

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), Guwahati of NHAI proposes to engage the services of retired Govt. officers as Assistant Advisor (Finance) on contract basis for deployment in the Regional Office (RO)/ Project Implementation Units (PIU) under the said Regional Office to look after the Finance/Accounts 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 Assistant Advisor (Finance)

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| 1 | Designation | Assistant Advisor (Finance) |
| 2 | Number of posts | 6(Six) Numbers |
| 3. | Details of Vacancies | Bongaigaon, Guwahati, Haflong, Nagaon,Shillong and Regional office. Guwahati (One each) |
| 4. | Method of Recruitment | Contract basis |
| 5. | Period of Contract | Initial tenure of engagement will be for a period of one year, which may be further extended, based on the requirements and the satisfactory performance. There shall be no extension of contract beyond the period of three years under any circumstances. |
| 6 | Remuneration (Per Month) (<i>Decided based on the experience & Pay Scale held at the time of retirement by the candidates</i>) | Rs. 40,000 to Rs. 60,000/- per month <i>(In case of Officers retired from Central/ State Government Departments/PSUs/UTs/Autonomous Bodies, who are in receipt of Pension from Public Funds)</i> Rs. 50,000 to Rs. 75,000/- per month <i>(In case of Officers retired from Central/ State Government Departments/ PSUs/UTs/Autonomous Bodies, who are not in receipt of Pension from Public Funds)</i> |
| 7 | Educational Qualification | Degree in Commerce/ Accounts from a recognized university OR Intermediate CA/ICWA. |
| 8 | Age Limit | 65 years |
| 9 | Experience | (i) Should have retired as Senior Accounts Officer or Accounts Officer or equivalent posts in the pay scale range of PB-3+Grade Pay of Rs.7600 to PB-2 + Grade Pay of Rs.4800 (CDA - 06th CPC) or its equivalence at the time of retirement (ii) Well-versed/ Experience of working in Finance/Accounts. |

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| 10 | Job Description | <ul style="list-style-type: none"> i) To look after the Finance/Accounts functions in the respective Field office. ii) To advise the Authority in Finance /Accounts matters. iii) Any other work entrusted from time to time. |
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Important terms & conditions:

1. Regional office, Guwahati 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. All the reservation policies enforced from time to time by the Central Government, wherever applicable shall be followed in the engagement.
3. 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.
4. 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 the Manager level officers in NHAI.
5. 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.
6. 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.
7. 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, which may be sent by Registered/Speed Post, to the following address, latest by **25th April, 2018.**

To,

The Chief General Manager & Regional Office
National Highways Authority of India
(Ministry of Road Transport & Highways), Govt of India
Regional Office- Guwahati
NEDFI House 4th Floor, G.S.Road,
Dispur, Guwahati-781006, Assam
Telephone No 0361-2237995

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 NHAI website: www.nhai.gov.in. The envelope containing the application should be super-scribed 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 NHAI and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAI 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 : | |
| 5. | Age as on last date of Receipt of applications | |
| 6 | Gender : | |
| 7. | Category | |
| 8 | Name of the 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 | Percentage of marks/ Grading | | |
|----|--|------------------------------|-----------------|----------------|------------------------------|-----------|-----------------------|
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| | | | | | | | |
| | | | | | | | |
| 13 | Total Work Experience including post retirement (copy of relevant documents to be enclosed) | | | | | | |
| | Sr. No. | Employer Name | Designation | From Date | To Date | Pay Scale | Brief Job Description |
| | | | | | | | |
| 14 | Date of Superannuation from Govt. | | | | | | |
| 15 | Current Pension drawn per month (Copy of Pension order be attached) | | | | | | |
| 16 | Remarks: | | | | | | |

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:_____

Place:_____

(Signature of the Candidate)