



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 positions:

| Position Title | Department/Division | Location * | Nos |
|----------------|---------------------|------------|-----|
| Chief Manager | Human Resources | New Delhi | 01 |

* - Position will remain transferrable across India

Duly filled applications may be sent through email to hr.nhlml@nhai.org latest by **12.03.2024** 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 | Human Resources | New Delhi | 01 |

Roles & Responsibilities

- 01 Forecasting talent requirements and manpower requisitioning via close governance with HODs of all departments
- 02 Complete ownership and management of Talent Acquisition process (end to end)
- 03 Maintains employee records by processing or updating employee details and status via personnel file management, in accordance with relevant policies and standards
- 04 Manage employee lifecycle including deputation/transfers/promotions and other ad-hoc changes along with regular updates to employee database
- 05 Payroll, benefits and statutory administrative responsibilities including benchmarking (aligned with PSU structure)
- 06 Advocate strong governance in ensuring adherence to all HR & statutory compliance
- 07 Define policies, procedures and implementation in the organization as per the law
- 08 Drive strategic processes like Performance Management, Talent Management SOPs annually
- 09 Formulation of HR strategies, manpower plans, and implementation of the same
- 10 Identify core competencies & skills critical to business and frame policies for key talent identification, development and retention
- 11 Conceptualize & drive L&D plan for pan India employees
- 12 Manage all employee communication and internal filings using e-file system
- 13 E-HRMS management for all employees

Qualifications & Experience

Essential Qualification and Experience Requirement

- Post Graduate Degree in HR from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- Minimum 09 years of total professional experience
- Core exposure to HRMS implementation / PMS systems
- Maximum Age of 45 years as on 12.03.2024

Preferable Qualification and Experience Requirement

- Contract Labour Management
- Experience of core HRBP with both blue-collared and white-collared category of employees in mid to large organizations
- Professional Certifications (SHRM, SPHR etc)

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.nhlml@nhai.org latest by 12.03.2024 till 05.00 PM. Please mark "**Application - Chief Manager - Human Resources**" 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 with a subject line "Application for (Name of Position)" in the subject line of the email before last date 12.03.2024.