



National Highways Authority of India

(Ministry of Road Transport and Highways)

National Highways Authority of India (NHAI) invites applications from officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions affiliated to Government of India or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies on promotion / deputation basis for the post of GM (Admn) in the Pay Scale of PB-4 (Rs.37,400-67,000/-) + Grade Pay of Rs.8,700/- with Central DA [Pre-revised pay scale of Rs.14300-400-18300/- in CDA pattern]. The period of deputation on selection shall be for an initial period of 5 years, which may be extended or curtailed at the discretion of the Competent Authority:-

Name of post	No. of post	Method of Recruitment
General Manager (Admn.)	04 (subject to variation of post)	Promotion / Deputation

DETAILS OF ELIGIBILITY CONDITIONS

S. No.	Name of the post	Educational and other qualifications required	Recruitment Criteria (in case of Promotion / Deputation)
(1)	(2)	(3)	(4)
1.	General Manager (Admn.)	<p>A. Educational Qualification</p> <p>Essential Degree of a recognized University.</p> <p>Desirable i) A Degree in law or ii) Master in Business Administration or iii) A post graduate diploma in Public administration</p> <p>B. Experience 12 years experience in a responsible senior position of which at least 3 years in the next below level in Admn. and Estt. Work in a Govt. office or Public Body or a commercial organization of repute.</p> <p>OR Member of an organized Central Govt. service with a minimum experience of 10 years in Admn. & Estt. Matters.</p>	<p>Promotion</p> <p>Suitable DGM possessing requisite qualification with at least 3 years service in the grade.</p> <p>By deputation / Transfer from candidates already on the panel of Director in the Government of India and having the professional qualification stipulated in Column 3 or from officers under Central/ State Govt. Deptt., or Autonomous Body or Public Sector Undertaking holding analogous posts or with 3 years service in the scale next below or equivalent and possessing the necessary qualifications prescribed in Column 3.</p>

Interested and eligible candidates may apply in the format indicated below:-

APPLICATION FOR THE POST OF _____

- Mode of recruitment, viz. Promotion / Deputation (wherever applicable) [please specify] :
- Name of the Candidate (in Block letters) :
- Father's/Husband's Name :
- Date of Birth in Christian era (in dd/mm/yyyy format) :
- Permanent Address (with PIN code) :
- Address for Correspondence (with PIN code) :
- E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any :
- (a) Religion :
- (b) Whether belonging to Minority Community, if yes, please specify :
- (c) Whether belonging to SC/ST/OBC :
- (d) Whether physically disabled :
- (e) Gender: Male / Female :
- Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient) :

a. Examination passed						
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 :

a. Name of organization					
b. Post held with dates (in dd/mm/yyyy format)					
c. Whether working on permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis					
d. If worked on deputation basis, please indicate the post and pay scale held on regular / substantive basis in the parent department					
e. Period of tenure with dates (in dd/mm/yyyy format)	From	To			
f. Brief description of duties					
g. Scale of pay and current basic pay (In case the pay scale under CDA pattern has been revised after the 6 th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)					
h. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
i. Details of experience in the relevant field (with dates in dd/mm/yyyy format)					

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the 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. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :

13. Nature of present employment (i.e. permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis) :

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

- (a) The date of initial appointment on deputation / contract basis :
- (b) Period of appointment on deputation / contract :
- (c) Name and address of the parent organization to which you belong :
- (d) Whether the parent department is (Please indicate the name against the relevant column) :
- (a) Central Government :
- (b) State Government :
- (c) Central / State Government/ Public :
- (d) Central / State University :
- (e) Central / State Autonomous Body :
- (f) Others, please specify :
- (e) Name of the post and pay scale with DA pattern held by you on regular / substantive basis in the parent department. Date (in dd/mm/yyyy format) from when such post held may also be indicated (In case the pay scale under CDA pattern has been revised after the 6th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay) :
15. Additional details about present employment. Please state whether working under (indicate the name and address of the organization against the relevant column)
- (a) Central Government :
- (b) State Government :
- (c) Central / State Government Public :
- (d) Central / State University :
- (e) Central / State Autonomous Body :
- (f) Others, please specify :
16. (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), ACP, Time Scale, Personal Upgradation, Financial Upgradation, In-situ upgradation 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 :
17. 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.) :
18. 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 :
19. Total emoluments per month drawn (Please indicate the detailed break-up and also enclose a self-attested copy of the latest pay slip) :
20. Please indicate the present rate of DA and the date (in dd/mm/yyyy format) from which it is applicable :
21. Age of retirement applicable in parent Department :
22. Your date of retirement in the parent department :
23. Contact details of the officer(s) in personnel / HR / Admn. Deptt. who could be contacted regarding the ACRs / NOC / Vigilance / Discipline clearance, etc.
- Name :
- Designation :
- Address (with PIN code) :
- Tel.No./ Fax No./ E-mail ID :
- E-mail ID :
- Website :

24. Details of computer knowledge: Language(s) known and application software used :
25. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above prescribed in the vacancy circular / advertisement) [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] :
26. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards /scholarship / official appreciation, (iii) Affiliation with the professional bodies / institutions / societies, and (iv) Any other relevant information [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] :
27. Languages known (Read, write, speak and understand) :
28. 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 :
29. Details of earlier service in NHA

S. No.	Name of post	Nature of employment (Deputation/ Regular/ Contract)	Tenure / period with dates in dd/mm/yyyy format		Scale of pay	Place(s) of posting	Nature of duties/ work(s) handled
			From	To			

DECLARATION

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me are 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.

Date : _____ Signature : _____
Place : _____ Name : _____

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.

Date : Signature : _____
Place : Name : _____
Designation :
Address :
Tel. No.

Official seal :

Important Conditions:

- The Department/Organization concerned while forwarding the application should:
 - enclose attested copies of Annual Confidential Reports for the last six years, along with a discipline/vigilance clearance certifying that no penalty is imposed against the officer for last six years.
 - 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.
- 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.
- SC/ST candidates are specially welcome and should apply in large numbers.

4. 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.
 5. 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/called for interview.
 6. The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
 7. Candidates who are more than 56 years of age and those who are due to retire from their parent cadre within two years, as on closing date for receipt of applications need not apply.
 8. Internal candidates of NHA1, who fulfill the eligibility conditions prescribed for internal 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 NHA1 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.
 9. 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 3 years.
 10. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
 11. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.
 12. Duly filed-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 **13 July, 2011**. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHA1 website: <http://www.nhai.org>. The envelope containing the application should be super-scribed with the name of the post applied for and the preferred mode of recruitment.
 13. Corrigendum or Addendum to this advertisement, if any, shall be published only on the website of NHA1. Therefore, the candidates are advised to check the website of NHA1 regularly.
- Address for Communication: Sh Rajesh Dhaundiyal, Manager (Admn/HR)-I, NHA1, G-5 & 6, Sector-10, Dwarka, New Delhi-110 075**

NOT JUST ROADS, BUILDING A NATION