

...Recruitment of Managers (Finance & Accounts) and Accounts Officers on Deputation Basis

The National Highways Authority of India, an autonomous body under the Ministry of Road Transport & Highways invites applications for appointment to the following posts on Deputation basis:

**1. Manager (Finance & Accounts) and
2. Accounts Officer**

Candidates should possess Degree of a recognized University and should have passed Intermediate Examination of the Institute of Chartered Accountants of India or the Institute of Costs & Works Accountants of India or SAS Exam. of the Indian Audit & Accounts Services/equivalent exam of the other organized Accounts Services of the Government of India and fulfil the eligibility criteria indicated below:

1) Manager (Finance & Accounts) - No. of Posts 11* (Eleven)

Pay Scale : Rs. 10,000-15,200 (CDA Pattern)

(i) Officers should be either in the panel of Under Secretary to the Govt. of India or Should be holding an analogous post in the Central/State Govt. Deptt. Autonomous Body/Public Sector Undertaking or Should be holding a post next below for at least 5 years, in the Central/State Government Department/Autonomous Body/Public Sector Undertaking and

(ii) Should have at-least 8 years experience in Accounts Work in the Govt. of India or in a Public Sector Undertaking or in a Commercial Undertaking of repute dealing with construction or contract works.

(2) Accounts Officers - No. of Posts 18* (Eighteen)

Pay Scale: Rs. 7,450-11,500 (CDA Pattern)

(i) Officers Should be holding an analogous post in the Central/State Govt. Deptt. Autonomous Body/Public Sector Undertaking. or Should have at least 2 years regular service in the scale next below in the Central/State Government Department, Autonomous Body or Public Sector Undertaking and

(ii) Should have at least 5 years experience in a responsible position in the finance/Accounts Department of the Govt. of India or a Govt. Undertaking.

*Subject to variation depending on the requirements.

Likely places of posting: Valsad, Cuttack, Ghaziabad, Agra, Kanpur, Trichy, Salem, Bangalore, Balasore, Berhampur, Bhubaneswar, Chitra Durga, Dharwad, Nellore, Rajamundry, New Delhi, Durgapur, Allahabad, Koderma, Varanasi, Ahemadabad, Jaipur, Udaipur.

The posts however, carry all-India service liability and the selected officers may be posted anywhere in India.

Period of Deputation: Initially for 2 years but may be extended if required, with the approval of the lending authority.

Interested and eligible candidates may apply through proper channel to General Manager (Admn.) NHAI, 1 Eastern Avenue, Maharani Bagh, New Delhi-110065 latest by 28th February, 2001

enclosing their detailed CV in the format indicated below along with copies of certificates and mark sheets of professional qualifications, experience etc.

Format:

- 1) Application for the post of:
- 2) Name of the Candidate:
- 3) Father's/Husband's name:
- 4) Date of Birth:
- 4) (a) Age as on 1st Jan. 2001-Years, Months, Days:
- 5) Permanent Address:
- 6) Address for correspondence, PhoneNo. Office/Residence, Fax No.
- 7) Whether belong to SC/ST/OBC:
- 8) Details of Educational Qualifications from Matriculation onwards:
 - 8) (a) Exam. Passed:
 - 8) (b) Year of passing:
 - 8) (c) Name of the Institute, University/Board:
 - 8) (d) Main subjects:
 - 8) (e) Total aggregate, Percentage of Marks obtained and Division:
- 9) Details of experience (in chronological order):
 - 9) (a) Name of the Organisation:
 - 9) (b) Position held (whether on permanent/regular/ad-hoc basis):
 - 9) (c) Period from --to--:
 - 9) (d) Brief description of duties:
 - 9) (e) Pay, scale of pay and total emoluments drawn:
 - 9) (f) Details of experience in Finance/Accounts:
- 10) Details of Computer Knowledge - Languages known and application software used:

Signature..... Date..... Place

Note: (1) Applications not received in the prescribed format are likely to be rejected outright.

Note: (2) Candidates applying for more than one post should send separate applications for each post.

Note: (3) In case large number of applications are received, only those who are shortlisted based on qualification and relevant experience shall be considered for selection/called for interview.

Note: (4) Candidates initially appointed on deputation basis may be considered for absorption later on, in accordance with the policy and requirements of NHAI.

Note: (5) The organisations concerned, may please enclose photocopies of the ACRs of the officers for the last 8 years while forwarding the applications.