

## NATIONAL HIGHWAYS INFRA TRUST

National Highways Infra Trust (NHAI InVT) on behalf of its SPVs is looking to hire professionals ideally from Roads sector for the following positions to be based at project sites and office locations across India.

01	Project Manager	09	Project Sites	Graduate in Civil Engineering with minimum 15 years of post-qualification experience in Toll Management and Operations & Maintenance of Road projects. Experience in handling Concession agreement for Road project is mandatory.
02	Toll Manager	10	Project Sites	Graduate with minimum 10 years of experience in managing toll operations of road projects. Preference shall be given to candidates with prior experience in Electronic Toll Collection (ETC) system.
03	Senior Manager / DGM - Human Resources	01	Delhi/ Mumbai	MBA (HR) / MSW or equivalent qualification in Human Resources with minimum 10 year of experience in Employee Engagement, Learning & Development, Rewards & Recognition and other HR Operational matters.
04	Senior Executive / Executive / Deputy Manager - Industrial Relations, Admin & HR	09	Project Sites	Graduate (any stream) with minimum 05 years of experience in handling applicable Statutory Compliances, IR and HR Operations for Infra projects. Preference shall be given to candidates with MBA in Human Resources / MSW degree and having experience of Road sector.
05	Coordinator	03	Delhi	Graduate with 3 years of experience in managing the manager's calendar, travel, general works of the department and providing support to leaders on day-to-day departmental matters, etc.
06	Deputy Manager / Senior Executive - EHS	12	Project Sites	Graduate (any stream) and or three year technical diploma with one year Diploma in Industrial Safety Management. The candidates should possess a minimum 08 years of experience for Deputy Manager and 05 years of experience for Senior Executive role in Implementation & monitoring of EHS Management systems in the Infra sector. Preference shall be given to candidates having experience of the Road sector.
07	Maintenance Manager	07	Project Sites	Graduate in Civil Engineering with minimum 12 years of post-qualification experience in Construction / Operation & Maintenance of roads (preferably National Highways).
08	Maintenance Engineer	23	Project Sites	Diploma/Graduate in Civil Engineering with minimum 8 years of post-qualification experience in Construction / Operation & Maintenance of roads (preferably National Highways).
09	Corridor Operations In-charge	18	Project Sites	Graduate with minimum 10 years of post-qualification experience in Route operations, Incident Management with minimum 3 years as independent in-charge of road corridor.
10	Dy. Manager - Finance & Accounts	04	Delhi/ Mumbai	CA with minimum 5 years of experience or CA Inter/ M.Com / B.Com with minimum 10 years of experience in all.
11	Manager - Finance & Accounts	01	Delhi/ Mumbai	CA with minimum 07 years of experience or CA Inter/ M.Com with minimum 12 years of experience in reviewing daily accounting entries, Fixed Assets, Accounts Payable, Accounts Receivables, TDS, GST; account reconciliation, preparation of MIS, support in internal and statutory audit.
12	Dy. Manager - Tax	01	Delhi/ Mumbai	CA with minimum 5 years of experience or CA Inter with minimum 10 years of experience in all taxation matters including TDS, Income Tax, GST, Professional tax. Filing of returns, prepare documents for assessments, coordination with consultants on various tax matters.
13	Executive Accounts	05	Delhi/ Mumbai	M.Com / B.Com with minimum 5 years of experience in accounting in tally, process invoices and payments, account reconciliations, support in internal and statutory audit.
14	Sr. Accounts Officer	08	Project Sites/ Offices All Over India	CA Inter/ M.Com / B.Com with minimum 10 years of experience in reviewing daily accounting entries for revenue/cost bookings, process invoices and payments, account reconciliation, preparation of MIS for revenue, support in internal and statutory audit, GST and TDS.
15	Jr. Accounts Officer	14	Project Sites/ Offices All Over India	M.Com / B.Com with minimum 5 years of experience in accounting in tally, cash expenses, support in processing invoices, account reconciliations, support in internal and statutory audit.
16	Accounts Assistants	15	Project Sites/ Offices All Over India	M.Com / B.Com with minimum 2 years of experience in payables function, cash handling miscellaneous financial tasks, support in internal and statutory audit.

Candidates are advised to upload their details at the link - <https://forms.gle/i3aWuiR9xkeZNqWp6>

Candidates are also advised to send their updated resume to [career@nhit.co.in](mailto:career@nhit.co.in) with a subject line "Application for 'Name of Position'". Applications without appropriate subject line shall not be accepted.

The last date for submission of application is 07<sup>th</sup> May 2023.