

National Highways & Infrastructure Development Corporation Ltd.

(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

ADVERTISEMENT FOR RECRUITMENT TO THE POST OF COMPANY SECRETARY IN NHIDCL

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 neighboring countries.

Applications are invited from Indian Citizens for engagement on Contract Basis for the post of Company Secretary in National Highways & Infrastructure Development Corporation Limited, as detailed below:

1. Name of Post:- Company Secretary.
2. Level/Scale of Pay:- Manager Level Post in NHIDCL in Pay Matrix Level -11 of 7th CPC {PB-3, Scale of Rs. 15,600 - 39,100 + Grade Pay - Rs. 6,600 pre revised}

Pay will be fixed at level 11 in the Pay Matrix as per 7th CPC plus other admissible Allowances, subject to revision by the Government from time to time.

3. No. of post :- 1 (One), (UR-01)
4. Qualification:- Degree of a recognized University or Institute;

AND

Qualified Company Secretary from Institute of Company Secretary of India and Member of ICSI.

5. Experience:- Minimum 03 (Three) years experience at Dy. Manager Level or equivalent (Pay Matrix level -10 of 7th CPC or Scale: Rs. 9,300 -Rs. 34,800 (PB-3), Grade Pay - Rs. 5,400 pre revised) as Company Secretary in any Company having paid up capital of Rs. 25 Crore or more.

6. Age:- Not more than 35 years on or before the date of application.

7. Duration of Contract:- The initial period of Contract shall be Three (03) years, which can be extended or curtailed by the Competent Authority on the basis of performance of the Officer. The Contractual appointment can also be terminated by either Parties after giving 30 days noticed period or by paying 01 month salary in lieu of the notice period.

8. How to apply:- Eligible Candidates may apply in the prescribed format (enclosed) along with a recent passport size Photograph and giving particulars of name, contact phone, e-mail, ID, age, qualifications, experience, proof of academic attainment, addressed to the Director (A&F), National Highways &

Infrastructure Development Corporation Limited, PTI Building, 3rd Floor, 4 Parliament Street, New Delhi -110001 The envelope containing the application shall be super scribed as “Application for the post of Company Secretary” in NHIDCL.

9. General Instruction:-

- I. Last date of receipt of application is 02.08.2019.
- II. Short listed candidates will be called for interview and No TA/DA shall be paid for attending interview.
- III. Selection will be based on the experience and performance during interview.
- IV. NHIDCL reserves the right to relax any of the Terms for selection & appointment.
- V. The advertisement can also be seen in our Official website **Website:** www.nhidcl.com. For any query, please contact Tele 011- 23461641