

National Highways InvIT Project Managers Private Limited (NHIPMPL)
(A wholly owned entity of NHAI)

NHIPMPL/Rec/09/Head-TO/01

08.05.2025

National Highways InvIT Project Managers Private Limited (NHIPMPL) invites applications for the appointment of personnel for the position of Head – Toll Operations (on Fixed Term Contract)

Name of the Position	Head – Toll Operations
No. of Posts	01
Period of Contract	The initial tenure of appointment will be for a period of two (02) years, which may be further extended subject to the requirements of NHIPMPL and the performance of the candidate.
Place of Posting	Delhi
Minimum Essential Education Qualification	Full Time regular B.Tech / BE degree in Civil Engineering with minimum 60% marks from AICTE/UGC recognized/NAAC accredited institute affiliated to an Indian university/Global University of repute or equivalent
Desirable Education Qualification	Post Graduate Degree in Transportation/ Highway/ Structure / Construction Management/ Soil Mechanics from AICTE/UGC recognized/NAAC accredited institute affiliated to an Indian university/ Global University of repute or equivalent.
Minimum Experience post-acquiring the minimum essential education qualification (as on the last date of receipt of applications)	Minimum 20 years of experience working in Government/ PSUs/ Autonomous Bodies/ Private organizations dealing in the projects of highway construction/ operations & maintenance/ contract management of highway projects of NHAI/ MoRTH/ NHIDCL/ BRO/ PWD or any relevant global/international experience. (Refer to Annexure-I for essential education qualification & work experience requisites)
Annual remuneration	As per the company's policies & norms
Maximum Age Limit (as on the last date of receipt of applications)	(a) All the applicants other than the retired/superannuated Govt. officials - 55 years (b) Retired/superannuated Govt. officials - 63 years
Minimum drawn annual CTC in the last five years of employment/present employment	(a) In case of all the applicants other than the retired/superannuated Govt. officials, minimum annual gross salary of Rs. 18 Lakhs (b) In the case of retired/superannuated Govt. officials, the candidate must have retired from a position at Level-13 as per the CDA pay scale or equivalent or retired/superannuated from a position with a minimum of five years of service at Level-12 as per the CDA pay scale or equivalent

Completely filled-in applications in the prescribed format only along with self-attested copies of all the supporting documents and updated CV, shall be sent to hr.nhipmpl@nhai.org

Incomplete applications without supporting documents shall not be considered.

The last date for receiving the applications is **22.05.2025, 1800 hours.**

Procedure to apply

- (i) Interested candidates may apply to the post in the prescribed FORMAT only enclosing therewith all the certificates in support of age, educational qualifications, experience, salary, etc.
- (ii) Complete application along with the self-attested documents must be sent by email only at hr.nhipmpl@nhai.org, latest by **22.05.2025, up to 6 PM**.
- (iii) The subject line of the email must be “**Application for the Post of Head – Toll Operations**”
- (iv) Applications received by post/courier/fax shall not be considered.
- (v) **Applications not submitted in the prescribed format or incomplete applications in any respect or applications without the supporting documents, especially without complete details of work experience and last drawn salary details will be summarily rejected without assigning any reason.**
- (vi) NHIPMPL reserves the right to verify the documents submitted by the candidate.
- (vii) The candidates are advised to fill out 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.
- (viii) The crucial date for determination of eligibility shall be the last date prescribed for receipt of applications.
- (ix) Mere submission of applications shall not give the candidates any right to be called for an interview or selection for the post.
- (x) NHIPMPL will not be responsible for the non-submission of applications due to any issue.

Important Terms & Conditions

- (i) Canvassing or bringing influence in any form will disqualify the candidature.
- (ii) Depending on the response and number of applications received and the requirements of the organization, NHIPMPL reserves the right to raise/relax the eligibility criteria conditions.
- (iii) NHIPMPL reserves the right not to fill up any or all the posts notified at its discretion and the number of vacancies may also be increased/decreased, upgraded/downgraded depending upon organizational requirements.
- (iv) NHIPMPL reserves the right to cancel/ restrict/ enlarge/ modify /alter /close /re-open the recruitment process, upgrade/downgrade the position, if the need so arises, without issuing any further notice or assigning any reason thereof.
- (v) Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the websites of NHA I & NHIPMPL and will not be published in the newspapers. Therefore, the candidates are advised to check the websites of NHA I and NHIPMPL regularly.

Important Terms & Conditions of the Fixed-Term Contract

- (i) The persons engaged shall provide full-time services to NHIPMPL during their period of engagement on a fixed-term contract and they will not be permitted to take up any other assignment during the period of their engagement with the NHIPMPL. The person will be engaged under these guidelines on a contract basis for a fixed period and no claim, whatsoever, shall be admissible for regularization/absorption in NHIPMPL.
- (ii) No TA/DA would be admissible to the personnel for joining the assignment.
- (iii) The candidates engaged on a Fixed-Term Contract basis will be required to attend office on all working days and also on holidays if required, on account of exigencies of work.
- (iv) The position remains transferrable across project locations in India. Willingness to travel/relocate is one of the prerequisites.
- (v) NHIPMPL shall have the right to terminate the contract at any time, without assigning any reason. However, the contract may be terminated by either of the parties immediately with one month's notice or one month's salary in lieu of notice during the subsistence of the fixed-term contract.

Annexure-I

Terms & Conditions related to Education Qualification & Work Experience

- (i) All qualifications must have been acquired from Indian or Global Institutes/Universities, recognized by UGC or AICTE (whichever is applicable), or any other appropriate statutory authority in India or abroad.
- (ii) In case of institutes/universities using GPA/CGPA/SGPA in essential/ preferable qualification, candidates shall also provide conversion formula obtained from concerned institutes/universities.
- (iii) The candidate needs to submit a certificate from the institute /university regarding specialization in post-graduation degree if not mentioned in the Marksheet/Degree.
- (iv) The period of training/internship done during the minimum essential qualification shall not be counted towards post-qualification experience.
- (v) **Areas and Nature of work experience to be considered:**
 - a) Minimum 20 years of post-essential qualification experience working in Government/ PSUs/ Autonomous Bodies/ Private organizations dealing in the projects of highway or roads or runways construction/ operations & maintenance/ contract management of highway projects of NHAI/MoRTH/NHIDCL/BRO/PWD or any relevant global/international experience.
 - b) Out of the minimum 20 years of experience, at least 05 years of experience must be in Operation & Maintenance activities of Highways in a senior managerial capacity (such as Team Leader/Project Manager/Senior Manager/DGM/equivalent as applicable).
 - c) Experience working in the Expressways/National Highways/State Highways/Major District Roads/Runway Strip shall only be considered.
 - d) Experience working in Improvement works, Periodic renewal work, Rehabilitation of pavement, and structure of Expressways/National Highways/State Highways/Major District Roads shall be considered.
 - e) Candidates should have knowledge and understanding of MoRTH/IRC standards and/or International Standards in the roads & highways sectors.
 - f) Experience in Highway Construction, Operation & Maintenance
- (vi) A copy of documents duly self-attested to be provided with the application is as follows:
 - a) All education qualification documents starting from SSC onwards.
 - b) All previous work experience certificates.
 - c) Current employer appointment letter
 - d) Proof of the current gross annual salary.
 - e) Aadhar Card
 - f) Pan Card
 - g) Any other relevant document

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

1.	Name of the Post	:	
2.	Name of the Candidate	:	
3.	Date of Birth (copy of proof to be enclosed)	:	
4.	Age as on last date of receipt of application	:	
5.	Gender (Male / Female)	:	
6.	Category (General/SC/ST/OBC)	:	

PASTE YOUR
RECENT
PASSPORT
SIZE PICTURE

7.	Father's / Husband's name	:	
8.	Address for Correspondence	:	
9.	Permanent Address	:	
10.	Aadhar No.	:	
11.	E-mail	:	
12.	Mobile No.	:	
13.	Alternate No.	:	

14. Details of Educational Qualification (Matriculation onwards, copy of self-attested documents to be enclosed)					
Exam Passed/Degree	Institute / College Name	University / Board	Year of Passing	Major Subjects	% of marks / CGPA*

** Attach CGPA to percentage conversion certificate issued by College/University*

15. Work Experience (copy of self-attested documents to be enclosed)							
S. No.	Employer Name	Designation	From Date	To Date	Duration (Years & Months)	Gross Annual CTC (in INR)	Brief Job Description #

Attach a separate sheet if required

Total Experience: _____ (years & months)

(For retired/superannuated Govt. Officials)	
16. Date of superannuation	
17. Current Pension drawn per month (Copy of Pension Order to be attached) (If applicable)	
18. Any other 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 service/engagement will stand cancelled/terminated without assigning me any reason. I will produce the original documents in support of the information furnished whenever required by the employer. I also certify that there is no conflict of interest with any concessionaires/stakeholders/staff associated with NHIPMPL.

Date : _____

(Signature of the Candidate)

Place : _____

(Name of the Candidate)