  OR (ii) With 03 (Three) years service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 of 7th CPC [Pre-revised Pay Band-2 of Rs. 9300-34800/- with grade pay of Rs.4800/-] or above, in CDA pattern or in an equivalent Pay Scale in the parent cadre or Department ; OR (iii) With 05 (Five) years service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 of 7th CPC [Pre-revised Pay Band-2 of Rs.9300-34800/- with grade pay Rs. 4600/-] or above in CDA pattern or in an equivalent Pay Scale in the Parent Cadre or Department; OR (iv) With 08 (Eight) years service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 of 7th CPC [Pre-revised Pay Band-2 of Rs. 9300-34800/- with grade pay Rs4200/-] or above, in CDA pattern or in an equivalent Pay Scale in the parent cadre or Department.</p>
Assistant Manager (HR)	<p><b>Age:-</b> Preferably below 55 years.  <b>Educational qualifications:-</b> Degree from a recognized University or Institute.  <b>Desirable:-</b> 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:-  (i) Analogous post on a regular basis in Pay Matrix Level-8 of 7<sup>th</sup> 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 or in an equivalent Pay Scale. ; OR (ii) With 02 (Two) years service in Pay Matrix Level-7 of 7<sup>th</sup> CPC in the Grade rendered after appointment thereto on a</p>

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		<p>regular basis in [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay Rs.4,600/-] or above, in CDA pattern or in an equivalent Pay Scale in the Parent Cadre or Department;</p> <p>OR</p> <p>(iii) With 06 (Six) years service in Pay Matrix Level-6 of 7<sup>th</sup> CPC in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/-] or above, in CDA pattern or in an equivalent Pay Scale 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>
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(2) 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.

(3) The above Posts can also be filled up by Transfer on Deputation basis of Officers presently serving in the Central Government Ministries/ Departments, Army, Navy, Airforce, Border Roads Organization (GREF), Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings and who satisfy the eligibility criteria prescribed above.

(4) The initial period of Deputation shall be three (03) years, which can be extended further up to the permissible limit, with the approval of the Competent Authority.

(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) (i) In case of selection on Contract basis, Officers shall be paid remuneration as per details given below:-

Designation of the Post	Last Pay drawn minus Pension plus prevalent rate of DA	Consolidated Allowance (Rs. Per Month)	Field Allowance (Rs. Per Month)	Total Remuneration proposed to be offered
	A	B	C	D
Executive Director	Actual based on PPO /LPC	65000	14,420	A+B+C
General Manager		48000	5,800	
Dy. General Manager		35,000	3,700	
Manager		31,000	3,200	
Deputy Manager		27,000	5,310	
Assistant Manager		19,000	4,700	



(ii) Special Allowance based on Risk and Hardship would also be payable to all category of personnel viz. Employees on Deputation, Personnel appointed on Direct Contract. This Allowance shall only be payable to personnel posted outside Delhi. Details are as under:-

**Regional Offices:-**

Sl. No.	Designation	Assam, Meghalaya, Tripura, Uttrakhand, Sikkim & A&N Islands (Rs. Per Month)	Arunachal Pradesh, Nagaland, Mizoram, Manipur & J & K (Rs. Per Month)	Ladakh (Rs. Per Month)
	1	2	3	4
1	Executive Director	10,000	20,000	40,000
2	General Manager	9,000	18,000	36,000
3	Dy. General Manager	8,000	16,000	32,000
4	Manager	6,000	12,000	24,000
5	Below Manager	5,000	10,000	20,000

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

(7) An Annual increase of 5% of the pay drawn in NHIDCL on 1<sup>st</sup> July rounded off to next hundred rupees shall be granted to the Officers engaged on Contract basis on completion of at least 6 months of Contract service as on 1<sup>st</sup> July.

(8) In the case of Serving Officers, their application should be forwarded through proper channel by the parent Office/ Organization, along with 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.
- (iii) Certified copies of the ACRs/APARs of the applicant for the last five years.

(9) In the case of retired Officers who are applying for the post on Contract basis, the Pension Payment Orders (PPO), if borne on the pensionable service and Summary of ACRs/APARs for the last five years should be attached/uploaded with the Application failing which his/her Application shall not be entertained.



(10) In case a candidate is eligible for more than one post and also applies for more than one post, he will be considered only for lower level post. He/she should, however, submit separate Application for each post.

(11) Applications of those Officers who were serving in NHIDCL on Deputation/ Contract and were dis-engaged pre-mature by NHIDCL or they left NHIDCL at their own volition since last two years, shall not be considered.

(12) Applications of the Candidates who were given offer of appointment/ engagement on Deputation/ Contract during last two years but did not join, will not be given preference.

(13) In case the applicant is already working in NHIDCL on Deputation/ Contract basis and otherwise eligible, they will be considered only if they have rendered minimum one year's service in NHIDCL.

(14) The candidate(s) selected for the post on Deputation basis shall not be allowed to be repatriated within a period of 02 years from the date of their appointment in NHIDCL.

(15) Incomplete applications or those received after the last date for submission of application shall be summarily rejected. Those candidates, who had applied earlier for the above mentioned post but were not called for interview, need not apply again.

(16) If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.

(17) The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India especially in the North Eastern Region, Leh/ Ladakh/J&K, A & N Islands should apply.

(18) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

(19) Eligible Candidate(s) who are willing to serve in NHIDCL may submit their application(s) in Online mode at the link available at the NHIDCL Website [www.nhidcl.com](http://www.nhidcl.com) along with a photograph, signature and summary of APARs/ACRs for last 05 years, within 06 weeks from the date of publication of the advertisement in the Employment News after which the said link shall stand disabled.



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