

National Highways Authority of India

(Ministry of Road Transport & Highways)
G-3, Sector 10, Dwarka, New Delhi-110075

Notice for Engagement of Consultants (Finance)

National Highway Authority of India (MoRTH) intends to engage **Consultants** for Finance & Accounts role viz. Internal Audit and C&AG Audit, procurement and other related functions.

2. Retired Officers from Organized Accounts Department of the Central Govt. i.e. C&AG/CGA/CGDA/IPTAF/Indian Railways Accounts/CGCA at the pay Level- 8 (7th CPC)/AAOs/JAOs. Retired Officers from Budget and Finance Divisions of Central/State Govt. Ministries/Departments, at the pay Level 8 (7th CPC)/Section Officers and above from Central or State Governments etc. who have handled implementation of schemes/programs of Civil ministries. Retired officers from Autonomous Bodies, Public Sector Banks and PSUs from pay Level 8 (7th CPC) or equivalent IDA scale, who have handled the work of accounts, audit and civil engineering, may also apply.

3. Candidates need to apply with full credentials in the prescribed format of application.

4. The application may be submitted, giving necessary particulars like Date of birth, Date of retirement from Govt./service, LPC, experience with name of the Ministries/ institution from which retired and the work and schemes handled. As requirement of audit consultants and recruitment thereof is a continuous and rolling over process in NHAI, applications submitted by eligible candidates may be considered at regular intervals as and when required to enable NHAI to carry out audit work without any interruption or shortage of manpower. NHAI reserves the right to accept or reject the applications without citing any reasons. Terms and conditions of engagement is attached herewith. For any further clarification/query, General Manager(Finance) -Internal Audit may be contacted at Ph.011-25074100- Extn No. 1237.

5. Interested and eligible retired officers may send their applications on the following address by speed post or e-mail on or before 21.10.2022:

General Manager (Finance)
Internal Audit
National Highway Authority of India
G-5&6, Sector 10, Dwarka, New Delhi-110075.
E-mail: sanjay@nhai.org

(Sanjay Verma)
GM (Finance)
NHAI- New Delhi

Terms of Reference

1. The consultant shall assist Internal Audit Division of NHAI to accomplish the following duties:
 - (i) Review of audit reports and compliances to audit paras/reports.
 - (ii) Preparation of management reply/reports regarding audit paras and the compliances.
 - (iii) Coordination of internal audits/special audits with auditors of NHAI.
 - (iv) Field visits for special audits/process audit/internal audit or such as required or directed by NHAI.
 - (v) Coordination with Internal Auditor of NHAI HQ for compilation and submission of Critical Analysis Report.
 - (vi) Scrutiny of the compliances to the Critical Analysis Reports submitted by concerned RO(s)/PIU(s) and coordination thereof.
 - (vii) Review of C&AG audit paras/reports and compliances thereon.
 - (viii) Preparation/maintenance/updation of status reports of CAG audit paras/reports.
 - (ix) Preparation of recovery reports on the basis of compliances made to audit paras/reports.
 - (x) Any other duties as assigned by the management from time to time.

TERMS AND CONDITIONS

1. The services of the consultants will be hired by NHAI, New Delhi for undertaking the work of Finance and Accounts viz. Internal Audit role, CAG Audit role, procurement & other related activities.

2. **Scope of work:** Audit of various accounting activities as per the requirement of management, preparation of audit reports, preparation of review of Audit, forwarding of audit reports to the concerned authorities and their follow up action, vetting of ATRs, and any other work assigned by the competent authority from time to time.

3. **Vacancies:** 12 Nos (Twelve). These may increase or decrease as per the requirement of the authority.

4. **Eligibility:** - Retired Officers from Organized Accounts Department of the Central Govt. i.e. C&AG/CGA/CGDA/IPTAF/Indian Railways Accounts/CGCA at the pay Level- 8 (7th CPC)/AAOs/JAOs. Retired Officers from Budget and Finance Divisions of Central/State Govt. Ministries/Departments, at the pay Level 8 (7th CPC)/Section Officers and above from Central or State Governments etc. who have handled implementation of schemes/programs of Civil ministries. Retired officers from Autonomous Bodies, Public Sector Banks and PSUs from pay Level 8 (7th CPC) or equivalent IDA scale, who have handled the work of accounts and audit and civil engineering, may also apply.

(i) **Age limit:** Not more than 62 years as on **01.11.2022**.

(ii) **Terms of Appointment** - The selection of consultants will be finalized by Selection Committee of NHAI. The period of an initial engagement will be one year which may be extended further for another period of one year on the basis of their performance. However, their period of engagement as consultant can be curtailed at any time without assigning any reason. No consultants shall be engaged beyond 5 years after superannuation or attaining the

age of 65 years, whichever is earlier. After the expiry of tenure, the consultants so engaged shall have no claim/right for future employment in NHAI.

(iii) The candidate should have his own laptop for use in office and work from home, if required.

5. **Remuneration:** The consolidated fee/remuneration for the Consultants will be paid @ i.e. Rs. 60,000/- per month. Any increase in remuneration shall be under the sole discretion of the Authority. There will be no annual increment/percentage increase during the contract period.

6. **Other benefits:**

(i) A fixed monthly charge of Rs.1,000/- (Rs. One thousand only) for maintenance of personal Laptop will be admissible.

(ii) For use of mobile/internet during field visit and work from home (if required), reimbursement of postpaid connection not more than Rs.800/-per month (inclusive of taxes) will be admissible.

7. **TA/DA on tour:** Retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement. For others, the entitlement will be equivalent to Manager post of NHAI.

8. **Leave:** Casual leave may be allowed @ of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed. For other absence, pro-rata reduction in remuneration will be imposed. Leaves maximum to 5 days in a month can be sanctioned.

9. **House Rent Allowance:** No HRA shall be admissible.

10. Consultant shall be governed by Official Secrets Act and rules/regulations/instructions issued there under. He/she shall not disclose any information/data to any person (s) outside the department during his tenure as consultant. All such documents will be the property of the Authority.

11. He shall not take up any assignment or contract which conflicts the interest of Government in this matter, elsewhere during his service as consultant.

12. The applicants should give an undertaking that no vigilance/criminal case is either pending or contemplated against him/her.

13. One month notice in writing must be submitted before tendering resignation.

14. **Preferences:** Retired officers having exposure to the following area of work shall be preferred.

(i) Having experience in accounting, internal audit and PFMS.

(ii) Having advance knowledge in computer/IT and other related application.

(iii) Having the knowledge and experience in commercial accounting/banking such as fund flow statements, annual financial accounts etc.

(iv) Having the engineering back ground and experience particularly in civil works.

(Sanjay Verma)
GM (Finance)
NHAI-Dwarka, New Delhi.

Application Form for Consultant (Finance) in NHAI

(CAPITAL LETTERS ONLY)

1	Name of the applicant	
2	Gender (M/F/T)	
3	Date of Birth & Age as on 01.11.2022 #	
4	State of domicile	
5	Category (Gen/OBC/SC/ST)	
6	Whether differently abled (Y/N)	
7	Father's/Mother's/Spouse name	
8	Status of Employment (Retired/Consultancy Services/Others). Please attach a copy of the PPO #	
9	Designation (last post hold)	
10	Department	
11	Office Details	
12	Whether belongs to Central Govt. / State Govt. / Central PSU/ State PSU/ Bank/Others (if others, mention the details)	
13	Level (7th CPC)/ Scale and Grade Pay/ Basic and total emoluments last drawn.	
14	Educational Qualification #	
15	Details of over all work experience(Mention all along with years/months of experience) (May attach separate sheet if needed)	
16	Total number of years of Work Experience	
17	No. of years of experience in Accounting/ Finance/ Internal Audit/ Treasury function/	

	Govt. Audit/ Civil Engineering/ Construction (Strike off which are not applicable)	
18	No. of years of exposure in Construction/Civil engineering sector	
19	Working knowledge of MS Word, MS Excel and preparation of Power point Presentations	
20	Conversant to Hindi/ English and local language of the State (please specify)	
21	Brief description of present nature of work	
22	Indicate the reasons for choosing the proposed assignment	
23	Willing to travel to rural areas of districts/states to conduct risk based internal audits (Yes/No)	
24	Contact Number	
25	Alternative Contact number (if any)	
26	Email ID	
27	Bank Account Number (Bank Name), (Branch & IFSC Code)	
28	Home Address	
29	Address for Communication	
I _____ S/D/W/o _____ hereby certify that all the above contents are correct to the best of my knowledge and belief. Further, no vigilance/criminal case is either pending or contemplated against me.		
	Signature Date: Place:	

- Please put NA, for the fields which are not applicable.
- # Please attach the necessary documents with application.