



# National Highways Logistics Management Limited (NHLML)

## Open Roles & Positions

National Highways Logistics Management Limited (NHLML), is a 100% owned Company of NHAI, (Formerly known as Cochin Port Road Company Limited) formed under the guidance of the MoRT&H for the implementation of Multi-modal Logistics Parks (MMLPs), Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying and other associated projects on Pan India basis. NHLML is committed to facilitate efficient and sustainable logistics in India by leading identification, planning, financing, development and management of "allied highway" infrastructure projects ensuring environment and ecological balance, contributing to national prosperity.

NHLML is responsible for end-to-end development of Multimodal logistic parks, Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying etc. entrusted by NHAI from time to time, right from DPR preparation, land acquisition, project execution and O&M depending on the type of project. As a part of fulfilling its mandate, NHLML will be required to formulate and adopt an appropriate contracting and implementing strategy, in coordination with multiple stakeholders viz State Governments, Ministry of Railways, Port Trusts, etc. In addition, NHLML will also be responsible for formulating the optimal strategy for fund raising for implementing projects entrusted to the organization.

We are delighted to invite applications for appointment on Contract basis either on direct rolls, or on deputation - from officers under the Central Government or State Governments or Union Territories or Universities/ Research Institutions of Govt. or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies or Retired Officials for the following position:

| Position Title | Department/Division  | Location * | Nos |
|----------------|----------------------|------------|-----|
| Chief Manager  | Finance and Accounts | New Delhi  | 01  |

\* - Position will remain transferrable across India

Duly filled applications may be sent through email to [hr.nhlml@nhai.org](mailto:hr.nhlml@nhai.org) latest by **26.03.2024** till **05:00 PM** and addressed to:

**Head - HR / Admin**  
National Highways Logistics Management Limited (NHLML)  
#323, D-21 Corporate Park, Sector-21,  
Dwarka, New Delhi-110077

| Position Title | Department/Division | Location  | Nos |
|----------------|---------------------|-----------|-----|
| Chief Manager  | Finance & Accounts  | New Delhi | 01  |

#### Roles & Responsibilities

- 01 Managing financial & accounting functions involving finalization of accounts; Taxation, generating effective systems & MIS reports for the management
- 02 Handling the Preparation of financials in Ind-As for NHLML Group and consolidation of all subsidiaries & associates as per Ind-As. Responsible to correct accounting of transaction in book. Thus must have an implementation/working knowledge of Ind-As
- 03 Collaborating with SVP/CFO to develop a Budgeting/Cash flow management in line with the strategy.
- 04 Ensuring suitable metrics are in place to measure performance and progress.
- 05 Internal Audits - Development & Implementation of robust Compliance, effective Internal Control and Annual Internal Audit Plan & Process, Corporate Governance framework for the company
- 06 Liaise with the Statutory, Tax, Internal & CAG etc Auditors
- 07 Coordinating with banks and financial institutions in resource raising for various projects being undertaken under NHLML
- 08 Develop an implementable strategy to ensure sustainable financing and legal compliance by the organization
- 09 Preparation of financial statements of the project SPVs and Consolidation of accounts
- 10 Define and implement strategy for consolidating and leveraging the balance sheets of project SPVs
- 11 Define accounting policies and mechanisms for the organization, aligned to the extant guidelines of National Highways Authority of India (NHAI)
- 12 Working knowledge of GST, Income Tax & other statutory compliances
- 13 Define accounting processes for the organization in line with the extant regulations to optimize the taxability
- 14 Liaise with the Chartered Accountants of the organization for preparation and finalization of quarterly and annual financial statements of the organization, as required
- 15 Follow Government Accounting Process and Protocol
- 16 Bring best Accounting practices and ensure all accounting compliances
- 17 Define and implement systems and processes to ensure compliance to extant regulations along with other divisions

## Qualifications & Experience

### Essential Qualification and Experience Requirement

- Qualified CA from ICAI / CMA
- Good experience and knowledge of Ind-As and Consolidation and balance sheet finalisation
- Minimum 09 years of total professional experience of which at least 04 years experience should in handling Finance & Accounts, resource management, strategic financing etc. in infra/logistic management projects.
- Maximum Age of 37 years as on 26.03.2024

### Preferable Qualification and Experience Requirement

- Having work experience of Accounts, Finance, Taxation & Audit work in a reputed infra industry
- Experience in implementation of Ind-AS, Consolidation of subsidiary/JV accounts
- Experience in handling CAG audits
- Experience in debt raising/resource mobilization would be preferred

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### Remuneration Package:

- a) The position shall be at E-4 grade level in the Basic pay scale range of Rs 70,000 - 2,00,000 as per IDA Pattern. Other emoluments include, DA, HRA, PRP, Other Allowances, Retirals and Group Medical Policy.
- b) Initial period of appointment shall be 03 years, which may be extended every year based on performance and mutual consent.

### Application Process

Interested candidates may send their resume as per format enclosed along with a cover letter to [hr.nhlm1@nhai.org](mailto:hr.nhlm1@nhai.org) latest by **26.03.2024** till **05:00 PM**. Please mark "**Application - Chief Manager - Finance & Accounts**" in the subject line of the email.

# Application Form

National Highways Logistics Management Limited



(PLEASE FILL IN CAPITAL LETTERS ONLY)

1. Application for the post of: \_\_\_\_\_

| S. No. | Particulars                              | Details |
|--------|--|---------|
| 1      | Name of the Applicant                    |         |
| 2      | Father's Name                            |         |
| 3      | Gender                                   |         |
| 4      | Date of Birth (DD/MM/YYYY)               |         |
| 5      | Domicile (State)                         |         |
| 6      | Nationality                              |         |
| 7      | Aadhar No.                               |         |
| 8      | Mailing Address                          |         |
| 9      | Permanent Address                        |         |
| 10     | Email ID:                                |         |
| 11     | Mobile No.                               |         |
| 12     | Member of Professional Services (if any) |         |
| 13     | Publication (if any)                     |         |

2. Educational Qualification (Graduation and Onwards):

| S. No. | Name of the Degree | Year of Passing | University/ Institute | Percentage of Marks | Class Division |
|--------|--------------------|-----------------|-----------------------|---------------------|----------------|
| 1      |                    |                 |                       |                     |                |
| 2      |                    |                 |                       |                     |                |
| 3      |                    |                 |                       |                     |                |
| 4      |                    |                 |                       |                     |                |

(Enclose self-attested photocopy of relevant educational qualification and mark sheets)

**3. Certification Course (if any):**

| S. No. | Name of the Course | Year of Passing | Institute | Percentage of Marks | Duration of Course |
|--------|--------------------|-----------------|-----------|---------------------|--------------------|
| 1      |                    |                 |           |                     |                    |
| 2      |                    |                 |           |                     |                    |
| 3      |                    |                 |           |                     |                    |

**4. Software Proficiency:**

| S. No. | Computer Field        | Excellent | Good | Average | Not Covered |
|--------|-----------------------|-----------|------|---------|-------------|
| 1      | MS Word               |           |      |         |             |
| 2      | MS Excel              |           |      |         |             |
| 3      | MS Power Point        |           |      |         |             |
| 4      | Mention other, if any |           |      |         |             |

**5. Work Experience (starting from Current Organisation in descending order)**

| Sl. No. | Organisation Name & Address | Designation | Reporting Manager's designation | Period of Service (From - To) | Nature of duties performed (in relevance of job applied for) | Reasons for Leaving Service |
|---------|-----------------------------|-------------|---------------------------------|-------------------------------|--|-----------------------------|
| 1.      |                             |             |                                 |                               |  |                             |
| 2.      |                             |             |                                 |                               |  |                             |
| 3.      |                             |             |                                 |                               |  |                             |

| Sl. No. | Organisation Name & Address | Designation | Reporting Manager's designation | Period of Service (From - To) | Nature of duties performed (in relevance of job applied for) | Reasons for Leaving Service |
|---------|-----------------------------|-------------|---------------------------------|-------------------------------|--|-----------------------------|
| 4.      |                             |             |                                 |                               |  |                             |
| 5.      |                             |             |                                 |                               |  |                             |

**Details of Other Employer (if any)**

- (Enclose self-attested photocopy of relevant experience certificates)

6. Last drawn CTC/Basic with level (except PRP) .....

**7. Declaration**

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment/selection/subsequent contract period in NHLML, it is found that any information/statement/data given in this application is false/incorrect/any material fact suppressed OR I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature/appointment is liable to be cancelled/terminated forthwith without giving any notice or reasons thereof.

**Place:**

**Date:**

(Signature)

(Name)

**Note:** Kindly send your application along with relevant documents latest resume/ mark sheets/ experience certificates and current remuneration details at [hr.nhlml@nhai.org](mailto:hr.nhlml@nhai.org) with a subject line "Application for (Name of Position)" in the subject line of the email before last date 26.03.2024.