

NATIONAL HIGHWAYS INFRA TRUST

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

Sr. No.	Position	No. of Posts	Location	Eligibility
1	Sr. Executive / Deputy Manager – EHS	03	Project Sites (Anywhere in India)	Graduate (any stream) Or three-year Technical Diploma with one year Diploma in Industrial Safety Management. The candidate should possess minimum 05 years of experience in Implementation & monitoring of EHS Management systems in Infra sector. Preference shall be given to candidates having experience of Road sector.
2	Coordinator (Executive Assistant)	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. The candidate should have good communication in English language and well-versed with MS-Office.
3	Coordinator (Executive Assistant)	01	Mumbai	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. The candidate should have good communication in English language and well-versed with MS-Office.
4	Quantity Surveyor	02	Delhi	Graduate in Civil Engineering with minimum 5 years of post-qualification experience in quantity estimation of the road projects. The candidate should have the working knowledge of software like Road Estimator, AutoCAD, Auto Plotter etc.
5	Engineer/Sr. Engineer – Contracts	02	Delhi/Mumbai	B.E / B. Tech with minimum 5 years of experience in drafting the Contractual Letters, handling Change of Scope, Extension of Time for Projects and/or reviewing Concession Agreements, vendors' contracts/agreements and other business documents, etc. Additional exposure or a degree in law will be preferred.
6	Engineer – ITS (On Fixed Term)	9	Project Sites (Anywhere in India)	Graduate in Engineering preferably in IT/Electronics/Computer Science with minimum 03 years or 3-year Diploma in Polytechnic in IT/Electronics/Computer Science from reputed institutes recognised by AICTE with minimum 5 years of experience in the field of Intelligent Transportation Systems, Electronic Toll Collection Systems (FASTag) and Advanced Traffic Management System (ATMS).
7	Deputy Manager – Payroll Administration	01	Delhi	Graduate with 7-10 years of experience in Payroll Administration, Processing Payroll, Maintaining Payroll record, Tax Compliance, Leave Management, preparation of MIS, support in internal and Statutory audits, etc. Candidates with MBA in HR or equivalent qualification shall be preferred.
8	Deputy Manager – HR (Talent Acquisition & HR Operations)	01	Delhi	MBA (HR) / MSW or equivalent qualification in Human Resources with minimum 7 year of experience in end-to-end Recruitment & Selection, HR Operational activities of employee life cycle in an organization.

Candidates are advised to upload their details at the link – <https://forms.office.com/r/0RNLKYgC7m>

Candidates may upload their details on Microsoft forms by scanning the QR code from mobile & tab.

Candidates are also advised to send their updated resume in to 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 December 15, 2024, till 06:00 PM.

Equal Employment Opportunity:

NHIT is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.

NHIT (SPV's), Advt. Dec 09, 2024

