

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 post:-

Name of the Post	No. of Vacancies*	Pay matrix Level in CDA pattern
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/-]

*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: 31.03.2020-(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 post on Contract basis in the prescribed proforma along with copies of APARs for last five years.

NOTE 2: Any change or amendment to this Vacancy Circular copies will be posted on the NHIDCL Website only.

NOTE 3: Incomplete application 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
01	02	03

General Manager (Legal)	Age:- Preferably below 55 years. Educational Qualifications:- Degree in Law from a recognized University	Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:- (i) Holding 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 (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]. OR (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]. AND 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.
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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 Post can also be filled up by engaging retired Officer 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 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 Government 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 extended/ curtailed further with the approval of the Competent Authority up to the maximum age limit of 65 years.

(ii) In case of selection, he/she 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
General Manager (Legal)	Actual based on PPO /LPC	39,600	5,800	A+B+C

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

(6) Eligible Candidates who are willing may submit their application 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 31.03.2020- (18:00 hrs.)**

(7) In the case of Serving Officer, his/her application should be forwarded through proper channel by the Parent Office/ Organization, alongwith the following documents:-

- No Objection Certificate** of parent Department / Ministry for the appointment of the applicant to the post applied for.
- 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.
- 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/her Application shall not be entertained.

(9) Incomplete application or those received after the last date for submission of application shall be summarily rejected.

(Babu Cherian)
Dy. General Manager (HR)

**BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION
FOR THE POST OF GENERAL MANAGER (LEGAL)**

Annexure-A

1	Name of the Applicant					Affix Photograph
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	(i) Date of entry into Govt. Service (ii) Date of entry into Group 'A' Service of Govt. (iii) Date of retirement under Central/ State 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 educational and 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) (Attach a separate sheet duly authenticated by your signature if the space below is insufficient).					
Qualification/Experience required as per the vacancy circular			Qualification/Experience possessed by the applicant			
Essential (A) Qualification			Essential (A) Qualification			
(B) Experience			(B) Experience			
10	Details of employment in Chronological order (attach a separate sheet duly authenticated by your signature if the space below is insufficient).					
Name of the Office/ Instt./ Orgn.	Post held (Indicate either on regular basis or on deputaion/ contract)	From	To	Level in Pay Matrix or equivalent Pay Scale/ Grade Pay (in CDA pattern) In case of State Pay Scales/ IDA Pay Scales, equivalent Pay Scales (Band Pay & Grade Pay etc.) 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) 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	Pay Scales & Total emoluments per month last drawn. (Please enclose latest Salary Slip issued by your Organization, PPO in case of retired Govt. Officers)			Pay Scale / Pay Level: Basic Pay: CDA or IDA Pay:		
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.					

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 _____. He is eligible for the post applied as per conditions mentioned in the Circular / Advertisement.
- (ii) The integrity of the Officer is beyond doubt.
- (iii) He has submitted his application to this office on _____ and his Level of Pay in the Pay Matrix/ Pay Band + Grade Pay in the Parent office on Regular basis (in CDA or IDA pattern) is _____.
- (iv) This office has No Objection in case the application of Sh. _____ is considered for appointment on Deputation for the post of _____ in the NHIDCL. Further, it is certified that the applicant shall be relieved immediately in case of his/her selection in NHIDCL.
- (v) Certified that the particulars furnished by Sh. _____ in the application proforma have 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 years i.e. for the period from 2014-2015 to 2018-2019 are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department
With Official Seal