

**National Highways InvIT Project Managers Private Limited (NHIPMPL)**

**(A wholly owned entity of NHAI)**

**NHIPMPL/Rec/10/Mgr-F&A/01**

**05.06.2025**

National Highways InvIT Project Managers Private Limited (NHIPMPL) invites applications for the engagement of personnel for the position of Manager – Finance & Accounts (on Fixed Term Contractual Basis):-

**Details for the post of Manager – Finance & Accounts**

<b>Name of the Position</b>	<b>Manager – Finance &amp; Accounts</b>
<b>No. of Post</b>	<b>01</b>
<b>Period of Contract</b>	The initial tenure of appointment will be for a period of <b>three (03) years</b> , which may be further extended subject to the requirements of NHIPMPL and the performance of the candidate.
<b>Place of Posting</b>	<b>Delhi Headquarter</b> However liable to be transferred anywhere in India, based on the Company's requirement
<b>Minimum Essential Education Qualification</b>	<b>Chartered Accountancy (CA from ICAI)</b>
<b>Desirable Education Qualification</b>	<b>MBA in Finance</b>
<b>Minimum Experience post-acquiring the minimum essential education qualification (as on the last date of receipt of applications)</b>	<b>Eight (08) years</b> of experience
<b>Annual remuneration</b>	<b>17.42 Lakhs/Annum (Approx.)</b>
<b>Maximum Age Limit (as on the last date of receipt of applications)</b>	<b>40 years</b>
<b>Minimum drawn annual CTC in last five years of employment/present employment</b>	Minimum Annual Gross Salary of Rs. 12 Lakhs

Completely filled-in applications in the prescribed format only, along with self-attested copies of all the supporting documents and updated CV, shall be sent to [\*\*hr.nhipmpl@nhai.org\*\*](mailto:hr.nhipmpl@nhai.org)

**Incomplete applications without supporting documents shall not be considered.**

**Last date** for receiving the applications is **19.06.2025, 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](mailto:hr.nhipmpl@nhai.org), latest by **19.06.2025, up to 6 PM**.
- (iii) The subject line of the email must be **“Application for the Post of Manager – Finance & Accounts”**
- (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 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 determination of eligibility shall be the last date prescribed for 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, 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 NHAH & NHIPMPL and will not be published in the newspapers. Therefore, the candidates are advised to check the websites of NHAH 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.

**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 percentage conversion certificate issued by College/University*

15. Work Experience							
(copy of self-attested documents to be enclosed)							
Sr. No.	Employer Name	Designation	From Date	To Date	Duration (Years & Months)	Gross Annual CTC (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)