

**INDIAN HIGHWAYS MANAGEMENT COMPANY LIMITED**

(A Company Promoted by NHAI)

Regd. Office: 1st Floor, NHAI Old Building, G-5 & 6, Sector-10, Dwarka- 110 075 (India)

No. IHMCL/HR/Recruit/02/2026/02

Dated: 06.03.2026

RECRUITMENT FOR COMPANY SECRETARY in IHMCL

1. Indian Highways Management Company Limited (IHMCL) is a company jointly promoted by National Highways Authority of India (NHAI) along with its Concessionaires and Financial Institutions, incorporated under the Companies Act, 1956. The company was established to Implement and manage an efficient electronic toll collection system across the national highways and to deploy intelligent transport systems to enhance the management of highways and improve traffic conditions. Indian Highways Management Company Limited (IHMCL) invites applications for recruitment of Company Secretary: -

Sl.No.	Designation	Total
1	Company Secretary	01 (UR)

*Number of posts may increase or decrease as per requirement of IHMCL.

A. DETAILS OF ELIGIBILITY CONDITIONS

Sl. No.	Name of the post	No. of post to be filled up	Pay Scales	Method of Recruitment	Age Limit
	1	2	3	4	5
1.	Company Secretary	01 (One)	E-4 Grade Rs.70,000- 2,00,000/-	Lateral Induction	Not exceeding 40 years as on closing date of advertisement
Educational qualification and experience required					
6					
Essential Educational Qualification: - Qualified Company Secretary from the Institute of Company Secretaries of India.					
And					
Essential Experience: -					
(a) Minimum six (06) years of post-qualification experience (will be counted after passing of CS Final Exam) in compliance management and other company secretarial work in the Government or Private Sector.					
(b) At least three (3) years of experience working in the infrastructure sector					
Desirable Experience: -					
Experience of working in road/ highway sector or InvIT.					

IMPORTANT DATES	
TIME LINES	
Opening Date for Online Registration of Application	06.03.2026 (07:00 PM)
Last Date for submission of Online Application	19.04.2026 (07:00 PM)

2. IMPORTANT CONDITIONS:

2.1. The candidates applying the posts should ensure the following: -

- (i) **MINIMUM ESSENTIAL QUALIFICATION & EXPERIENCE:** The Applicant must fulfill the essential qualification & experience for the Post as mentioned above as well as other conditions stipulated in this Advertisement. The Applicant is advised to satisfy themselves before applying that they possess at least the essential qualification / experience as laid down for the post. No inquiry asking for advice as to eligibility will be entertained.

(NOTE: The prescribed essential qualification(s)/experience are the minimum and the mere possession of the same does not entitle candidates to be considered for appointment).

(ii) PROCEDURE TO APPLY:

1. **Applicants can apply ONLINE only.** The procedure to be followed for filling up the application is given below:-

- i) The applicant may visit the IHMCL website [["http://www.ihmcl.co.in"](http://www.ihmcl.co.in)] for accessing the link for applying online. The link may be opened on Google Chrome or Mozilla Firefox.
- ii) Click on the tab Careers → New Openings. Click on the relevant Recruitment advertisement and then click 'Online application'. Follow the On-screen instructions to complete the application.

iii) The ONLINE application may be submitted by **19.04.2026 (07:00 PM)**.

2. The applicants are advised to fill the **ONLINE** application form carefully in accordance with the eligibility criteria and experience mentioned for the post(s). Applications received through any other mode/procedure would not be accepted and summarily rejected. Applications incomplete in any respect, shall be summarily rejected without any notice. It may be noted that any subsequent clarification regarding job profile / experience etc. at a later date will not be entertained under any circumstances.

(iii) GENERAL CONDITIONS FOR THE APPLICANTS:

1. The posts carry all India service liability. Therefore, those who are willing to serve anywhere in India may only apply.
2. The applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that the entire selection process shall be carried out on the basis of the entries made by the applicant in his / her application form and no request shall be entertained under any circumstances for any alteration / modification / change in the entries made by the applicant in the application form.

Note: The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

3. It may be noted that in case of multiple application filled by the applicant, IHMCL shall consider only the last application filled by the applicant and the entries made therein shall be taken into consideration for processing the recruitment for the said post. Accordingly, the earlier application(s) submitted by the applicant shall be rejected. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the IHMCL shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
4. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
5. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the IHMCL reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the IHMCL reserves the right to modify/withdraw/cancel any communication made to the applicant.
7. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
8. SC/ST/Minority Community / Women are encouraged to apply.
9. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.
10. Canvassing or bringing influence in any form will disqualify the candidature.
11. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons therefore.
12. 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published only on the website of IHMCL and will not be published in the newspapers. Therefore, the Applicants are advised to check the website of IHMCL regularly.
