



National Highways & Infrastructure Development Corporation Limited

(A Govt. of India Undertaking)



BHARATMALA
ROAD TO PROSPERITY

Corporate Office : 3rd Floor, PTI Building, 4-Parliament Street, New Delhi - 110001

National Highways & Infrastructure Development Corporation Limited has been set up by the Government of India as a Corporation under the Ministry of Road Transport & Highways to fast pace construction/ up-gradation/ widening of National Highways in the North-Eastern Region and areas that share International boundaries with neighbouring countries.

Applications are invited from dynamic, effective and experienced eligible Officers working in Central Government Ministries/ Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings on Transfer on Deputation basis for the following posts:-

Sl. No.	Name of the Posts	No. of Vacancies*	Pay matrix Level in CDA pattern
1.	Executive Director (T/P) [HQrs + Regional Offices]	06	Pay Matrix Level-14 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-]
2.	Executive Director (Finance) [HQrs]	01	Pay Matrix Level-14 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-]
3.	General Manager (T/P) [HQrs + Regional/ Branch Offices]	10	Pay Matrix Level-13 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
4.	General Manager (Finance) [HQrs]	01	Pay Matrix Level-13 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
5.	General Manager (IT) [HQrs]	01	Pay Matrix Level-13 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
6.	General Manager (Legal) [HQrs]	01	Pay Matrix Level-13 of 7 th CPC [Pre-revised PB - 4 of Rs.37,400-67,000/- plus Grade Pay Rs.8,700/-]
7.	Deputy General Manager (T/P) [HQrs + Regional/ Branch Offices]	20	Pay Matrix Level-12 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/-]
8.	Deputy General Manager (HR) [HQrs]	01	Pay Matrix Level-12 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/-]
9.	Manager (Finance) [HQrs + Regional/ Branch Offices]	10	Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-]
10.	Manager (T/P) [HQrs + Regional/ Branch Offices]	20	Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-]
11.	Manager (HR) [HQrs]	01	Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/-]
12.	Assistant Manager (HR) [HQrs]	01	Pay Matrix Level-8 of 7 th CPC [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/-]

*The number of vacancies in the Posts may vary, depending upon the requirement. Further, NHIDCL reserves the right to prepare a Panel of selected Candidates for filling up the indicated and future vacancies that may arise in NHIDCL.

Last date for submission of Application: 23.12.2019-18:00 hrs.

For detailed Terms and Conditions please visit- www.nhidcl.com.

NOTE 1: Retired Officer (s) who have served in the Government or have held equivalent posts satisfying the prescribed eligibility criteria, may also apply for the post on Contract basis in the prescribed proforma along with copies of APARs for last five years.

NOTE 2: Any change or amendment to this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE 3: Incomplete applications or those received after the prescribed date shall be summarily rejected.

TERMS & CONDITIONS FOR THE POST(S):-

(1) The details of Educational Qualifications, Experience required and tenure of the posts are given below:-

Name of the Post	Educational Qualifications	Eligibility criterion and required Experience
1	2	3
Executive Director (Tech./ Project)	Age:- Preferably below 55 years. Educational Qualifications:- Degree in Civil Engineering from a recognised University / Institute.	Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking holding/having held:- (I) Analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-14 of 7 th CPC [Pre-revised PB-4 of Rs.37,400-67,000/- plus Grade Pay of Rs. 10,000/- in CDA pattern] OR (ii) With 03 (Three) years regular service in the Pay Matrix Level-13 of 7 th CPC [Pre-revised PB-04 of Rs. 37,400 – 67,000/- having Grade Pay Rs.8,700/- in CDA pattern / equivalent in Parent Cadre; AND (iii) Having 18 (Eighteen) years experience in a Group 'A' Service of the Government of India or equivalent level post or higher and 12 (Twelve) years experience in Highways / Roads and Bridge Engineering.

Executive Director (Finance)

Age:- Preferably below 55 years.

Educational Qualifications:- Degree from a recognized university.

AND

(i) Passed Final exam of Institute of Chartered Accountant of India.

OR

(ii) Passed Final exam of Institute of Cost and Works Accountant of India.

OR

(iii) Degree in Business Management with Finance as the major subject.

OR

(iv) Member of any organized Account Service of the Central Government.

Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking/ State Government Department/ State Government Public Undertaking holding/having held:-

(I) Analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-14 of 7th CPC [Pre-revised PB-4 of Rs.37,400-67,000/- plus Grade Pay of Rs. 10,000/- in CDA pattern].

OR

(ii) With 03 (Three) years regular service in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-4 of Rs. 37400-67000/- with GP-8700/- CDA pattern] / equivalent in Parent Cadre.

(iii) Having 18 (Eighteen) years experience in a Group-A organized service of Govt. of India or equivalent level post and 13 (Thirteen) years experience in organized Account Service of the Central Government or Finance and Accounts Department. Preference will be given to candidates with experience in Highways Sector.

General Manager (Tech./Project)

Age:- Preferably below 55 years.

Educational Qualifications:-

Degree in Civil Engineering from a recognised University or Institute.

Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:-

(i) Holding analogous post in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].

OR

(ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].

OR

(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].

AND

(iv) Having 13 (Thirteen) years experience in a Group 'A' Organized service of the Government of India or equivalent level post or higher and 11 (Eleven) years experience in Highways/Road /Bridge Engineering.

General Manager (Finance)

Age:- Preferably below 55 years.

Essential:-

(a) Degree from a recognised University or Institute.

AND

(b) Final exam of the Institute of Chartered Accountants of India;

OR

(c) Final exam of the Institute of Cost and Works Accountants of India;

OR

(d) Degree in Business Management with Finance as the major subject;

OR

(e) Member of any organized Accounts Service of the Central Government or any State Governments.

Officers in Central Government Departments / Central Public Sector Undertakings / Autonomous Bodies / State Government Departments/ State Government Public Undertakings holding/having held:-

(i) Analogous post in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].

OR

(ii) 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].

OR

(iii) 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].

AND

(iv) 12 (Twelve) years experience in a Group 'A' Organized Service of the Government of India or equivalent level posts in other Organizations mentioned above or higher and 10 (Ten) years experience in Finance and Accounts Department. Should be well versed with the Financial Rules and Accounting procedures to be followed for major projects, in particular approval of tenders, processing of Contractor's claims and other contractual matters.

General Manager (IT)

Age:- Preferably below 55 years.

Educational Qualifications:-

(I) BE/ B Tech. in Computer Science/ Information Technology or specialized equivalent qualification from a recognized University/ Institute,

OR

(ii) Bachelor's Degree in Engineering / Technology (any discipline) / Science AND MBA (Information System/ Information Technology) / Advance or Post Graduate Diploma in Computer Applications,

OR

Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:-

(i) Holding analogous post in the Pay Matrix Level-13 of 7th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern].

OR

(ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern].

OR

(iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern].

AND

Having 14 years experience in a Group-A organized service of Govt. of India or equivalent

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Name of the Post	Educational Qualifications	Eligibility criterion and required Experience	Manager (Finance)	Age:- Preferably below 55 years.	Officers in a Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding / having held:-
1	2	3			
General Manager (IT)	(iii) M.Sc. in Computer Science / Information Technology / Multimedia etc. OR (iv) MCA, OR (v) B.Sc. (Computer Science / Information Technology / Multimedia) / BCA from a recognized University/ Institute, OR Masters in any other subject from a recognised University.	post and minimum experience in Computer Programming / Software / System Design/ System/ Integration related work on any IT project as follows: (i) For BE / B Tech. in Computer Science etc - Nil (ii) For Bachelor's Degree in Engineering / Technology (any discipline) / Science AND MBA (Information System/ Information Technology etc - Nil (iii) For M.Sc. in Computer Science / Information Technology etc - 1 year (iv) For MCA - 2 years (v) For B.Sc. in Computer Science / Information Technology etc - 3 years For persons having Masters in any other subject - 5 years in managing Govt. / Public sector IT Projects.		Educational Qualifications Essentials:- (i) Degree of a recognised University or Institute; AND having passed (ii) Intermediate level examination of Chartered Accountancy; OR (iii) Intermediate level examination of Cost & Works Accountancy; OR (iv) SAS Exam of the Indian Audit and Accounts Service or equivalent Examinations for Civil Accounts, Defence Accounts Service etc.	(i) Analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-11 of 7 th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- (CDA pattern)] OR (ii) 05 (Five) years regular service in the Pay Matrix Level-10 of 7 th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/- (CDA pattern)] OR (iii) 06 (Six) years regular service in the Pay Matrix Level-7 of 7 th CPC [Pre-revised Pay Band-2 of Rs.9,300-34,800/- plus Grade Pay Rs. 4,600/- (CDA pattern)] AND (iv) 03 (Three) years experience in an Accounts Department of the Government of India / Autonomous Bodies / Public Sector Undertakings / State Government Departments/ State Government Public Undertakings dealing with construction or contract works in or a Commercial Undertakings of repute.
General Manager (Legal)	Age:- Preferably below 55 years. Educational Qualifications:- Degree in Law from a recognized University	Officers in a Central Government Department/ Autonomous Body/ Public Sector Undertaking / State Government Department/ State Government Public Undertaking:- (i) Holding analogous post in the Pay Matrix Level-13 of 7 th CPC [Pre-revised PB-04 of Rs. 37,400-67,000 plus Grade Pay of Rs. 8,700/- in CDA pattern]. OR (ii) Having 03 (Three) years regular service in the Pay Matrix Level-12 of 7 th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 7600/- in CDA pattern]. OR (iii) Having 08 (Eight) years regular service in the Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs. 6,600/- in CDA pattern]. AND Having at least 14 years continuous & regular service in the field of law/legislative matters. Should be well versed in legal obligation relating to contractual matters and also arbitration/ claims. Preference will be given to persons who are experienced in vetting/ drafting international agreements and other documents relating to major work contracts and various forms of financing.	Manager (Tech./ Project)	Age:- Preferably below 55 years. Educational Qualifications Degree in Civil Engineering from a recognised University or Institute.	Officers in a Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:- (i) Holding analogous post on a regular basis in the Parent Cadre or Department in Pay Matrix Level-11 of 7 th CPC [Pre-revised Pay Band-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA Pattern]; OR (ii) With 03 (three) years regular service in the Grade rendered after appointment thereto on a regular basis in the Pay Matrix level-10 of 7 th CPC [Pre-revised Pay Band-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 5,400/- in CDA pattern]. OR (iii) With 06 (six) years service in the in pay matrix level-7 of 7 th CPC [Pre-revised Pay Band-2 of Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,600/- in CDA pattern]. AND (iv) Having 03 (three) years experience in a responsible Senior position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Roads/Highways/Bridge Engineering.
Deputy General Manager (Tech./ Project)	Age:- Preferably below 55 years. Educational Qualifications:- Degree in Civil Engineering from a recognised University or Institute.	Officers in a Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:- (i) Analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-12 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- in CDA pattern] OR (ii) With 03 (Three) years regular service in the Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA pattern] OR (iii) Having 09 (Nine) years regular service in the Pay Matrix Level-10 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/- in CDA pattern] AND (iv) Having 09 (Nine) years experience in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Roads/Highways/Bridge Engineering.	Manager (HR)	Age:- Preferably below 55 years Educational Qualifications:- Degree from a recognised University or Institute. Desirable:- (i) Degree in Law OR (ii) Master in Business Administration OR (iii) Post graduate Diploma in Public Administration.	Officers under the Central Government Departments /Autonomous Body /Public Sector Undertaking /State Government Department/ State Government Public Undertakings holding/having held:- (i) Analogous post on a regular basis in the Parent Cadre or Department in Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 6,600/- in CDA pattern]; OR (ii) With 03 (Three) years service in the Grade rendered after appointment thereto on a regular basis in Pay Matrix Level-10 of 7 th CPC [Pre-revised the PB-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- and above in CDA pattern] or equivalent in the parent cadre / Department; OR (iii) With 06 (Six) years service in Pay Matrix Level-7 of 7 th CPC [Pre-revised PB-02 of Rs.9,300-34,800 Plus Grade Pay of Rs. 4600/- and above in CDA pattern] or equivalent in the parent cadre / Department; AND (d) Having 03 (Three) years experience in a responsible position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Administration and Establishment.
Deputy General Manager (HR)	Age:- Preferably below 55 years. Educational Qualifications:- Degree from a recognised University or Institute. Desirable:- (i) Degree in Law OR (ii) Master in Business Administration OR (iii) Post Graduate Diploma in Public Administration	Officers in Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:- (i) Holding analogous post on a regular basis in the Parent Cadre or Department in the Pay Matrix Level-12 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 7,600/- (CDA pattern)]; OR (ii) With 03 (Three) years regular service in the Pay Matrix Level-11 of 7 th CPC [Pre-revised PB-3 of Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- (CDA pattern)] or equivalent in Parent Cadre; OR (iii) Having 09 (Nine) years regular service in the Pay Matrix Level-10 of 7 th CPC [Pre-revised PB-3 of Rs.15,600-39,100/- plus Grade Pay of Rs. 5,400/- (CDA pattern)]; AND (iv) Having 09 (Nine) years experience in a responsible Senior position in an Organized service of the Government of India or equivalent level post or higher and well versed in the field of Administration/ Establishment.	Assistant Manager (HR)	Age:- Preferably below 55 years Educational Qualifications:- Degree from a recognised University or Institute. Desirable:- Having knowledge of Computer Applications, Internet, MS Office etc. and well versed in the field of Administration and Establishment.	Officers in a Central Government Departments/ Autonomous Bodies/ Public Sector Undertakings / State Government Departments/ State Government Public Undertakings holding/having held:- (i) Analogous post on a regular basis in Pay Matrix Level-8 of 7 th CPC in the Parent Cadre or Department in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay of Rs. 4,800/- in CDA pattern]; OR (ii) With 02 (Two) years service in Pay Matrix Level-7 of 7 th CPC in the Grade rendered after appointment thereto on a regular basis in [Pre-revised PB-2 of Rs.9,300-34,800/- with Grade Pay Rs.4,600/- in CDA pattern] and above or equivalent in the Parent Cadre or Department; OR (iii) With 06 (Six) years service in Pay Matrix Level-6 of 7 th CPC in [Pre-revised PB-2 of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/- in CDA pattern] and above in or equivalent in the Parent Cadre or Department. AND (iv) Having experience of handling Establishment / Administrative work and possessing knowledge of Computer Applications, Internet, MS Office etc.

(2) (i) The initial period of deputation shall be three (03) years, which can be extended for another two years, with the approval of the Competent Authority.
 (ii) Employees on deputation who are posted in the North Eastern Region, Andaman & Nicobar Islands, J&K etc. are entitled to the following Additional Allowances:

Sl. No.	Description of Allowance	Rate / Amount payable	Authority
1.	Special Duty Allowance	10% of the Basic Pay	Ministry of Finance, Department of Expenditure OM No. 11/1/2017-E.II(B) date 18.07.2017
2.	Additional HRA	Applicable in case of those employees who leave their family behind at their old Station*	Ministry of Finance Department of Expenditure OM No. 28/1/2017-E.II(B) dated 19.07.2017 *(subject to fulfilment of conditions mentioned)
3.	(i) Special Compensatory Allowance (ii) Bad Climate Allowance (iii) Tribal Area Allowance (iv) Sunderban Allowance	Rate per month depending on Pay Matrix Level*	Ministry of Finance Department of Expenditure OM No. 3/1/2017-E.II(B) dated 19.07.2017 *(subject to fulfilment of conditions mentioned)
4.	Island Special Duty Allowance Applicable for Andaman & Nicobar Islands	10% to 20% of Basic Pay depending upon area*	Ministry of Finance Department of Expenditure OM No. 12/1/2017-E.II(B) dated 18.07.2017 *(subject to fulfilment of conditions mentioned)
5.	LTC Facility every year [Splitting of Home Town LTC]	Applicable in case of those employees who leave their family behind at their old station*	DoP&T OM No. 31011/12/2015-Estt.A-IV dated 24.04.2018 *(subject to fulfilment of conditions mentioned)

(3) The above Posts can also be filled up by engaging retired Officer(s) who have served in the Government and have held equivalent posts, satisfying the eligibility criteria prescribed above, on Contract basis.

(4) The Terms & 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, as amended from time to time / NHIDCL policy.

(5) (i) In case the Applicant is a Retired Government Servant and seeking contractual appointment, the age on the last date of submission of application should not exceed 62 years. The initial tenure of engagement on Contract shall be two years, which can be extended/ curtailed further with the approval of the Competent Authority up to the maximum age limit of 65 years.

(ii) In case of selection, they will be engaged on Contract basis and be paid remuneration as per details given below:-

Designation of the Post	Last Pay drawn minus Pension plus prevalent rate of DA	Fixed Amount in lieu of accommodation, transportation and all other similar Allowances (like newspaper/ magazine Telephone call charges etc.) admissible to regular employees.*	Additional amount if posted in the North East/ A&N Islands (in lieu of NER Allowance)	Total Remuneration proposed to be offered
	A	B	C	D
Executive Director	Actual	54,000	6,600	A + B + C
General Manager	based on	39,600	5,800	
Dy. General Manager	PPO / LPC	28,800	3,700	
Manager		25,800	3,200	
Assistant Manager		15,600	2,300	

Note: The remuneration will be subject to changes in prevailing DA.

(6) Eligible Candidate(s) who are willing may submit their application(s) in the prescribed Proforma at **Annexure "A"** through proper channel along with a photograph addressed to **Director (A&F), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi – 110001 latest by 23.12.2019- 18:00 hrs.**

(7) In the case of Serving Officers, their application should be forwarded through proper channel by the parent Office/ Organization, alongwith 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 / HoD.
- (iii) **ACRs/APARs dossier**/Attested copies of the ACRs/APARs of the applicant for the last five years.

(8) In the case of retired Officers who are applying for the post on Contract basis, attested copies of ACRs/APARs for the last five years should be enclosed alongwith the Application failing which his/her Application shall not be entertained.

(9) Incomplete applications or those received after the last date for submission of application shall be summarily rejected.

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION FOR THE POST OF _____ Annexure-A

1.	Name of the Applicant	
2.	Address in block letters	
3.	Contact No.	Landline (with STD Code) Mobile No.

Affix Photograph

4.	E-Mail	
5.	Category (Gen/SC/ST/OBC/OTHERS)	
6.	Date of Birth (in Christian era)	
7.	(i) Date of entry into Govt. Service (ii) Date of entry into Group 'A' Service of Govt. (iii) Date of retirement under Central / State Government Rules	

8. Educational Qualification (Attach a separate sheet duly attested by you if the space is insufficient).						
Sl. No.	Exam Passed	Year	Subjects Offered	Name of Institute	Board / University	Percentage of marks obtained

9. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rule, state the authority for the same)
 (Attach a separate sheet duly authenticated by your signature if the space below is insufficient).

Qualification/Experienced required as per the Vacancy circular	Qualification/Experience possessed by the Applicant
Essential (A) Qualification (B) Experience	Essential (A) Qualification (B) Experience

10. Details of employment in Chronological order (attach a separate sheet duly authenticated by your signature if the space below is insufficient).

Name of the Office/ Instt./ Orgn.	Post held (Indicate either on regular basis or on deputation/ Contract)	From	To	Level in Pay Matrix or equivalent Pay Scale/ Grade Pay (in CDA pattern) In case of State Pay Scales/ IDA Pay Scales, equivalent Pay Scales (Band Pay & Grade Pay etc.) of CDA pattern.	Nature of duties performed / performing

11. Nature of present employment, i.e. ad-hoc or temporary or permanent

12. In case the present employment is held on Deputation/Contract basis, please state:-

- (a) Date of initial appointment on Deputation / Contract
 - (b) Period of appointment on Deputation /Contract with date.
 - (c) Name and address of the Parent Office/ Organization to which you belong/ retired from.
13. Additional details about present employment. Please state whether working under:-
- (a) Central Govt./ State Govts.
 - (b) Autonomous Body of Central Govt. / State Govts., Public Sector Undertakings of Central Govt./ State Govts.

14. Pay Scales and Total emoluments per month last drawn.
 (Please enclose latest Salary Slip issued by your Organization, PPO in case of retired Govt. Officers)

Pay Scale / Pay Level :
 Basic Pay :
 CDA or IDA Pay :

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

I have read the Terms & Conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified if any information given above is found to be incorrect/ incomplete or false.

Date : _____
Place : _____ **Signature of the Applicant**

CERTIFICATE BY THE EMPLOYER, if applying on Deputation basis

(i) Certificate that Sh. _____ holds a permanent post of _____ in the O/o _____ since _____. He is eligible for the post applied as per conditions mentioned in the Circular / Advertisement. (ii) The integrity of the Officer is beyond doubt. (iii) He has submitted his application to this office on _____ and his Level of Pay in the Pay Matrix/ Pay Band + Grade Pay in the Parent office on Regular basis (in CDA or IDA pattern) is _____. (iv) This office has No Objection in case the application of Sh. _____ is considered for appointment on Deputation for the post of _____ in the NHIDCL. Further, it is certified that the applicant shall be relieved immediately in case of his/her selection in NHIDCL. (v) Certified that the particulars furnished by Sh. _____ in the application proforma have been verified with reference to his/her service records and found correct. (vi) No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years. (vii) Up-to date ACR/APAR dossier of the concerned official for the last five years i.e. for the period from 2014-2015 to 2018-2019 are enclosed herewith.

Signature
Head of Office/Department
With Official Seal

Date : _____
Place : _____