



**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

DATE OF ADVERTISEMENT: 26th June, 2019

Applications are invited from experienced and eligible Candidates fulfilling the eligibility Criteria for appointment as Company Secretary on Contract Basis in National Highways & Infrastructure Development Corporation Limited, a PSU setup under the Ministry of Road Transport & Highways, as under:

Name of the Post	No. of Post	Pay matrix Level in CDA pattern
Company Secretary	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/-]

Last date for submission of Application: 09.08.2019-(18:00 hrs.)

For detailed Terms & Conditions and Application form please visit our website - www.nhidcl.com.

NOTE 1: Any change or amendment to this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE 2: Incomplete applications or those received after the prescribed date shall be summarily rejected.

BUILDING INFRASTRUCTURE, BUILDING THE NATION

National Highways & Infrastructure Development Corporation Ltd.

(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

ADVERTISEMENT FOR RECRUITMENT TO THE POST OF COMPANY SECRETARY IN NHIDCL

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 neighboring countries.

Applications are invited from Indian Citizens for engagement on Contract Basis for the post of Company Secretary in National Highways & Infrastructure Development Corporation Limited, as detailed below:

1. Name of Post:- Company Secretary.
2. Level/Scale of Pay:- Manager Level Post in NHIDCL in Pay Matrix Level -11 of 7th CPC {PB-3, Scale of Rs. 15,600 - 39,100 + Grade Pay - Rs. 6,600 pre revised}

Pay will be fixed at level 11 in the Pay Matrix as per 7th CPC plus other admissible Allowances, subject to revision by the Government from time to time.

3. No. of post :- 1 (One), (UR-01)
4. Qualification:- Degree of a recognized University or Institute;

AND

Qualified Company Secretary from Institute of Company Secretary of India and Member of ICSI.

5. Experience:- Minimum 03 (Three) years experience at Dy. Manager Level or equivalent (Pay Matrix level -10 of 7th CPC or Scale: Rs. 9,300 -Rs. 34,800 (PB-3), Grade Pay - Rs. 5,400 pre revised) as Company Secretary in any Company having paid up capital of Rs. 25 Crore or more.

6. Age:- Not more than 35 years on or before the date of application.

7. Duration of Contract:- The initial period of Contract shall be Three (03) years, which can be extended or curtailed by the Competent Authority on the basis of performance of the Officer. The Contractual appointment can also be terminated by either Parties after giving 30 days noticed period or by paying 01 month salary in lieu of the notice period.

8. How to apply:- Eligible Candidates may apply in the prescribed format (enclosed) along with a recent passport size Photograph and giving particulars of name, contact phone, e-mail, ID, age, qualifications, experience, proof of academic attainment, addressed to the Director (A&F), National Highways &

Infrastructure Development Corporation Limited, PTI Building, 3rd Floor, 4 Parliament Street, New Delhi -110001 The envelope containing the application shall be super scribed as “Application for the post of Company Secretary” in NHIDCL.

9. General Instruction:-

- I. Last date of receipt of application is 02.08.2019.
- II. Short listed candidates will be called for interview and No TA/DA shall be paid for attending interview.
- III. Selection will be based on the experience and performance during interview.
- IV. NHIDCL reserves the right to relax any of the Terms for selection & appointment.
- V. The advertisement can also be seen in our Official website **Website:** www.nhidcl.com. For any query, please contact Tele 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 contract basis, please state:-				
	(a) The date of initial appointment on Contract				
	(b) Period of appointment on Contract with date				
	(c) Name and address of the parent office/ organisation to which you belong				
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

