

NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)

Date : 19.09.2019

Regional Office-Uttarakhand of National Highways Authority of India (NHAI), an Autonomous Body under Ministry of Road Transport & Highways, invites applications for engagement of Young Professional (Finance) on contract basis for its Regional Office and PIUs under RO-Uttarakhand to look after the Office working. The last date of submission of application is **21.10.2019**.

Sl.No.	Name of the position	Nos. of posts	Monthly remuneration
1.	Young Professional (Finance)	04	An initial consolidated amount of Rs.60,000 per month, including of all allowances. The consolidated remuneration will be increased @ 5% for each succeeding year subject to satisfactory performance.

2. The number of posts may increase or decrease as per requirement / discretion of the Authority.
3. The detailed advertisement containing eligibility criteria and other important terms & conditions, are available on NHAI's website i.e www.nhai.gov.in
4. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAI.

Address for sending application: Regional Office NHAI Uttarakhand, House No.58/37, Balbir Road, Dehradun-248001 (Uttarakhand). E-mail : routtarakhand@nhai.org; Phone No.-0135-2669752 / 62

National Highways Authority of India

(Ministry of Road Transport & Highways)

The National Highways Authority of India (NHAI) is responsible for development, maintenance and management of National Highways entrusted to it and for matters connected therewith or incidental thereto.

Regional Office (RO), Uttarakhand of NHAI proposes to engage the Young Professional (Finance) on contract basis for deployment in the Regional Office (RO) and its PIUs to look after the Office working related work of the respective RO/PIU. Details of posts, vacancies and terms & conditions as well as period of engagement, eligibility, experience etc. are as under:-

Details for the post of Young Professional (Finance)

1	Designation	Young Professional (Finance)
2	Number of posts	04
3	Details of Vacancies	Places under respective RO where vacancies are available 1. RO-Uttarakhand at Dehradun (Uttarakhand) 2. PIU-Dehradun at Dehradun (Uttarakhand) 3. PIU-Rudrapur at Rudrapur (Uttarakhand) 4. PIU-Najibabad at Najibabad (Uttar Pradesh)
4	Age Limit	Candidates should be below 32 years of age as on last date of receipt of application.
5	Method of Recruitment	Contract Basis.
6	Period of Contract	The period of engagement may be for a period of upto two years in the first instance, which may be further extended by one more year, based on the requirements of the NHAI and the satisfactory performance of the incumbent. In case a person leaves before completion of one year, he/she will not get any work certificate.
7	Remuneration (Per Month)	An initial consolidated amount of Rs.60,000 per month, including of all allowances. The consolidated remuneration will be increased @ 5% for each succeeding year subject to satisfactory performance.
8	Educational Qualification	Degree in Commerce / Accounts from a recognized university or ICAI/ICWAI/ MBA (Finance) from a recognized University / Institute.
9	Experience	Experience in Financial Accounting / Budgeting / internal Audit/ Contract Management/ Fund Management/ Disbursement in Central Government or State Government or Union Territories or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies preferred.

Important terms & conditions

1. Regional office, Uttarakhand NHAI shall have the right to terminate the contract at any time, without assigning any reason. However, **the engagement can be terminated by either of the parties by giving 30 days' notice in advance or payment of one month's remuneration by either side in lieu of 30 days' notice period, as the case may be, and the contract would terminate automatically at the end of such period.**
2. The persons engaged shall provide full-time services to NHAI 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 NHAI. The persons will be engaged under these guidelines on contract basis for a fixed period and no claim, whatsoever, shall be admissible for regularization / absorption in NHAI.
3. No TA/DA would be admissible to these professionals for joining the assignment or on its completion. Should they be required to undertake domestic tours in connection with the work of NHAI during the period of their engagement, they will be entitled to draw TA/DA and Hotel Accommodation as per the normal rules as applicable to any serving officers of an equivalent rank in NHAI.
4. The candidates engaged on full-time basis will be required to attend office on all working days and also on holidays, if required, on account of exigencies of work.
5. They shall be entitled to 8 days' paid casual leave and 15 days' paid sick leave in a calendar year. No un-availed leave will be allowed to be carried forward to the next year. They shall not be entitled to any other kind of leave.
6. The candidates selected under this engagement shall be required to execute an agreement with the NHAI. A standard contract agreement stipulating the above terms and conditions shall be provided at the time of engagement.

Procedure to apply

1. Interested candidates may apply to the post in the enclosed FORMAT by duly enclosing self-attested copies of mark sheets/experience certificate, in support of age, educational qualifications, experience etc. which may be sent by Registered/Speed Post, to the following address, latest by **21.10.2019**.

The Regional Officer,
Regional Office - Uttarakhand
National Highways Authority of India,
House No.58/37, Balbir Road,
Dehradun -248001 (Uttarakhand)
E-mail : routtarakhand@nhai.org
Phone No. 0135-2669752 / 62

2. Applications not submitted strictly in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for summary 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.
3. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
4. Canvassing or bringing influence in any form will disqualify the candidature.
5. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons.
6. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHA website i.e www.nhai.gov.in. The envelope containing the application should be superscribed with the name of the post applied for.
7. **Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHA and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHA regularly.**

Photo

**APPLICATION FORMAT
(TO BE FILLED IN ENGLISH CAPITAL LETTERS)**

1	Name of the Post :	
2	Name of the place applied for	
3	Name of the Candidate:	
4	Date of Birth (copy of proof to be enclosed):	
5	Age as on last date of Receipt of Applications :	
6	Gender :	Male / Female
7	Category :	
8	Father's / Husband's Name :	
9	Address for Correspondence:	
10	Permanent Address:	
11	Contact Details :	
I	E-mail:	
II	Mobile No:	
III	Office Tel No.(with STD Code):	

12	Details of Educational Qualification (from matriculation onwards, copy of documents to be enclosed)				
	Exam / Passed	Institute/ University/ Board	Year of Passing	Subjects taken	% of marks/ Grading

13	Total Work Experience (copy of relevant documents to be enclosed)						
	Sr. No.	Employer Name	Designation	From Date	To Date	Pay Scale	Brief Job Description

14	Remarks:	
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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 candidature / appointment / service 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 National Highways Authority of India (NHAI).

Date: _____

(Signature of the Candidate)

Place: _____