

National Highways InvIT Project Managers Private Limited

(A Wholly Owned Entity of NHAI)

Regd. Off.: G-5 & 6, Sector-10, Dwarka, Delhi - 110075

CIN: U45201DL2021GOI378178; Email: info.nhipmpl@nhai.org

NHIPMPL/2023-24/Rec/02/03

15/03/2024

National Highways InvIT Project Managers Private Limited (NHIPMPL) invites applications for engagement of personnel to the following post (on Fixed Term Contractual Basis): -

Sr. No.	Name of the Position	No. of Post
1	Manager – Finance & Accounts	01

Details for the post of Manager – Finance & Accounts:

(i)	Place of posting	Delhi However, liable to be transferred anywhere in India, based on the Company's requirements.
(ii)	Method of Recruitment	Fixed Term Contract
(iii)	Period of Contract	The initial tenure of engagement will be for three (03) years , which may be further extended subject to the requirements of NHIPMPL and the performance of the candidate. NHIPMPL reserves the right to terminate the contract at any time, without assigning any reason thereof.
(iv)	Gross Annual CTC	17.42 Lakh approx.
(v)	Essential Educational Eligibility Criteria	Chartered Accountancy (CA from ICAI)
(vi)	Preferred Qualification	MBA in Finance
(vii)	Maximum Age Limit	40 years as on the last date of receipt of the application
(viii)	Minimum years of Experience (as on the last date of receipt of application)	Five (05) years of experience
(ix)	Job Profile	Broad Responsibilities including but not limited to: a. Overseeing all accounts, ledgers, and reporting systems ensuring compliance; b. Maintaining internal control and safeguards for receipt of revenue, costs, and programme budgets and actual expenditures; c. Coordinating all audit activity; d. Analyzing financial data and presenting financial reports in an accurate and timely manner; e. Assisting leadership in the annual budgeting and planning process; f. Liaison with Bankers and other financial/Govt Institutions, Preparation and Finalization of Annual Accounts, Budgeting & monitoring. Any other duties and responsibilities thereof.

Completely filled-in applications in the prescribed format may be sent to hr.nhipmpl@nhai.org

Last date for receiving the applications is **30 March 2024, 1800 hours**.

1. Procedure to apply

1.1 Interested candidates shall apply to the post only in the prescribed **FORMAT**, enclosing therewith self-attested certificates, in support of age, educational qualifications, experience etc. which may be sent by email at hr.nhipmpl@nhai.org, latest by **30.03.2024, up to 6 PM**. The subject line of the email shall be **“Application for the Post of Manager – Finance & Accounts”**. It may please be noted that the applications received through post/courier/fax shall not be considered.

1.2 **Applications not submitted in the prescribed format and incomplete applications** in any respect, especially without details of education, work experience, and salary details **shall be liable for rejection**. 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.

1.3 Crucial date for determination of eligibility shall be the last date prescribed for receipt of applications.

2. Important Terms & Conditions

2.1 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 two months' notice or two month's salary in lieu of notice during the subsistence of the contract.

2.2 The persons engaged shall provide full-time services to NHIPMPL during their period of engagement 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.**

2.3 No TA/DA would be admissible to the personnel for joining the assignment or on its completion. All reimbursements on official tours would be as per NHIPMPL Travel Policy as applicable to equivalent-level employees of NHIPMPL.

2.4 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.

3. Other Terms & Conditions

3.1 Canvassing or bringing influence in any form will disqualify the candidature.

3.2 Management/Competent Authority reserves the right to increase/decrease the no. of posts and/or to upgrade/downgrade the post.

3.3 The advertisement can be withdrawn at any time at the discretion of the Competent Authority/Management without assigning any reason thereof.

3.4 Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAI and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAI regularly.

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

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

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

14. Work Experience (copy of self-attested documents to be enclosed)						
Sr. No.	Employer Name	Designation	From Date	To Date	Gross Salary (per year)	Brief Job Description #

Attach a separate sheet if required

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)