



ज्योति सिन्हा

मुख्य महाप्रबंधक (मानव संसाधन एवं प्रशासन)

JYOTI SINHA

Chief General Manager (HR & Admin)

Tel (O) : 011-25074100 25074200

Extn. : 1226

E-mail : jyotisinha@nhai.org

Website : http://www.nhai.org

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

NATIONAL HIGHWAYS AUTHORITY OF INDIA

(सड़क परिवहन एवं राजमार्ग मंत्रालय)

(MINISTRY OF ROAD TRANSPORT & HIGHWAYS)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075, भारत

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110075, INDIA

D.O. No.NHAI/11012/408/2019-Admn.

17 Sept 2019



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As you are aware, the National Highways Authority of India (NHAI) has been mandated to optimize efficiency of the movements of goods and people across the country by development, maintenance & management of National Highways.

2 In order to complete the above task, there is a need for experienced manpower. NHAI is presently facing lot of shortage of experienced manpower at the working level, i.e., Manager and Dy. General Manager levels.

3. NHAI is, therefore, looking for experienced Officers of the level of Manager, Level-11 of pay matrix [PB-3; Rs. 15,600-39,100 with Grade Pay Rs. 6,600/- (pre-revised)] and Dy. General Manager, Level-12 of pay matrix [PB-3; Rs. 15,600-39,100/- with Grade Pay Rs. 7,600/- (pre-revised)], to be engaged on 'Deputation Basis' in the NHAI on the usual terms and conditions. The Officers with experience/expertise in areas of Infrastructure Development and Highways are required. A copy of eligibility criteria prescribed for the post of Manager (T) and DGM (T) are enclosed. A copy of application form is also enclosed.

4. I would request you to circulate the above requirements in the concerned departments and nominate eligible, qualified and experienced Civil Engineers fulfilling the eligibility criteria for appointment on deputation basis in NHAI. This appointment will also give these Officers extraordinary and exciting exposure of working on infrastructure projects at the national level. Besides, such Officers would be posted in NHAI field offices within your State.

With regards,

Yours Sincerely,

(Jyoti Sinha)

Sh. Depinder Singh Dhesi,
Chief Secretary, 4th Floor,
Haryana Civil Secretariat,
Sector-01, Chandigarh-160001

Services-II Branch

Dy. No. 126673

Date 30/9/19

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Name of post	No. of post	Classification of post	Pay Band and Grade Pay	Method of recruitment
1	2	3	4	5
General Manager (Technical)	101 (2016), subject to variation dependent on workload.	Group-A	PB-4 (Rs.37400-67000) with Grade Pay Rs.8700/-	Promotion / Deputation

Age limit	Educational qualification and experience required	In case of recruitment by promotion / deputation, the grades from which to be made
6	7	8
For deputation: Not exceeding 56 years	Essential Educational Qualification and Experience:- (i) Degree in Civil Engineering from a recognized University / Institute; and (ii) 14 years' experience in the Pay Scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.5400/- or equivalent or higher out of which 9 years' experience in implementation of Infrastructure Sectors related to Highways, Roads and Bridges.	(1) By promotion through selection from amongst Deputy General Manager (Technical) of NHA with five years' regular service in that post and possessing the essential educational qualifications and experience stipulated in Column 7. OR (2) By deputation from:- Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:- (i) holding analogous post on regular basis in the pay scale of Pay Band-4 (Rs.37400-67000) with Grade Pay Rs.8700/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department; or (ii) with four years' service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.7600/- (in CDA pattern) equivalent in IDA pattern in the parent cadre/ department; or (iii) with nine years' regular service as Executive Engineer; And Possessing the essential educational qualifications and essential experience stipulated in Column 7. Period of deputation Initial period of deputation shall be 03 years, which may be extended for a period of 02 years with the approval of Chairman. Further extension in the period of deputation for another period of 2 years beyond 05 years shall be done with the approval of Ministry of Road Transport & Highways, subject to satisfactory performance.

Name of post	No. of post	Classification of post	Pay Band and Grade Pay	Method of recruitment
1	2	3	4	5
Deputy General Manager (Tech)	193 (2016), subject to variation dependent on workload	Group-A	PB-3 (Rs.15600-39100) with Grade Pay Rs.7600/-	Promotion / Deputation

Age limit	Educational qualification and experience required	In case of recruitment by promotion / deputation, the grades from which to be made
6	7	8
For deputation: Not exceeding 56 years	Essential Educational Qualification and Experience:- (i) Degree in Civil Engineering from a recognized University / Institute; and (ii) 9 years' experience in the Pay Scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.5400/- or equivalent or higher out of which 6 years' experience in implementation of Infrastructure Sectors related to Highways, Roads and Bridges.	(1) By promotion through selection from amongst Manager (Technical) of NHAI with five years' regular service in that post and possessing the essential educational qualifications and essential experience stipulated in Column 7. OR (2) By deputation from:- Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:- (i) holding analogous post on regular basis in the pay scale of Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.7600/- (in CDA pattern) or equivalent in the IDA pattern in the parent cadre/ department; OR (ii) with four years' service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.6600/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department; And Possessing the essential educational qualifications and essential experience stipulated in Column 7. Period of deputation Initial period of deputation shall be 03 years, which may be extended for a period of 02 years with the approval of Chairman. Further extension in the period of deputation for another period of 2 years beyond 05 years shall be done with the approval of Ministry of Road Transport & Highways, subject to satisfactory performance.

Name of post	No. of post	Classification of post	Pay Band and Grade Pay	Method of recruitment
1	2	3	4	5
Manager (Technical)	365 (2016), subject to variation dependent on workload	Group-A	PB-3 (Rs.15600-39100) with Grade Pay of Rs.6600/-	Promotion / Deputation

Age limit	Educational qualification and experience required	In case of recruitment by promotion / deputation, the grades from which to be made
6	7	8
For deputation: Not exceeding 56 years	Essential Educational Qualification and Experience:- (i) Degree in Civil Engineering from a recognized University / Institute; and (ii) 4 years' experience in the Pay Scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.5400/- or equivalent or higher out of which 3 years'	(1) By promotion from amongst Deputy Managers (Technical) of NHAI with four years' regular service in that post. OR (2) By deputation from officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:- (i) holding analogous post on regular basis in the pay scale of Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.6600/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department;

	experience in implementation of Infrastructure Sectors related to Highways, Roads and Bridges.	<p>or</p> <p>(ii) with four years' service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.5400/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department;</p> <p>or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-2 (Rs.9300-34800) with Grade Pay Rs.4800/-.</p> <p>And</p> <p>Possessing the essential educational qualification and essential experience stipulated in Column 7.</p> <p>Period of deputation Initial period of deputation shall be 03 years, which may be extended for a period of 02 years with the approval of Chairman. Further extension in the period of deputation for another period of 2 years beyond 05 years shall be done with the approval of Ministry of Road Transport & Highways, subject to satisfactory performance.</p>
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Name of post	No. of post	Classification of post	Pay Band and Grade Pay	Method of recruitment
1	2	3	4	5
Deputy Manager (Technical)	110 (2016), subject to variation dependent on workload	Group-A	PB-3 (Rs.15600-39100) with Grade Pay of Rs.5400/-	Direct Recruitment (80%) / Deputation (20%)

Age limit	Educational qualification and experience required	In case of recruitment by direct recruitment / deputation, the grades from which to be made
6	7	8
For direct recruitment: Not exceeding 30 years Deputation: Not exceeding 36 years	<p>Essential Qualification:-</p> <p>Degree in Civil Engineering from a recognized University/ Institute;</p>	<p>(1) By direct recruitment:-</p> <p>(i) through recruiting agency as decided by the Chairman from the candidates possessing the essential educational qualification stipulated in Column 7. Direct Recruitment will be through open advertisement and will have written tests and interview with applicable reservation criteria as per GOI rules and will have probation of one year.</p> <p>or</p> <p>(ii) on the basis of valid Graduate Aptitude Test in Engineering (GATE) Score in Civil Engineering discipline;</p> <p>OR</p> <p>(2) By Deputation from officers of Central Engineering Service (Roads) of Ministry of Road Transport & Highways holding the post of Assistant Executive Engineer (Civil) on regular basis.</p> <p>Period of deputation Initial period of deputation shall be 03 years, which may be extended for a period of 02 years with the approval of Chairman. Further extension in the period of deputation for another period of 2 years beyond 05 years shall be done with the approval of Ministry of Road Transport & Highways, subject to satisfactory performance.</p>

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APPLICATION FOR THE POST OF _____

1. Mode of recruitment (i.e. Promotion / Deputation / Direct Recruitment / Contract (whichever applicable, please specify) _____
2. Name of the Candidate in Block letters) _____
3. Father's/Husband's Name _____
4. (a) Date of Birth in Christian era (in dd/mm/yyyy format) _____
(b) Age as on last date for receipt of applications : _____ Years _____ Months _____ Days
5. Permanent Address (with PIN code) _____

6. Address for Correspondence (with PIN code) _____

7. E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any _____

8. (a) Religion _____
(b) Whether belonging to SC/ST/OBC, if yes, please specify _____
(c) Whether physically disabled, if yes, please specify _____
(d) Gender: Male / Female _____
9. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet duly authenticated by your signatures if the space below is insufficient)

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Examination passed, in					
b. Year of passing					
c. Name of College / Institute					
d. University / Board					
e. Main subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

10. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient.

S. No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Type of organization (i.e. Central / State Govt. Central / State PSU / University or Autonomous Body, others (please specify))					
c. Post held and period of tenure with dates (in dd/mm/yyyy format)	Post Held				
	From				
	To				
d. Whether permanent / regular or adhoc or temporary or quasi-permanent or deputation or contract basis (Please specify)					
e. Scale of Pay (Please indicate Grade Pay, if pre-revised pay scale) / Level in Pay Matrix and current basic pay					
f. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
g. Nature of duties highlighting experience required for the post applied for					

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to that one prescribed in the Rules, state the authority for the same)

Qualifications / Experience Required for the post	Qualifications / Experience possessed by the officer
Essential Education	
Qualification	
Desirable Education	
Qualification	
Essential Experience	
Desirable Experience	

12. In case the present employment is held on deputation / contract basis, please state

a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre department along with cadre clearance, vigilance clearance and integrity certificate.

13. (a) Whether the present pay/ scale in which you are working in your parent department has been granted under Modified Assured Career Progression Scheme (MACPS), Assured Career Progression Scheme, Time Scale, Personal Upgradation, Financial Upgradation, In situ Upgradation, Non-Functional Upgradation, Non-functional Grade, Adhoc promotion or any other similar scheme of your parent department.

Yes/No

(b) If yes, please specify the substantive pay scale of the post held by you along with name of the post.

14. If working or belonging to the Public Sector Undertaking please indicate:

(a) The status of PSU. Whether Schedule A, B, C, D, etc.

(b) The Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.)

(c) The grades and designations alongwith pay scales of the posts which are below you in the officers / Executive cadre.

(d) The grades and posts alongwith pay scales which are above you in the officers / Executive cadre upto the Board level.

15. If working in Department, other than specified in Sl. No. 14 above, please indicate:

(a) The designations alongwith pay scales of the posts which are below you in the officers / Executive cadre.

(b) The grades and posts alongwith pay scales which are above you in the officers / Executive cadre upto top management level / head of the organization level.

16. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with the DA pattern applicable (Please enclose a self-attested copy of the latest pay slip).

17. Total emoluments per month now drawn:

Basic Pay in the RB / Pay Matrix	Grade Pay / Level in Pay Matrix	Total Emoluments

18. Please indicate the present rate of DA and the date (dd/mm/yyyy format) from which it is applicable.

19. Age of retirement applicable in parent department.

20. Your date of retirement in the parent department.

21. Contact details of the officer(s) in personnel / HR / Admin / Capt. who could be contacted regarding the ACRs / NDC / Vigilance / Discipline clearance, etc. (If there are different officers dealing with these matters, please indicate their complete details separately):

Name _____
Designation _____
Address (with PIN code) _____
Tel.No / Fax No. _____
E-mail ID _____
Website _____

22. Additional information, if any, which would you like to mention in support of your suitability for the post (Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient) _____

23. Whether applied for the similar post in NHA in the last one year, if so, please indicate the post applied for, date of advertisement and date of interview, if any _____

DECLARATION

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons there for. Mere submission of application does not confirm the candidature and the candidature shall remain provisional till the verification / certification of the details furnished by the candidate.

Date: _____

Place: _____

Signature _____

Name: _____

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VERIFICATION

(To be completed by the parent department)

It is certified that the particulars given by the candidate in his/her application regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete. In case of selection, it is confirmed that the officer shall be relieved within the time frame stipulated by NHK.

2. **Integrity Certificate:** It is certified that integrity of the officer is beyond doubt.

3. **Vigilance / Disciplinary Clearance Certificate:** Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer.

4. **No Penalty Certificate:** Certified that no minor or major penalty has been imposed on the officer during the last ten years OR list of major / minor penalties imposed on the officer during the last 10 years is as under:-

Sl. No.	Nature of penalty (Major / Minor)	Type of Penalty	Date of imposition of penalty	Period of currency of penalty alongwith date until the penalty is valid	Remarks, if any

Date : _____

Place : _____

Signature : _____

Name : _____

Designation : _____

Address : _____

Tel. No. : _____

Official seal : _____

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Important conditions:

1. The Department Organization concerned while forwarding the application should:
 - (a) enclose attested copies of Annual Confidential Reports for the last five years along with a discipline vigilance clearance certifying that no penalty is imposed against the officer for last ten years, integrity certificate and no penalty certificate;
 - (b) certify that the particulars given by the candidates in their application regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for;
 - (c) certify the position / status of the candidate in the hierarchical structure of the organization along with respective grades and pay scales.
2. Applications not submitted strictly in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for summary rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile / experience etc. at a later date will not be entertained under any circumstances.
3. Candidates applying for more than one post should submit separate application for each post, failing which, the application will be considered only for the first post indicated in the application.
4. Candidates belonging to SC / ST / Minority Communities / ladies are especially welcome and should apply in large numbers. Other things being equal, persons with disabilities will be preferred even if vacancy is not reserved for them.
5. Wherever the pre-revised pay scale(s) have been mentioned in the application, the corresponding revised pay scales should also be indicated. Similarly, wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.
6. Candidates working in PSUs should indicate the IDA Pay Scales. Equivalency of DOA vis-à-vis IDA Pay Scales adopted by NHAI is enclosed.
7. If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.
8. The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
9. The candidates who apply for the post in respect to the vacancy circular shall not be allowed to withdraw the candidature subsequently. Once a candidate applies for being considered and is considered and selected by NHAI, he / she should not decline the appointment. If he / she declines the appointment, his / her candidature shall not be considered for any further appointment by NHAI for a period of two years from the date of cancellation of offer of appointment.
10. In case of selection on deputation basis, candidates who are more than 56 years of age as on the last date for receipt of applications need not apply. Those candidates who are due to retire from their parent cadre within two years, as on closing date for receipt of applications also need not apply.
11. Internal / regular officers of NHAI, who fulfill the eligibility conditions prescribed for internal / regular candidates in the advertisement as per the Regulations, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis. Accordingly, the internal / regular officers of NHAI who are in direct line of promotion shall not be considered for appointment on deputation basis. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.

12. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization, shall ordinarily not exceed 5 years.

13. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.

14. Canvassing or bringing influence in any form will disqualify the candidate.

15. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

16. Duly filled-in applications, along with the requisite information/documents stated in above paras, may be sent by Registered Speed Post, through proper channel wherever applicable, to the following address, **so as to reach latest by** . However, if the candidate anticipates delay in forwarding of his/her application from parent department, he/she should submit an advance copy of the application before the last date prescribed for the receipt of application. Applications routed through proper channel from the parent department along with requisite information/documents should reach NHAJ at the earliest.

17. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHAJ website www.nhaji.org. The envelope containing the application should be super-scribed with the name of the post applied for.

18. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAJ and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAJ regularly.
