

National Highways InvIT Project Managers Private Limited (NHIPMPL)

NHIPMPL/Rec/10/Mgr(F&A)/03

30.07.2025

National Highways InvIT Project Managers Private Limited (NHIPMPL) invites applications for the appointment of personnel for the position of Manager (Finance & Accounts) (on Fixed Term Contract)

Name of the Position	Manager (Finance & Accounts)
No. of Posts	01
Period of Contract	The initial tenure of appointment will be for a period of three (03) years, which may be extended/curtailed subject to the requirements of NHIPMPL and the performance of the candidate.
Place of Posting	Delhi
Annual Remuneration	As per the company's policies & norms
Minimum Essential Education Qualification*	Degree in Commerce/Accounts/Finance from a recognized University/Institute or Chartered Accountant (CA) from ICAI or Cost & Management Accountant (CMA) from ICMAI or MBA (Finance) from a recognized University/Institute
Minimum Experience post-acquiring the minimum essential education qualification (as on the last date of receipt of applications)	Minimum 08 years of experience in the areas of Accounting, Finance, Taxation, Audit, and similar nature of work of a company, post-completion of the essential education qualification
Maximum Age Limit (as on the last date of receipt of applications)	Maximum 40 Years of age as on the last date of receipt of applications
Minimum drawn gross salary in any of the last five years of employment/present employment	Minimum annual gross salary of Rs. 12 Lakhs
Job Responsibilities	Broad responsibilities & duties: ▪ Assistance in Financial Forecasting, Company Budget, formulating financial policies, risk management, project costing, and auditing ▪ Preparation of financial statements, annual accounts ▪ Overseeing all the books of accounts ▪ Adherence to regulatory compliances ▪ All other company financial & accounts-related works

****Refer Annexure-1 for details regarding educational and work experience details.***

Completely filled-in applications in the prescribed format only along with self-attested copies of all the supporting documents and an updated CV, shall be sent to hr.nhipmpl@nhai.org

Incomplete applications without supporting documents shall not be considered.

The last date for receiving the applications is 13.08.2025, 1800 hours.

Procedure to apply

- (i) Interested candidates may apply to the post in the prescribed FORMAT only, enclosing therewith all the certificates in support of age, educational qualifications, experience, salary, etc.
- (ii) Complete application along with the self-attested documents must be sent by email only at **hr.nhipmpl@nhai.org**, latest by **13.08.2025, up to 6 PM**. Any application received after the closing date & time will not be considered. NHIPMPL shall not be responsible for delays in the receipt of the applications.
- (iii) The subject line of the email must be **“Application for the Post of Manager (Finance & Accounts) in NHIPMPL”**
- (iv) Applications received by post/courier/fax shall not be considered.
- (v) **Applications not submitted in the prescribed format or incomplete applications in any respect or applications without the supporting documents, especially without complete details of work experience and last drawn salary details, or the applications received after the closing date & time will be summarily rejected without assigning any reason.**
- (vi) NHIPMPL reserves the right to verify the documents submitted by the candidate.
- (vii) The candidates are advised to fill out the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile/experience, etc., at a later date will not be entertained under any circumstances.
- (viii) The crucial date for the determination of eligibility shall be the last date prescribed for the receipt of applications.
- (ix) Mere submission of applications shall not give the candidates any right to be called for an interview or selection for the post.
- (x) NHIPMPL will not be responsible for the non-submission of applications due to any issue.

Important Terms & Conditions

- (i) Canvassing or bringing influence in any form will disqualify the candidature.
- (ii) Depending on the response and number of applications received and the requirements of the organization, NHIPMPL reserves the right to raise/relax the eligibility criteria conditions.
- (iii) NHIPMPL reserves the right not to fill up any or all the posts notified at its discretion, and the number of vacancies may also be increased/decreased, post may be upgraded/downgraded depending upon organizational requirements.
- (iv) NHIPMPL reserves the right to cancel/ restrict/ enlarge/ modify /alter /close /re-open the recruitment process, upgrade/downgrade the position, if the need so arises, without issuing any further notice or assigning any reason thereof.
- (v) Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the websites of NHAI & NHIPMPL and will not be published in the newspapers. Therefore, the candidates are advised to check the websites of NHAI and NHIPMPL regularly.

Important Terms & Conditions of the Fixed-Term Contract

- (i) The persons engaged shall provide full-time services to NHIPMPL during their period of engagement on a fixed-term contract, and they will not be permitted to take up any other assignment during the period of their engagement with the NHIPMPL. The person will be engaged under these guidelines on a contract basis for a fixed period, and no claim, whatsoever, shall be admissible for regularization/absorption in NHIPMPL.
- (ii) No TA/DA would be admissible to the personnel for joining the assignment.
- (iii) The candidates engaged on a Fixed-Term Contract basis will be required to attend office on all working days and also on holidays if required, on account of exigencies of work.
- (iv) The position remains transferrable across project locations in India. Willingness to travel/relocate is one of the prerequisites.
- (v) NHIPMPL shall have the right to terminate the contract at any time, without assigning any reason. However, the contract may be terminated by either of the parties immediately with one month's notice or one month's salary in lieu of notice during the subsistence of the fixed-term contract.

Annexure-I

Terms & Conditions related to Education Qualification & Work Experience

- (i) The graduation degree/ post-graduation degree in Commerce/Accounts/Finance, MBA (Finance), must be a full-time regular degree.
- (ii) All qualifications must have been acquired from Indian or Global Institutes/Universities, recognized by UGC or AICTE (whichever is applicable), or any other appropriate statutory authority in India or abroad.
- (iii) In case of institutes/universities using GPA/CGPA/SGPA in essential/ preferable qualification, candidates shall also provide the conversion formula obtained from the concerned institutes/universities.
- (iv) The candidate needs to submit a certificate from the institute /university regarding specialization in the graduation/post-graduation degree if not mentioned in the Marksheet/Degree.
- (v) The period of training/internship done during the minimum essential qualification shall not be counted towards post-qualification experience.
- (vi) List of Documents duly self-attested to be provided with the application is as follows:
 - a) All education qualification documents starting from SSC onwards.
 - b) All previous work experience certificates and all salary proofs
 - c) Current employer appointment letter
 - d) Gross Annual Salary Proofs
 - e) Aadhar Card
 - f) PAN Card
 - g) Any other relevant documents

**APPLICATION FORMAT
(TO BE FILLED IN ENGLISH CAPITAL LETTERS)**

1.	Name of the Post	:	
2.	Name of the Candidate	:	
3.	Date of Birth (copy of proof to be enclosed)	:	
4.	Age as on last date of receipt of application	:	
5.	Gender (Male / Female)	:	
6.	Category (General/SC/ST/OBC)	:	

PASTE YOUR
RECENT
PASSPORT
SIZE PICTURE

7.	Father's / Husband's name	:	
8.	Address for Correspondence	:	
9.	Permanent Address	:	
10.	Aadhar No.	:	
11.	E-mail	:	
12.	Mobile No.	:	
13.	Alternate No.	:	

14. Details of Educational Qualification (Matriculation onwards, copy of self-attested documents to be enclosed)					
Exam Passed/ Degree	Institute / College Name	University / Board	Year of Passing	Major Subjects	% of marks / CGPA*

*** Attach CGPA to the percentage conversion certificate issued by the College/University**

15. Work Experience (copy of self-attested documents to be enclosed)							
S. No.	Employer Name	Designation	From Date	To Date	Duration (Years & Months)	Gross Annual Salary (in INR)	Brief Job Description #

Attach a separate sheet if required

Total Experience: _____ (years & months)

DECLARATION

I have carefully gone through the vacancy circular / advertisement and I solemnly declare and undertake that all the information furnished by me is true, correct, and complete to the best of my knowledge and belief. I undertake that if at any stage of the selection or even after selection, any of the information furnished by me is found to be false, incorrect, or misleading, then my service/engagement will stand cancelled/terminated without assigning me any reason. I will produce the original documents in support of the information furnished whenever required by the employer. I also certify that there is no conflict of interest with any concessionaires/stakeholders/staff associated with NHIPMPL.

Date : _____

(Signature of the Candidate)

Place : _____

(Name of the Candidate)