

**NATIONAL HIGHWAY LOGISTICS MANAGEMENT LIMITED**  
**(A 100 % owned SPV of NATIONAL HIGHWAYS AUTHORITY OF INDIA LIMITED)**

National Highways Logistics Management Limited (NHLML), a 100% owned SPV 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 and other associated projects, invites application for appointment on Contract basis from open market 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 for the following positions:

- 1) Assistant Vice President, HR & Admin - 1 Post
- 2) Vice President, Ropeways - 1 Post
- 3) Senior Manager, Ropeways - 1 Post
- 4) Manager, Logistics Infrastructure - 1 Post
- 5) Senior Manager, Passenger Convenience Infrastructure - 1 Post
- 6) Company Secretary - 1 Post
- 7) Executive Assistant to Chairman Office - 1 Post
- 8) Private Secretary to CEO - 1 Post
- 9) Manager, OFC Infrastructure - 1 Post

The terms of employment are initially for a period of 3 years which may be extended for another period of 2 years based on performance and mutual consent.

The roles & responsibilities, qualification and experience requirement can be accessed under the vacancies section on the NHAI website [www.nhai.gov.in](http://www.nhai.gov.in).

Remuneration would be based on qualification and experience of the candidate.

Duly filled applications may be sent through email to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 p.m. and addressed to:

**Sh. Ravinder**  
**Director/COO**  
**National Highways Logistics Management Limited (NHLML)**  
**G-5 & 6 Sector 10 Dwarka**  
**New Delhi-110075**

## Full Advertisement

### Careers - NHLML (Formerly known as CPRCL) Vacancy for multiple positions.

National Highways Logistics Management Limited (NHLML), a 100% owned SPV of NHAI, (Formerly known as Cochin Port Road Company Limited) formed under the guidance of the MoRT&H for the implementation of Multi-Modal Logistic Parks (MMLPs), Port Connectivity Roads, Wayside Amenities, Ropeways, Inter Modal Station and other associated projects.

2. NHLML will be responsible for end-to-end development of Multimodal logistic parks, Port Connectivity, entrusted by NHAI from time to time, right from DPR preparation, land acquisition, project execution and O&M. 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.

3. With reference to the above, NHLML is looking to fulfill positions of the company on Contract basis from open market 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 to plan, direct and oversee the company's operations for a period of 3 years which may be extended for another period of 2 years based on performance and mutual consent. These positions include:

- 1) Assistant Vice President, HR & Admin - 1 Post
- 2) Vice President, Ropeways - 1 Post
- 3) Senior Manager, Ropeways - 1 Post
- 4) Manager, Logistics Infrastructure - 1 Post
- 5) Senior Manager, Passenger Convenience Infrastructure - 1 Post
- 6) Company Secretary - 1 Post
- 7) Executive Assistant to Chairman Office - 1 Post
- 8) Private Secretary to CEO - 1 Post
- 9) Manager, OFC Infrastructure - 1 Post

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**Sh. Ravinder**  
**Director/COO**  
**National Highways Logistics Management Limited (NHLML)**  
**G-5 & 6 Sector 10 Dwarka**  
**New Delhi-110075**

## **Assistant Vice President: HR & Admin**

### **Roles and responsibilities:**

- i. To understand the organization's, need and prepare strategic plans to address the requirement from an HR and Administration perspective.
- ii. Prepare plans that reflect all the organization's growth expectations and address future staffing, training, and facilities requirements.
- iii. To develop an overarching strategy, as well as specific tactics that will enable the organization to grow rapidly and seamlessly.
- iv. To carry out after the entire recruitment process and prepare payroll as per the company guidelines.
- v. Framing of policies, procedures and implementation in the organization as per the law and must be in place, known and briefed to all the employees. In addition, to make sure the organization's policies and procedures are fit for purpose and complete, should also periodically check for legislative changes and new trends and develop new policies.
- vi. Take appropriate action when policies or procedures are breached.
- vii. Manage all employee relations programs, including promotions, performance appraisal, disciplinary procedures, and employee representative discussions or negotiations.
- viii. To ensure that the employees' voice is heard fairly and equitably.
- ix. Manages the supply chain throughout the organization and ensures that departmental requisitions are processed, suppliers managed, and necessities supplied correctly.
- x. Leads and manages the HR and administration teams and stimulates their continuous improvement.
- xi. Ensure timely Training & Development of all the employees
- xii. To ensure all statutory compliances of the company are done well within the time.

### **Qualifications & Experience:**

- i. A Graduate Degree from an Institution recognized by AICTE/NAAC or affiliated to an Indian/Global University of repute or equivalent.
- ii. Post graduate degree /diploma in Personnel Management & IR or MBA with specialization in HR from a recognized university/institution with good academic records. Law degree is desirable.
- iii. Minimum 12 years of total professional experience of which at least 08 years' HR & Administration experience in medium and above segmental company/ PSUs. Knowledge in contract management in HR & Admin is desirable.
- iv. Excellent organizational skills, with an ability to prioritize important projects, Interpersonal Skill, Excellent oral and written communication, Problem solving skills (conflict Management), Teamwork, Organizational ability.
- v. Strong phone, email and in-person communication skills
- vi. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for a period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 p.m. Please mark "**Application - Assistant Vice President, HR & Admin**" in the subject line of the email.

## **Vice President - Ropeways**

### **Roles and responsibilities:**

- i. Develop a implementable action plan to develop ropeway as Passenger transportation in Hilly areas and as alternate transport in Urban settlement.
- ii. Identify strategic partnerships with State Government and other implementation agencies for development of Ropeway in entire country.
- iii. Lead marketing activities for attracting interest from investors for development of Ropeways.
- iv. Develop and refine commercial and contracting strategy and fine tune contract documents for development of ropeways.
- v. Spreadhead the RFP process to identify private investors for the aforementioned asset classes.
- vi. Award and manage contracts and lead resolution of disputes in executing contracts for development and operation of projects.
- vii. Spearhead operations to drive timely implementation of projects whilst ensuring highest quality of projects.
- viii. Lead resolution of disputes in executing contracts for development and operation of Ropeway projects.
- ix. Identify international best practices for Standards, technology, execution, Operation and Maintenance of Ropeway projects.
- x. Ensure sound corporate governance by managing the processes as mandated by NHAI/ NHLML as well as statutory compliance requirements.
- xi. Demand assessment for transportation systems.
- xii. To analyse the TOD policies and apply to the Ropeway project.
- xiii. Traffic impact assessment using the transportation modelling and carry out financial modelling and analysis.

### **Qualifications & Experience:**

- i. A Graduate Degree in Engineering from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- ii. Post Graduate Degree in Transportation Engineering/ Transportation Planning/ Traffic Engineering/ Infrastructure Planning from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ global University of repute or equivalent.
- iii. Minimum 15 years of total professional experience.
- iv. 06 years of minimum experience of Traffic/ Transportation Planning out of which minimum 03 years' experience as Passenger Transportation Planner.
- v. Having Knowledge on various technology available across countries for Ropeways Constructions, various Standards, Engineering Challenges, Cost of various technologies and cost optimization.
- vi. Experience in the position of Senior Management level for 3 years as Passenger Transportation Expert/ Ropeway Expert.
- vii. Experience in transport planning, urban transport infrastructure, public transport, strategic planning, project structuring, route rationalization project finance, project modelling, finance analysis, economic analysis, forecasting techniques, Contracting/ Bid Process Management, procurement, traffic Engineering, Traffic Management, Transport Networking etc.
- viii. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for another period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 PM. Please mark “**Application - Vice President, Ropeways**” in the subject line of the email.

## **Senior Manager - Ropeways**

### **Roles and responsibilities:**

- i. Develop a implementable action plan to develop ropeway as Passenger transportation in Hilly areas and as alternate transport in Urban settlement.
- ii. Identify strategic partnerships with State Government and other implementation agencies for development of Ropeway in entire country.
- iii. Undertake marketing activities for attracting interest from investors for development of Ropeways.
- iv. Develop and refine commercial and contracting strategy and fine tune contract documents for development of ropeways.
- v. Spreadhead the RFP process to identify private investors for the aforementioned asset classes.
- vi. Award and manage contracts and lead resolution of disputes in executing contracts for development and operation of projects.
- vii. Spearhead operations to drive timely implementation of projects whilst ensuring highest quality of projects.
- viii. Carry out resolution of disputes in executing contracts for development and operation of Ropeway projects.
- ix. Identify international best practices for Standards, technology, execution, Operation and Maintenance of Ropeway projects.
- x. Ensure sound corporate governance by managing the processes as mandated by NHAI/ NHLML as well as statutory compliance requirements.
- xi. Demand assessment for transportation systems.
- xii. To analyse the TOD policies and apply to the Ropeway project.
- xiii. Traffic impact assessment using the transportation modelling and carry out financial modelling and analysis.

### **Qualifications & Experience:**

- i. A Graduate Degree in Engineering from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- ii. Post Graduate Degree in Transportation Engineering/ Transportation Planning/ Traffic Engineering/ Infrastructure Planning from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ global University of repute or equivalent.
- iii. Minimum 10 years of total professional experience.
- iv. 04 years of minimum experience of Traffic/ Transportation Planning out of which minimum 02 years' experience as Passenger Transportation Planner.
- v. Having Knowledge on various technology available across countries for Ropeways Constructions, various Standards, Engineering Challenges, Cost of various technologies and cost optimization.
- vi. Experience in transport planning, urban transport infrastructure, public transport, strategic planning, project structuring, route rationalization project finance, project modelling, finance analysis, economic analysis, forecasting techniques, Contracting/ Bid Process Management, procurement, traffic Engineering, Traffic Management, Transport Networking etc.
- vii. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for another period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 PM. Please mark “**Application - Senior Manager, Ropeways**” in the subject line of the email.

## **Manager, Logistics Infrastructure**

### **Roles and responsibilities:**

- i. Develop a viable and implementable action plan to implement the strategic vision for developing Multimodal Logistics Parks, Warehousing Zones, Intermodal Stations, Bus Ports and other associated infrastructure projects.
- ii. Identify strategic partnerships with Private Players, State Agencies, and other Authorities for project development.
- iii. Liaise with the Indian Railways, State Governments, Central Ministry and other Govt. and private stakeholders to ensure coordination and support in the implementation of the project.
- iv. Preparation of bidding documents including technical schedules, initiating procurement process, tender finalization etc.
- v. Lead resolution of disputes in executing contracts for development and operation of projects.

### **Qualifications & Experience:**

- i. A Graduate Degree in Civil/ Mechanical Engineering/ Economics / Transportation from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- ii. Post Graduate Degree in Engineering / Management / Economics/ Transportation/ Planning from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ global University of repute or equivalent.
- iii. Minimum 08 years of total professional experience of which at least 4 years' experience of logistics sector including construction of Maritime Ports, Riverine ports, Air Cargo Terminal, Rail Cargo Terminals, Logistics parks, Inland Container Depot (ICD), Container Freight station, Free Trade Warehousing Zone (FTWZ), Freight Village, Warehouses, Cold storage facilities, manufacturing / processing related Industrial Parks/ Estates/ SEZ and Core sector including construction of highways. Railways, metro rail, power sector, airports, silos, oil and gas and real estate development.
- iv. Currently employed in the positions of Dy. Manager and above level for the past 2 years in logistics sector including construction of Maritime Ports, Riverine ports, Air Cargo Terminal, Rail Cargo Terminals, Logistics parks, Inland Container Depot (ICD), Container Freight station, Free Trade Warehousing Zone (FTWZ), Freight Village, Warehouses, Cold storage facilities, manufacturing / processing related Industrial Parks/ Estates/ SEZ and Core sector including construction of highways. Railways, metro rail, power sector, airports, silos, oil and gas and real estate development.
- v. Experience of designing of facilities including planning of MMLPs along with preparation of financial model, traffic estimation, cost estimate, rate analysis, policy making, strategies development etc.
- vi. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be initially for 03 years, which may be extended for a period of 02 years based on performance and mutual consent.

### **Application Process:**

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## **Senior Manager, Passenger Convenience Infrastructure**

### **Roles and responsibilities:**

- i. Develop a viable and implementable action plan to implement the strategic vision for developing wayside amenities on brownfield and green-field corridors.
- ii. Identify strategic partnerships with private players and other implementation agencies (as needed) for development of wayside amenities.
- iii. Lead marketing activities for attracting interest from investors for Wayside Amenities.
- iv. Develop and refine commercial and contracting strategy and finetune contract documents for developing the aforementioned asset classes (as needed).
- v. Spearhead the RFP process to identify private investors for the aforementioned asset classes.
- vi. Spearhead operations to drive timely implementation of projects whilst ensuring highest quality of projects.
- vii. Lead resolution of disputes during operation of projects.
- viii. Identify international best practices for maintaining consistent good quality of wayside amenities; Develop standard operating procedures to ensure maintenance of wayside amenities.
- ix. Build division by leading the identification and recruitment of suitably qualified personnel to key posts either from within NHAI or from the private sector.
- x. Ensure sound corporate governance by managing the processes as mandated by NHAI as well as statutory compliance requirements.

### **Qualifications & Experience:**

- i. A Graduate Degree in Engineering / Commerce / Economics / Transportation from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- ii. Post Graduate Degree in Engineering / Management / Economics/ Transportation from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ global University of repute or equivalent.
- iii. Minimum 10 years of total professional experience of which at least 5 years' experience of strategizing/ development/ operation of projects related to wayside amenities, retail, shopping complex etc.
- iv. Additional experience in development of real estate/ hospitality/ convention/ mall/ tourism will be an added advantage.
- v. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for a period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 p.m. Please mark “**Application - Senior Manager, Passenger Convenience Infrastructure**” in the subject line of the email.

## **Company Secretary**

### **Roles and responsibilities:**

- (i) Preparing & filing of necessary Documents, Returns, Forms with ROC as required under Companies drafting of agenda for Board Meetings, Notice & Explanatory Statements of General Meetings.
- (ii) Well-versed with the Companies Act, Income Tax, GST & various other Corporate Laws.
- (iii) Independently maintaining and preparing all statutorily required secretarial documents, records including minutes and registers etc.
- (iv) Knowledge and experience of company law, foreign exchange regulations, secretarial standards and governance, and statutory compliances.
- (v) Responsible for compliances of Secretarial Standards prescribed by ICSI from time to time.
- (vi) Drafting and Vetting of Contracts/ Agreements/ Deeds etc.
- (vii) Capable of understanding, interpreting and drafting legal documents etc.
- (viii) ROC Annual Returns filings (including XBRL filings)
- (ix) Assistance & advice for obtaining Regulatory Approvals from relevant authorities. Advisory and Opinions on matters related to Companies Act.
- (x) Assistance & advise for reviewing compliance's and drafting various forms/ Reports under the Companies Act.
- (xi) Participating in various meetings of boards, committees and management bodies; preparing the agendas and minutes of such meetings within strict time periods.
- (xii) Arranging execution of various corporate documents (such as shareholder resolutions, KYC related documents, extracts, forms and applications).
- (xiii) Assisting the legal team in ensuring that NHLML's boards, committees and management bodies comply with relevant local legislation and regulation
- (xiv) Registering any corporate changes within the relevant company registers and ensuring that the information is always up to date.
- (xv) Updating local registrar of companies to reflect corporate changes.
- (xvi) Keeping other company records and files up to date.
- (xvii) Ensure that NHLML complies with relevant legislation and regulation, and keep board members informed of their legal responsibilities.
- (xviii) Ensure that NHLML and its directors operate within the law.

### **Qualifications & Experience:**

- i. A Qualified Company Secretary by Institute of Company Secretaries of India
- ii. Law degree will be an added advantage.
- iii. Minimum 15 years of relevant professional experience.
- iv. Similar working experience, preferably with recent experience in the industrial sector
- v. Strong time management, organisation and team working skills
- vi. Good awareness of global company governance and administration trends
- vii. Good technical knowledge and experience around corporate governance and company law, and its practical application, management of Board level matters
- viii. Focus on delivery, resilient and able to prioritise and manage multiple internal clients
- ix. Ability to interact credibly at a senior level
- x. Fluency in English language and Excellent communication skills (verbal and written)
- xi. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for another period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 PM. Please mark "Application -Company Secretary" in the subject line of the email.

## **Executive Assistant to Chairman Office**

### **Roles and responsibilities:**

- (i) Support senior leadership in developing long term strategic vision for the organization, by assessing global best practices and by conserving national and international needs of the sector.
- (ii) Assist the senior management in developing a viable and implementable action plan aligned with the strategic vision.
- (iii) Plan, manage and validate deliverables of management consultants across work streams of strategic vision, business proposal and financial modelling
- (iv) Track the progress of critical projects, key initiatives and KPIs of department Heads to fast-track development of focused projects.
- (v) Communicate with the stakeholders on CXO's behalf and coordinate logistics for high level meetings and strategic initiatives both internally and externally.
- (vi) Assist senior leadership in developing presentations and documents for external and internal meetings viz. such as Board meeting, Investor meetings, Industry Summits and forums.

### **Qualifications & Experience:**

- i. Post Graduate Degree in Planning/ Management or MBA from an institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- ii. Minimum five years of relevant full time work experience in field of project planning, management, consulting, capital markets or corporate strategy.
- iii. Experience in large infrastructure projects supporting team leader or project manager.
- iv. String financial modelling and accounting knowledge with experience in building and analysing P&L statements, balance sheets, cash flow statement to provide recommendations to CXOs on strategic initiatives.
- v. Highly proficient with MS Office along with string administration skills and the ability to maintain and implement effective system.
- vi. Possess structured thinking, string detail orientation, business acumen and exceptional analytical skills.
- vii. Ability to work collaboratively with all team members and create a positive team culture.
- viii. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for another period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 PM. Please mark "**Application - Executive Assistant to Chairman Office, NHLML**" in the subject line of the email.

## Private Secretary to CEO

Applications are invited from dynamic, effective and experiences eligible Private Secretary (PS)/ PPS working in Central/ State/ UT Government Ministries/ Departments, Indian Army/ Navy/ Air-Force, Border Road Organization (GREF), Central/ State Autonomous Bodies, Central/ State Public Sector Undertakings, etc. on Transfer on Deputation basis for the following post:

Name of the Post	No. of Post	Classification of Post	Pay Band and Grade Pay	Method of recruitment
(1)	(2)	(3)	(4)	(5)
Private Secretary to CEO, NHLML	1	Group-B	PB-2 (Rs. 9300-34,800) with Grade Pay Rs.4800#	Deputation

Candidates working in Private sectors can also apply for the designated post with minimum required qualification.

Last date for submission of Application: 04 (four) weeks from the date of publication of the Advertisement in the Employment News, Date of Publication of the Advertisement in the Employment News shall be displayed on the NHA website [www.nhai.gov.in](http://www.nhai.gov.in)

Applications shall have to be submitted only through email on [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org)

**NOTE 1:** Crucial date for deciding eligibility (viz, age, length of service, etc.) of the Candidates shall be 01.01.2022.

**NOTE 2:** Candidate submitting application on Transfer on Deputation basis shall be required to submit his/her application through proper channel. He/ She will be allowed to appear in the interview, even if shortlisted for a post, only if his/ her application is received through proper channel along with copies of ACRs/ APARs for last five years. No Objection Certificate (NOC) and Vigilance Clearance (VC) from his/her parent organization.

**NOTE 3:** Candidates applying from the private sector/ open market shall submitted their application through email. He/ She will be allowed to appear in the interview, even if shortlisted for a post, only if his/ her application is received with copies of APRs for last five years

**NOTE 3:** Any change or amendment in this Vacancy Circular will be posted on the NHA Website only.

**NOTE 4:** Incomplete applications or those received after the due date shall be summarily rejected.

### ELIGIBILITY CRITERIA AND TERMS & CONDITIONS FOR THE POST: -

(1) The details of Educational Qualifications, Eligibility criterion and required Experience for candidates working in Govt. sector are given below:

Age Limit	Essential Educational Qualifications required	Existing Grade Pay and essential Experience
(1)	(2)	(3)
Not exceeding 56 years	<b>Essential Educational Qualification: -</b> (i) 12 <sup>th</sup> or equivalent from a recognized Board of Education/ Institute  and (ii) Dictation of 10 minutes at the speed of 100 words per minute in Shorthand (English/ Hindi) and transcription time (on computer only) is 40	By deputation from officers under the Central Government or State Government or Union Territories or Universities or Recognized. Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies: -  (i) Holding analogous post on regular basis in the pay scale of PB-2 (Rs.9300-34,800) with Grade Pay of Rs.4800/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department.  Or

Age Limit	Essential Educational Qualifications required	Existing Grade Pay and essential Experience
(1)	(2)	(3)
	minutes for English and 55 minutes for Hindi	(ii) With four years' service in the grade rendered after appointment thereto on a regular basis in posts in the PB-2 (Rs.9300-34800) with Grade Pay of Rs.4600/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department.

**#PB-3 (15600-39100) with Grade Pay Rs.5400 on completion of 4 years regular service.**

(2) Candidates working in Private Sector shall possess minimum qualification as stipulated in para (1) above with age not exceeding 56 years. Candidate shall possess minimum 15 years of professional experience with minimum 05 experience working as Private Secretary/ PPS to CEO/ Chairman of the Company. The remuneration shall be decided based on the qualification and experience criteria.

(3) Initial period of deputation/ contract shall be 03 years, which may be extended for a period of 02 years with the approval of Chairman.

(4) The Terms and 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/ NHLML policy, as amended from time to time.

(5) 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.
- (iii) Certified copies of the ACRs/ APARs of the applicant for the last five years.

(6) In case if retired Officers who are applying for the post of Contract basis, the Pension Payment Orders (PPO), if borne on the pensionable service and Summary of ACRs/ APARs for the last five years should be attached/ uploaded with the Application failing which his/ her Application shall not be entertained. The salary of retired officers shall be arrived by deducting the basic pension from the salary drawn at the time of retirement. It shall be termed as "salary". The amount of salary so fixed shall remain unchanged for the term of contract.

(7) Applications of those Officers who are serving in NHAI/ NHLML on Deputation/ Contract and were dis-engaged pre-mature by NHAI/ NHLML or they left NHAI/ NHLML at their own violation since last two years, shall not be considered.

(8) Applications of the Candidates who were given offer of appointment/ engagement on Deputation/ Contract during last two years but did not join, shall not be considered.

(9) In case the applicant is already working for NHAI/ NHLML on Deputation/ Contract basis and otherwise eligible, they shall be considered only if they have rendered minimum one year's service in NHAI/ NHLML.

(10) The candidate(s) selected for the post on Deputation basis shall not be allowed to be repatriated within a period of 03 years from the date of their appointment in NHAI/ NHLML.

(11) If a large number of applications are received, only those candidates who are short listed on the basis of qualification, experience, tenure and level of service in the relevant field shall be considered for interview.

(12) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

(13) Eligible Candidate(s) who are willing to serve in NHLML may submit their applications(s) through email on [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) along with a photograph, signature and summary of APARs/ ACRs for last 05 years, **within 04 weeks from the date of publication of the advertisement in the Employment News after which the said link shall stand disabled.**

## **Manager - OFC Infrastructure**

### **Roles and responsibilities:**

- i. To be able to roll out large and complex projects for achieving the business goals of company.
- ii. Connect with Telecom operators/ ISP community and dealing with regulatory authorities.
- iii. Should be well aware of latest trend in Telecom and IT domain.
- iv. Prepare annual business plan and prepare action plan and implement it to achieve the targets set by management and MoU targets of the company.
- v. Meet, interact with operators to understand the business needs and design and implement the solution for client.
- vi. Solution design, Network Planning, Project Management, Trunked project execution, O & Min IT/ITES, Telecom, Communication, Networking, Data centers, e-governance, e-commerce, Cyber security & Video Surveillance, Smart Cities, IoT, e- education, e-health and other relevant field.
- vii. Developing vendor base, technology partners and tying up with them for meeting NHLML's requirement.
- viii. Good leadership qualities with capabilities to work on multiple projects simultaneously.
- ix. Knowledge of tendering process and strong vendor management. Initiating procurement process, Tendering document framing, tender finalization.

### **Qualifications & Experience:**

- i. B.Tech./B.E./ M.Sc. in Electronics & Communications/ Computer Science/ IT from an Institution recognized by AICTE/NAAC or affiliated to an Indian/Global University of repute or equivalent.
- ii. Post Graduate/ degree/ diploma in MBA with specialization in marketing/Systems/Operation from a recognized university/institution with good academic records. Industry certificates like ITIL, CISA, CISM preferred.
- iii. Minimum 08 years of total professional experience.
- iv. 04 years of minimum experience in OFC Infrastructure sector.
- v. Experience in carrying out project appraisal, cost-benefit analysis of various alternate options of business plan of OFC Infrastructure projects (minimum two projects).
- vi. Experience of dealing with regional/ national level telecom operators and carrier relationship management.
- vii. Experience in implementation of rolling out complex IT and Telecom, IoT, Projects, Data Centres projects, Operations and maintenance of handling of IT and Telecom services along with CRM.
- viii. Experience in new and upcoming technological advances like IoT, Smart Cities, should have designed and rolled out large OFC based telecom infrastructure, 5G /4G Mobile technology, Data centres, IMS, Video- surveillance, OFC cable laying, Public Wi-Fi etc.
- ix. Preferably worked over technologies used in Smart Cities, IoT, Data centre, Cyber Security, CRM, Billing System
- x. Maximum Age of 56 years as on 01.01.2022.

### **Remuneration Package:**

- i. Remuneration is based on qualifications and experience of the candidate.
- ii. Initial period of appointment shall be 03 years, which may be extended for another period of 02 years based on performance and mutual consent.

### **Application Process:**

Interested candidates may send their resume along with a cover letter to [ravinder.nhlml@nhai.org](mailto:ravinder.nhlml@nhai.org) latest by 04.07.2022 till 05.00 p.m. Please mark "Application - Vice President, OFC Infrastructure" in the subject line of the email.