



# National Highways Logistics Management Limited (NHLML)

## Open Roles & Positions

National Highways Logistics Management Limited (NHLML), is a 100% owned Company of NHAI, (Formerly known as Cochin Port Road Company Limited) formed under the guidance of the MoRT&H for the implementation of Multi-modal Logistics Parks (MMLPs), Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying and other associated projects on Pan India basis. NHLML is committed to facilitate efficient and sustainable logistics in India by leading identification, planning, financing, development and management of "allied highway" infrastructure projects ensuring environment and ecological balance, contributing to national prosperity.

NHLML is responsible for end-to-end development of Multimodal logistic parks, Port Connectivity Roads, Inter Modal Station, Ropeways, Wayside Amenities, OFC Laying etc. entrusted by NHAI from time to time, right from DPR preparation, land acquisition, project execution and O&M depending on the type of project. As a part of fulfilling its mandate, NHLML will be required to formulate and adopt an appropriate contracting and implementing strategy, in coordination with multiple stakeholders viz State Governments, Ministry of Railways, Port Trusts, etc. In addition, NHLML will also be responsible for formulating the optimal strategy for fund raising for implementing projects entrusted to the organization.

We are delighted to invite applications for appointment on Contract basis either on direct rolls, or on deputation - from officers under the Central Government or State Governments or Union Territories or Universities/ Research Institutions of Govt. or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies or Retired Officials for the following position:

| Position Title                     | Department/Division | Location * | Nos |
|------------------------------------|---------------------|------------|-----|
| Deputy Manager / Assistant Manager | Admin & Facilities  | New Delhi  | 01  |

\* - Position will remain transferrable across India

Duly filled applications may be sent through email to [hr.nhlml@nhai.org](mailto:hr.nhlml@nhai.org) latest by **26.03.2024** till **05:00 PM** and addressed to:

**Head - HR / Admin**  
National Highways Logistics Management Limited (NHLML)  
#323, D-21 Corporate Park, Sector-21,  
Dwarka, New Delhi-110077

| Position Title             | Department/Division | Location  | Nos |
|----------------------------|---------------------|-----------|-----|
| Deputy / Assistant Manager | Admin & Facilities  | New Delhi | 01  |

### Roles & Responsibilities

- 01 Oversee asset management - maintain report and conduct quarterly audit and submit
- 02 Ensure all procurements are made as per company procurement policy
- 03 Managing Vendor - Timely Bill submission and periodic evaluation of the vendor
- 04 Coordinating with service providers for day-to-day maintenance activity, verification and submission of administration and supplier bills for payment
- 05 Effectively administer office supplies
- 06 Maintaining stock of housekeeping / stationary materials; sharing the monthly consumption report
- 07 Effectively handle housekeeping staff & activities
- 08 Managing repair & maintenance of office equipment s periodically and managing documentation and records
- 09 Ensure that all insurance policies and AMCs are renewed timely and optimally
- 10 Monitor effectiveness of security staff and strict adherence to security control procedure implemented by management
- 11 Support Travel Desk for bookings for employees PAN India
- 12 Record keeping - MIS (Budget vs actual cost, operation cost analysis, Billing and vendor account reconciliation, inventory /stock control management etc.)
- 13 Petty Cash Management
- 14 Coordination with stakeholders for periodical check up for all major and critical Infra

### Qualifications & Experience

#### Essential Qualification and Experience Requirement

- Graduate Degree in in any discipline from an Institution recognized by AICTE/ NAAC or affiliated to an Indian/ Global University of repute or equivalent.
- Minimum 03 years of relevant professional experience in Admin and Facility management activities.
- Maximum Age of 35 years (Dy Mgr) / 30 years (Asst. Mgr) as on 29.03.2024

#### Preferable Qualification and Experience Requirement

- Experience in facilities management / reception / front-desk management
- Having knowledge on compliances, GST, nodal agencies etc
- Understanding / familiarity with OHSAS

#### Remuneration Package:

- a) The position shall be at E-0 grade level in the Basic pay scale range of Rs 30,000 - 1,20,000 for Assistant Manager / E-1 grade level in the Basic pay scale range of Rs. 40, 000 - 1, 40,000 for Deputy Manager, as per IDA Pattern. Other emoluments include, DA, HRA, PRP, Other Allowances, Retirals and Group Medical Policy.

- b) Initial period of appointment shall be 05 years, which may be extended every year based on performance and mutual consent.

#### Application Process:

Interested candidates may send their resume as per format enclosed along with a cover letter to hr.nhml@nhai.org latest by 26.03.2024 till 05.00 PM. Please mark "**Application - Assistant / Deputy Manager - Admin & Facilities**" in the subject line

# Application Form

National Highways Logistics Management Limited



(PLEASE FILL IN CAPITAL LETTERS ONLY)

1. Application for the post of: \_\_\_\_\_

| S. No. | Particulars                              | Details |
|--------|--|---------|
| 1      | Name of the Applicant                    |         |
| 2      | Father's Name                            |         |
| 3      | Gender                                   |         |
| 4      | Date of Birth (DD/MM/YYYY)               |         |
| 5      | Domicile (State)                         |         |
| 6      | Nationality                              |         |
| 7      | Aadhar No.                               |         |
| 8      | Mailing Address                          |         |
| 9      | Permanent Address                        |         |
| 10     | Email ID:                                |         |
| 11     | Mobile No.                               |         |
| 12     | Member of Professional Services (if any) |         |
| 13     | Publication (if any)                     |         |

2. Educational Qualification (Graduation and Onwards):

| S. No. | Name of the Degree | Year of Passing | University/ Institute | Percentage of Marks | Class Division |
|--------|--------------------|-----------------|-----------------------|---------------------|----------------|
| 1      |                    |                 |                       |                     |                |
| 2      |                    |                 |                       |                     |                |
| 3      |                    |                 |                       |                     |                |
| 4      |                    |                 |                       |                     |                |

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

3. Certification Course (if any):

| S. No. | Name of the Course | Year of Passing | Institute | Percentage of Marks | Duration of Course |
|--------|--------------------|-----------------|-----------|---------------------|--------------------|
| 1      |                    |                 |           |                     |                    |
| 2      |                    |                 |           |                     |                    |
| 3      |                    |                 |           |                     |                    |

4. Software Proficiency:

| S. No. | Computer Field        | Excellent | Good | Average | Not Covered |
|--------|-----------------------|-----------|------|---------|-------------|
| 1      | MS Word               |           |      |         |             |
| 2      | MS Excel              |           |      |         |             |
| 3      | MS Power Point        |           |      |         |             |
| 4      | Mention other, if any |           |      |         |             |

5. Work Experience (starting from Current Organisation in descending order)

| Sl. No. | Organisation Name & Address | Designation | Reporting Manager's designation | Period of Service (From - To) | Nature of duties performed (in relevance of job applied for) | Reasons for Leaving Service |
|---------|-----------------------------|-------------|---------------------------------|-------------------------------|--|-----------------------------|
| 1.      |                             |             |                                 |                               |  |                             |
| 2.      |                             |             |                                 |                               |  |                             |
| 3.      |                             |             |                                 |                               |  |                             |

| Sl. No. | Organisation Name & Address | Designation | Reporting Manager's designation | Period of Service (From - To) | Nature of duties performed (in relevance of job applied for) | Reasons for Leaving Service |
|---------|-----------------------------|-------------|---------------------------------|-------------------------------|--|-----------------------------|
| 4.      |                             |             |                                 |                               |  |                             |
| 5.      |                             |             |                                 |                               |  |                             |

**Details of Other Employer (if any)**

- (Enclose self-attested photocopy of relevant experience certificates)

6. Last drawn CTC/Basic with level (except PRP) .....

**7. Declaration**

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment/selection/subsequent contract period in NHLML, it is found that any information/statement/data given in this application is false/incorrect/any material fact suppressed OR I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature/appointment is liable to be cancelled/terminated forthwith without giving any notice or reasons thereof.

Place:

Date:

(Signature)

(Name)

**Note:** Kindly send your application along with relevant documents latest resume/ mark sheets/ experience certificates and current remuneration details at [hr.nhlml@nhai.org](mailto:hr.nhlml@nhai.org) with a subject line “Application for (Name of Position)” in the subject line of the email before last date 29.03.2024.