



DME Development Limited

(A Wholly Owned Entity of NHAI)

Reg. Office : NHAI Building, Plot G -5 &6, Sector – 10,Dwarka, New Delhi – 110075

CIN : U45202DL2020GOI368878 PH : 011-25074100/25074200

Email: prachimittal.dme@nhai.org Website: www.dmedl.in

DME Development Limited invites applications for recruitment to the following posts :-

S. No.	Name of the Posts	No. of Post	Location	Gross Salary	Method of Recruitment
1.	Deputy Manager (Secretarial & Legal)	01 (One)	Delhi	Rs.1,01,000/- per month*	Contract**
2.	Deputy Manager (Finance & Accounts)	01 (One)	Delhi	Rs.1,01,000/- per month*	Contract**

*The Salary mentioned is tentative and is subject to negotiation.

**The terms of employment are initially for a period of 3 years on contract basis which may be extended / curtailed for further period based on performance and mutual consent.

Details of Eligibility Conditions :

S. No.	Name of the Post	Max Age Limit (as on last date for application)	Educational Qualification	Experience
1.	Deputy Manager (Secretarial & Legal)	35 years	Essential : Member of Institute of Company Secretaries of India (ICSI). Desirable : Graduate in Law from any recognized University.	Essential : Four years' experience in Secretarial matters in an organisation of repute which should include at least six months experience in Public Sector Undertaking or Govt organisation/Listing Companies Desirable : Experience in any Debt listed company having paid up capital of Rs.2000 Crore.

2.	Deputy Manager (Finance & Accounts)	35 years	<p><u>Essential :</u> Associated Chartered Accountant or Certified Management Accountant or Master in Business Administration (Finance) from a recognized Institute through regular course.</p> <p><u>Desirable :</u> Bachelor in Commerce from a recognized University or</p>	<p><u>Essential :</u> Four years' experience in Financial Accounting or Budgeting or Internal Audit or Contract Management or Fund Management or Disbursement in an organisation of repute which should include at least six months experience in Public Sector Undertaking or Govt organisation following Double Entry Accounting System.</p> <p><u>Desirable :</u> Experience in any listed company having paid up capital of Rs.2000 Crore.</p>
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Interested Candidates may apply in the format attached as **Annexure-I** along with copies of all relevant documents/ mark sheets / experience certificate and current remuneration details in a sealed envelope with a subject line “**Application for (Name of Position)**”. Application without the subject line shall not be accepted. Applications should be addressed to “The Company Secretary, M/s DME Development Ltd, C/o NHAI, Plot#G-5&6, Sector-10, Dwarka, New Delhi – 110075”.

Last date for receipt of applications at the above said address is January 31, 2024. Applications received after the above said date will be summarily rejected.

Note: Corrigendum/Addendum/Cancellation to this advertisement, if any, shall be published on NHAI website / DMEDL website only.



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Annexure-I

Application Format

Please affix here
passport size
photo and sign
across the photo

Application for the post of:.....

S.no	Particulars	Details
1.	Name of the Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Nationality	
5.	Aadhar Number	
6.	Mailing Address	
7.	Permanent Address	

8. Educational Qualification (SSC/10th Onwards):

	Year of Passing	University / Institute	Percentage of Marks	Class Division
SSC/10 th Onwards				
12th / Intermediate				
Bachelors' Degree				

(Enclose self-attested photo copy of relevant educational qualification and mark sheets)

9. Work Experience (in chronological order)

Name of the Employer	Designation	Period of service		Nature of duties performed in details	Salary Drawn / Reason for leaving service
		From	To		

(Enclose photo copy of relevant experience certificates from the employer concerned)

Encl : as above.

Place:

Date:

(Signature of the candidate)