

DATE OF ADVERTISEMENT: 22nd July, 2020



**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

File No. NHIDCL/2(6)/Rectt./ED/2020/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 Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings on Transfer on Deputation basis on the Terms & Conditions indicated below:-

Sl. No.	Name of the Post and likely Vacancy	No. of Vacancy	Pay matrix Level in CDA pattern
1.	Assistant Director (Official Language) (for NHIDCL HQrs, New Delhi)	01	Pay Matrix Level-10 of 7th CPC [Pre-revised PB- 3 of Rs. 15600-39000/- plus Grade Pay of Rs. 5400/-]
2.	Private Secretary (for NHIDCL HQrs, New Delhi)	**	Pay Matrix Level-9 of 7th CPC [Pre-revised PB- 2 of Rs. 9300-34800 /- plus Grade Pay of Rs. 5400/-]

**The number of vacancy 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: 17.08.2020-18:00 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 posts on Contract basis in the prescribed proforma along with copy of Pension Payment Order.

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:-

(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
<p>Assistant Director (Official Language) 1 post</p>	<p>Age:- Preferably below 55 years.</p> <p>Educational qualifications Essential:- Masters Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level; OR Master's degree of recognised University or equivalent in English with Hindi as a subject at the degree level; OR Master's degree of a recognised University or equivalent in any subject with Hindi and English as subjects at the degree level; OR Master's degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at the degree level; OR Master's degree of a recognised University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.</p> <p>Essential Experience:- Five years experience of terminological work in Hindi and translation work from English to Hindi or vice-a-versa, preferably of Technical or Scientific literature.</p> <p>Desirable:- (i) Knowledge at the level of Matriculation of a recognised Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule</p>	<p>Officers under the Central Government or State Government or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisations and other Government Bodies:-</p> <p>(i) Holding analogous posts on regular basis in Pay Matrix Level-10 of 7th CPC [Pre-revised PB- 3 of Rs. 15600-39000/- plus Grade Pay of Rs. 5400/-] in CDA pattern in the Parent Cadre or Department;</p> <p>OR</p> <p>(ii) With 02 (Two) years regular service in Pay Matrix Level-8 of 7th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/-] in CDA pattern, or equivalent;</p> <p>OR</p> <p>(iii) With 03 (Three) years regular service in Pay Matrix Level-7 of 7th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay of Rs. 4,600/-] in CDA pattern, or equivalent.</p>

	of the Constitution; OR (ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognised University.	
Private Secretary	<p>Age:- Below 55 years.</p> <p>Educational Qualifications:- Essential:- Degree from a recognised University or Institute. & Possessing a speed of 100 words per minute in Stenography (English) and well versed and competent for operating on computer. Typing Speed should not be less than 40 words per minute.</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) Analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level- 09 of 7th CPC [Pre-revised PB- of Rs. 9300-34800 /- plus Grade Pay of Rs. 5,400/-] (CDA pattern)];</p> <p>OR</p> <p>(ii) With (02) Two years service in the Grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-8 of 7th CPC (Pre-revised Pay Band-2 of Rs. 9,300-34,800/- with Grade Pay Rs.4,800/-) in CDA pattern or equivalent;</p> <p>OR</p> <p>(iii) With (03) three years regular service in the Pay Matrix Level-7 of 7th CPC (Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay Rs.4,600/-) in CDA pattern or equivalent.</p> <p>OR</p> <p>(iv) With (08) eight years regular service in the Pay Matrix Level-6 of 7th CPC (Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay Rs.4,200/-) in CDA pattern or equivalent.</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 posts can also be filled up by engaging Retired Officer(s) who have served in the Government and 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) 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 61 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.

(6) He/ She shall draw the remuneration on the basis of Last Pay drawn minus Pension for personnel from pensionable service (e.g. Autonomous Bodies, CPSUs and Statutory Authority), including cases where the personnel served partly in pensionable and partly in non-pensionable service + prevailing rate of DA (CDA Pattern) + Fixed Amount as indicated below:-

Sl. No.	Designation of the Post	Last Pay drawn minus Pension plus prevailing rate of DA (CDA Pattern)	Consolidated Allowance (Rs. Per Month)
1	Assistant Director (Official Language)	Amount based on PPO /LPC	Rs. 27000/-
2	Private Secretary	Amount based on PPO /LPC	Rs. 27000/-

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

(8) 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. Similarly, candidates selected for engagement on Contract basis will have to serve a bond of an amount equivalent to 03 months emoluments drawn in NHIDCL, not to leave NHIDCL within a period of 02 years from the date of their appointment.

(9) 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 - 17.08.2020 up to 18:00 hrs.**

(10) 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 / HoD.

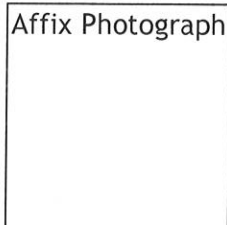
(11) In the case of Retired Officers who are applying for the post on Contract basis, **Pension Payment Order (PPO)** should be enclosed along with the Application failing which his/her Application shall not be entertained.

(12) **Incomplete applications 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 _____ IN NHIDCL

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.	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