

NHIPMPL//Rec-02/Mgr-HR&A/04

13/05/2024

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 – HR & Admin	01

Details for the post of Manager – HR & Admin:

(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	MBA in HR
(vi)	Maximum Age Limit	40 years as on the last date of receipt of the application
(vii)	Minimum years of Experience	Seven (07) years of experience (as on the last date of receipt of application) Preference will be given to candidates with HR & Admin experience in the Highways & Road Sector.
(viii)	Job Profile	Broad Responsibilities including but not limited to: <ul style="list-style-type: none">• Planning HR and administration activities.• Managing the payroll function.• Developing and ensuring compliance with organization policies and procedures.• Running employee relations programs.• Overseeing recruitment and Retention.• Compensation, Benefits, and timely payment of Salary/Remuneration to the employees• Coordinate with Finance Manager in the preparation of monthly Payroll.• Budget preparation.• Compliance with labor laws i.e.PF, ESI, etc.• Training, Development, and Performance Maintenance. 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 27 May 2024, 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 **27 May 2024, up to 6 PM**.
- (ii) The subject line of the email shall be **“Application for the Post of Manager - HR & Admin”**
- (iii) It may please be noted that the applications received through post/courier/fax shall not be considered.
- (iv) 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 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. All qualifications should have been acquired from Indian Universities/Institutes, recognized by UGC or AICTE (whichever is applicable), or any other appropriate statutory authority in India.
- (v) The crucial date for determination of eligibility shall be the last date prescribed for receipt of applications.
- (vi) Mere submission of applications shall not give the candidates any right to be called for selection.

Important Terms & Conditions

- (i) 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.
- (ii) 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.
- (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) 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 contract.

Other Terms & Conditions

- (i) Canvassing or bringing influence in any form will disqualify the candidature.
- (ii) Depending on the response and requirement, NHIPMPL reserves the right to raise/relax the eligibility conditions.
- (iii) NHIPMPL reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased/decreased depending upon organizational requirements.
- (iv) NHIPMPL reserves the right to cancel/ restrict/enlarge/ modify /reopen /alter the recruitment process, 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 website of NHAH and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAH 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)