

राष्ट्रीय राजमार्ग एवं अवसंरचना विकास निगम लिमिटेड

सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार
प्रथम तल, टावर ए, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029.

National Highways & Infrastructure Development Corporation Limited

Ministry of Road Transport & Highways, Government of India

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(भारत सरकार का उद्यम)

(A Government of India Enterprise)

F. No. NHIDCL/2(24)/Rectt. CS/2024/HR /3582

National Highways & Infrastructure Development Corporation Limited (hereinafter referred to as 'NHIDCL', 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 dynamic, effective and experienced eligible Officers retired from the Central/State Public Sector Enterprises or working in Private entities for engagement as Consultant in NHIDCL on Contract basis for the following post:

Sl. No.	Name of the Posts	No. of Vacancy	Consolidated Salary *
1.	Company Secretary	01	Rs.1,50,000/-

* The consolidated salary is negotiable for the meritorious candidates based on the past salary, industry standards and experience.

Last date for submission of applications: 02 (Two) weeks from the date of publication of the advertisement in the News Papers. Date of Publication of the Advertisement in the News Papers shall be displayed on the Company's Website www.nhidcl.com.

For eligibility criteria and detailed terms and conditions, please visit Company's Website: www.nhidcl.com.

Applications shall have to be submitted only on online mode for which link has been posted on the Company's NHIDCL website. No applications in any other mode like by Hand/Post/Email shall be accepted under any circumstances.

Notes:

1. The date for deciding eligibility criteria including age of a Candidate shall be the last date for submission of application i.e., 02 (Two) weeks from the date of publication of the advertisement in the News Papers.
2. Candidates submitting application for engagement as consultant shall be required to submit their pay slips for the last 5 months.
3. Any change or amendment in this advertisement will be posted on the Company's Website only.

4. Incomplete application or those received after the prescribed time/date shall be summarily rejected.

ELIGIBILITY CRITERIA & TERMS & CONDITIONS FOR THE APPLIED POST:

1. Details of educational qualifications, eligibility criterion and required experience are given below:

Sl. No.	Name of the Post	Educational Qualifications
1.	Company Secretary	<p>Age: Not exceeding 62 years</p> <p>Essential Educational Qualification:</p> <p>i. Degree of a recognized University/Institute, and ii. Fellow Member of the Institute of Company Secretaries of India.</p> <p>Desirable educational qualification: LLB, CA or ICWAI.</p> <p>Desirable Experience:</p> <p>Minimum 10 years' experience of working as Company Secretary in any Organization(Government, Central, State Public Sector Undertakings/ Private Entities) having paid-up share capital of Rs. 100 Crore or more / working in firms providing services of Company Secretary to such companies.</p>

2. The initial period of engagement shall be two (02) years, which can be extended further up to the permissible limit.
3. The terms & conditions and remuneration of the Officer(s) selected for engagement on Contract basis will be governed as per extant NHIDCL Policy, as amended from time to time.
4. In the case of applicants retired from the Central/State Public Sector Undertakings, their application should be submitted along with the certified copies of the ACRs/APARs of the applicant for the last five years.
5. In the case of applicants working in private organizations, pay slips for the last five months of the previous organization shall be attached/uploaded with the application failing which his/her application shall not be entertained.
6. Applicants should also submit proof(s) of the share capital of their Company (ies) in which he/she was working as a Company Secretary in the last 10 years.
7. Incomplete applications or those received after the last date for submission of application shall be summarily rejected.



8. 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.
9. This advertisement can be withdrawn at any time at the discretion of the NHIDCL without assigning any reasons there for.
10. Eligible candidates applying in the Company on contract/Consultant basis may submit their application(s) on online mode at the link available at the Company's Website www.nhidcl.com along with photograph, signature and other documents to demonstrate their eligibility e.g. qualification, experience, pay drawn, summary of APAR and the paid-up share capital of the Company.
11. The online application is to be made within 02 (Two) weeks from the date of publication of the advertisement in the Employment News after which the said link shall stand disabled.


Col. Vivek Jain (Retd.)
Dy. General Manager (HR)

