

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/02/02

30/10/2023

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

Sr. No.	Name of the Position	No. of Posts
1	Assistant Administrative Officer	02

Details for the post of Assistant Administrative Officer:

(i)	Designation	Assistant Administrative Officer
(ii)	Number of Posts	02
(iii)	Place of posting	Anywhere in India
(iv)	Method of Recruitment	Fixed Term Contract Basis
(v)	Period of Contract	Initial tenure of engagement will be for a period of three (03) year, which may be further extended, subject to the requirements of NHIPMPL and performance of the candidate. NHIPMPL reserves the right to terminate the contract at any time, without assigning any reason thereof.
(vi)	Remuneration (per month)	75000/- per month
(vii)	Eligibility Criteria	Candidates should have completed a regular/full-time Graduation Degree from a recognized University / Institute. Preference shall be given to a candidate who has completed Post Graduation.
(viii)	Age Limit	Max. 35 Years of age as on the last date of application
(ix)	Experience	Essential: NIL Preference would be given to the applicants with experience in Administration / Establishment matters
(x)	Job Profile	Broad Responsibilities including but not limited to: a. All administrative matters b. Assistance in day-to-day site office operations c. Assistance to senior management d. Any other duties and responsibilities assigned

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

Last date for receiving the applications is by 14 November 2023, 1800 hours.

Procedure to apply

- (i) Interested candidates may apply to the post 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 **14.11.2023, up to 6 PM**.
The subject line of the email shall be **“Application for the Post of Assistant Administrative Officer”**
- (ii) It may please be noted that the applications received through post/courier/fax shall not be considered.
- (iii) Applications not submitted in the prescribed format or incomplete applications in any respect, especially without details of work experience and salary details shall be liable for rejection. The candidates are advised to fill 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.
- (iv) Crucial date for determination of eligibility shall be the last date prescribed for receipt of applications.

Important Terms & Conditions

- (i) 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 notice or one month salary in lieu of notice during the subsistence of the contract.
- (ii) The persons engaged shall provide full-time services to NHIPMPL during their period of engagement and they would 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 contract basis for a fixed period and no claim, whatsoever, shall be admissible for regularization / absorption in NHIPMPL.
- (iii) No TA/DA would be admissible to the personnel for joining the assignment or on its completion. All reimbursements on official tour would be as per NHIPMPL Travel Policy as applicable to equivalent level employees of NHIPMPL.
- (iv) The candidates engaged on 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.

Other Terms & Conditions

- (i) Canvassing or bringing influence in any form will disqualify the candidature.
- (ii) No. of posts may be increased/decreased at the discretion of the Competent Authority.
- (iii) The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reason therefore.
- (iv) Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHA I and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHA I 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.	Category (Gen/SC/ST/OBC/EWS)	:	
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.	:	

15. Details of Educational Qualification (Matriculation onwards, copy of documents to be enclosed)				
Exam Passed	Institute / University / Board	Year of Passing	Major Subjects	% of marks / CGPA

16. Work Experience (if any) (copy of relevant documents to be enclosed)						
Sr. No	Employer Name	Designation	From Date	To Date	Pay scale/Salary	Brief Job Description

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 when so ever 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)