

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.**

No. ⁵⁹²-Staff (App)-I/01-2023/Vol.III

Dated: 05/04/2023

To

- 1. All the Heads of Department in IA&AD**
- 2. Director (P).**

Subject: Filling up various posts on deputation basis in National Highway & Infrastructure Development Corporation Limited (NHIDCL), New Delhi.

Sir / Madam,

I am directed to intimate that the National Highway & Infrastructure Development Corporation Limited (NHIDCL), New Delhi has intimated to fill up the following posts on deputation basis. The likely place of postings will be capital cities of all the North Eastern States of India, Jammu, Srinagar (J&K), Andaman & Nicobar Islands, Dehradun and NHIDCL Hqrs, New Delhi.

Name of post	Pay Scale	Eligibility Criteria
Manager (Finance) - 02 Post	Level 11	i) Sr. Audit Officer/ Sr. Accounts Officer with 05 years of service in the grade. ii) ICAI/ICWAI/MBA(Finance) from a recognized University; Or Member of any organized Group A Finance/ Accounts related service of the Central Government. And iii) 04 years experience in Financial Accounting/ Budgeting/ Internal Audit/ Contract Management/ Fund Management/ Disbursement in an Organization of repute.
Dy. Manager (Finance) 08 Posts	Level 10	i) Sr. Audit Officer/ Sr. Accounts Officer. ii) Asst. Audit/ Accounts Officer with 04 years of experience. iii) ICAI/ICWAI/MBA(Finance) from a recognized University with 04 years of experience post qualification of which atleast 02 years of experience of handling finance and accounts matter Or Member of any organized Group A Finance/ Accounts related service of the Central Government.
Assistant Manager (Finance) 15 Posts	Level 08	i) Asst. Audit/ Accounts Officer. ii) Asst, Supervisor with 02 years of experience. iii) ICAI/ICWAI/MBA(Finance) from a recognized University. Or Member of any organized Group A Finance/ Accounts related service of the Central Government. And iv) 04 years experience in Financial Accounting/ Budgeting/ Internal Audit/ Contract Management/ Fund Management/ Disbursement in Central Govt.

Junior (Finance) 04 Posts	Manager	Level 07	i) Asst. Supervisor. ii) Senior Auditor/ Accountant with 05 years of experience. iii) Bachelor Degree in Commerce/ Accounts from a recognized University. Or Passed intermediate examination of ICAI/ ICWA.
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3. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the above mentioned posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 17/04/2023:**

- iv. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
 - v. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22).
 - vi. Latest vigilance certificate, integrity certificate and CR dossiers
4. Applications received after **17/04/2023** will not be considered under any circumstance.

5. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Encls:-As above.

Yours faithfully,



(Prem Kumar Jaruhar)

Sr. Administrative Officer (Staff App-I)

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APPLICATION FOR THE POST OF _____

Photo

Signature

1. Mode of recruitment, viz. Deputation/Direct Contract (Please specify wherever applicable) : _____
2. Name of the Candidate (in Block letters) (with rank in case of officers from Indian Army, Navy, Airforce) : _____
3. Father's/Husband's Name : _____
4. (a) Date of Birth in Christian era (in dd/mm/yyyy format) : _____
(b) Age as on last date for receipt of Application : _____
5. Date of retirement/ release from Parent Department : _____
6. Permanent Address (with PIN code) : _____
7. Address for Correspondence (with PIN code) : _____
8. E-mail Address, Phone Number (Office, Residence and Mobile) : _____
9. Category (Gen/SC/ST/OBC/OTHERS) : _____
10. Educational Qualification (attach a separate sheet duly attested by you if the space is insufficient).

Sl. No.	Exam Passed	Year	Subjects offered	Name of Institute	Board/ University	Percentage of marks obtained

11. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient.

Sl. No.	1.	2.	3.	4.	5.
a. Name of Organization					
b. Post held					
c. Period of Tenure with dates (in dd/mm/yyyy format)	From				
	To				
d. Whether worked/working on Permanent /Regular or Adhoc/ Temporary/Quasi Permanent or on Deputation or on Contract basis					
e. If worked on Deputation basis, please indicate the post and pay scale held on regular / substantive basis in the parent department, without NFU/NFSG/MACP/ACP					
f. Brief description of duties					
g. Scale of Pay and Basic Pay (In case the Pay Scale under CDA pattern has been revised after the 6 th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)					
h. Whether Scale of Pay on CDA or IDA pattern or any other DA pattern. Please specify					

12. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) _____

Qualification/ required for the post	Experience	Qualifications/Experience possessed by the officer
Essential Educational Qualification:		
Desirable Educational		

Qualification: _____
 Essential Experience: _____
 Desirable Experience: _____

13. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : _____

14. Nature of present employment (i.e. Permanent / Regular/ SSCO or Ad-hoc/ Temporary/ Quasi-Permanent or on Deputation or on Contract basis) : _____

15. In case the present employment is held on Deputation / on Contract basis, please state : _____

(a) The date/ period of appointment on Deputation / on Contract basis : _____

(b) Name and address of the Parent Organization to which you belong : _____

(c) Whether the Parent Department is (Please indicate the name against the relevant column)

i Central Government : _____

ii State Government : _____

iii Central / State Government Public Sector Undertaking : _____

iv Central / State University : _____

v Central/State Autonomous Body : _____

vi Others, please specify : _____

(d) Name of the Post and Pay Scale with DA pattern held by you on regular / substantive basis in the Parent Department. : _____

16. Additional details about present employment. Please state whether working under (indicate the name and address of the organization against the relevant column)

a. Central Government: _____

b. State Government : _____

c. Central / State Government Public Sector Undertaking: _____

- d. Central / State University : _____
- e. Central / State Autonomous Body : _____
- f. Others, please specify : _____

17. a) Whether the present Pay Scale in your parent department has been granted under Modified Assured Career Progression Scheme (MACP), Assured Career Progression Scheme, Time Scale, Personal Upgradation, Financial upgradation, In-situ Up gradation, Non functional Upgradation, Non-functional Grade, Adhoc-promotion or any other similar scheme of your parent Department. Yes / No
- (b) If yes, please specify the substantive post with pay scale held by you in your Parent Department. : _____
18. If working or belonging to the Public Sector Undertaking, please indicate the Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.). : _____
19. Total emoluments per month drawn (Please indicate the detailed break-up and also enclose a self-attested copy of the latest pay slip). : _____
20. Additional information, if any, which you would like to mention in support of your suitability for the post [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient]. : _____
21. Whether applied for the similar post in NHIDCL in the last two years. If so, please indicate the post applied for, date of Advertisement and date of interview, if any. : _____

22. Details of earlier service in NHIDCL, if any

S.No.	Name of post	Nature of employment (Deputation/Contract)	Tenure/period with dates in dd/mm/yyyy format		Scale of pay	Place(s) of posting	Nature of duties/work(s) handled
			From	To			

Date: _____

Signature: _____

Place: _____

Name: _____

DECLARATION

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all 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 selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services shall stand cancelled / terminated without assigning any reasons there for.

I am willing to serve anywhere in the North East Region i.e anywhere in the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, and in the Union Territory of J&K, Ladakh and Andaman & Nicobar Islands.

Date : _____

Signature _____

Place: _____

Name _____

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CERTIFICATE BY THE EMPLOYER, IF APPLYING ON DEPUTATION BASIS

- (i) Certificate that Sh. _____ holds a permanent post of _____ in the O/o _____ since _____.
- (ii) The integrity of Sh. _____ is beyond doubt.
- (iii) He has submitted his application to this office on _____.
- (iv) The Pay Scale/ Pay Band + Grade Pay of the post held by the officer in his parent Department (without NFU/NFSG/ACP/MACP/TS/Personal upgradation etc) is as under:-
- (v) This office has No Objection in case the application of Sh. _____ is considered for appointment to the post of _____ on Deputation in NHIDCL. Further, it is certified that Sh. _____ shall be relieved immediately in case of his/her selection in NHIDCL.
- (vi) The information given by Sh. _____ in the application proforma has been verified with reference to his/her service records and found correct.
- (vii) No Vigilance or Disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (viii) Up-to date ACR/APAR dossier of the concerned official for the last five years are enclosed herewith.

Date:

Place:

Signature
Head of Office/Department