



# National Highways Authority of India

## (Ministry of Road Transport and Highways)

NHAI invites Applications from officers under the Central Government or State Governments or Union territories or recognized Research Institutions or PSU or Semi-Government or Statutory or Autonomous organizations and other government bodies on deputation basis for the posts of Manager (Admn.) and Assistant Manager (Vigilance):

<p><b>1) Manager (Admn.):</b> <b>Eligibility Conditions</b> <b>A. Pay Band :</b> ₹ 15600-39100/-with grade pay of ₹ 6600/- (along with central DA)- Revised Candidates selected on deputation basis shall be placed on the aforesaid pay band with central Dearness Allowance along with other allowances as per rule of the Authority. <b>B. No. of Posts :</b> 10* (*subject to variation) <b>C. Educational Qualification</b> <b>Essential</b> (i) Degree of recognized University <b>Desirable</b> (i) A Degree in Law or (ii) Master in Business Administration or (iii) A Post Graduate Diploma in Public Administration <b>D. Experience</b> <b>Essential</b> (i) At least 5 years experience in a responsible position with Admn. &amp; Estt. Work in a Govt. Office or Autonomous Body or Public Sector Undertaking or a Commercial organization of repute. (ii) Candidates already on the panel of Under Secy. in the Govt. of India or from officers under Central/State Govt. Deptt. or Public Sector Undertaking holding an analogous posts; or a post next below or</p>	<p>equivalent thereto dealing with Admn. and Estt. Work for at least 5 years and possessing the necessary qualification as per para 'C' &amp; 'D' above. <b>E. Period of deputation</b> Shall not exceed 3 years but may be extended/curtailed with the approval of the Competent Authority. <b>F. Age</b> Candidates applying on deputation basis should not be more than 56 years of age or due to retiring from their parent cadre within two years as on date of publication of this advertisement.</p>	<p><b>Desirable</b> (i) A Degree in Law from a recognized University; or (ii) Diploma in Public Administration; or (iii) Master in Business Administration from a recognized University. <b>D. Experience</b> Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Govt. Bodies: (i) Holding analogous post in the pay scale of PB-2(₹ 9300-34800/-) with Grade pay ₹ 4800/- (in CDA pattern) on regular basis; <b>Or</b> with 05 years of regular service in the post carrying the pay scale of PB-2 (₹ 9300-34800/-) with Grade pay ₹ 4200/- (in CDA pattern); <b>and</b> (ii) 03 years experience in disciplinary and vigilance matter in Government deptt. <b>E. Period of Deputation</b> Normally 03 years but may be extended/curtailed with the approval of the competent authority. <b>F. Age</b> Candidates applying on deputation basis should not be more than 56 years of age or due to retiring from their parent cadre within two years as on date of publication of this advertisement.</p>
<p><b>2) Assistant Manager (Vigilance) :</b> For Assistant Manager Vigilance the officers under the Central or State Government or Union Territories or recognized Research Institutions or PSU's or Semi Government or Statutory or Autonomous organizations and other Government bodies are eligible. <b>Eligibility Conditions</b> <b>A. Pay Band (₹ 9300-34800/-) with Grade pay ₹ 4800/- (along with central DA)</b> Candidates selected on deputation basis shall be placed on the aforesaid pay band with central Dearness Allowance along with other allowances as per rule of the Authority. <b>B. No. of Posts :</b> 11* (*subject to variation) <b>C. Educational Qualification</b> <b>Essential</b> (i) Degree of a recognized university.</p>		

(The Curriculum Vitae (CV) duly forwarded through proper channel along with supporting documents will be assessed by the Selection Committee while selecting the candidates for appointment to posts on deputation basis).

### APPLICATION FORMAT FOR THE POST OF \_\_\_\_\_ ON DEPUTATION

- Name of the Candidate (in Block letters) : \_\_\_\_\_
- Father's/Husband's Name : \_\_\_\_\_
- Date of Birth (in dd/mm/yyyy format) : \_\_\_\_\_
- Permanent Address (with PIN code) : \_\_\_\_\_
- Address for Correspondence (with PIN code) : \_\_\_\_\_
- Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any : \_\_\_\_\_
- (a) Religion : \_\_\_\_\_  
(b) Whether belong to Minority Community : \_\_\_\_\_
- (a) Whether belong to SC/ST/OBC : \_\_\_\_\_  
(b) Whether Physically Disabled : \_\_\_\_\_  
(b) Gender: Female/Male
- Details of Educational Qualifications from Matriculation onwards:
 

a. Examination passed				
b. Year of passing				
c. Name of College/ Institute				
d. University/ Board				
e. Main subjects				
f. Remarks (%of marks, Division etc.)				
- 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 on regular or adhoc or deputation or contract basis	From			
d. Period of tenure with dates (in dd/mm/yyyy format)	To			
e. Brief description of duties				
f. Scale of pay and current basic pay (In case the pay scale under CDA pattern has been revised as per the 6th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay) on regular basis along with the date from which the said scale of pay is holding on regular basis in parent deptt.				
g. Whether scale of pay is on CDA or IDA pattern				
h. Details of experience in the relevant field (with dates in dd/mm/yyyy format)				
- 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:		
- Please state clearly whether in the light of entries made above, the requirement of the post are met or not : \_\_\_\_\_
- Nature of present employment (i.e. Adhoc, temporary, deputation, permanent or contract basis) : \_\_\_\_\_
- In case the present employment is held on deputation basis, please state  
(a) The date of initial appointment on deputation basis : \_\_\_\_\_  
(b) Period of appointment on deputation : \_\_\_\_\_  
(c) Name and address of the parent organization to which you belong : \_\_\_\_\_  
(d) Name of the post and pay scale with DA pattern held by you on regular basis.  
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 as per the 6th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay): \_\_\_\_\_  
(e) Whether the parent department is (a) Central Government (b) State Government  
(c) Central/State Government Public Sector Undertaking (d) Central/State University  
(e) Central/ State Autonomous Body: \_\_\_\_\_  
(f) Whether applied earlier for the similar post in NHAI in the last one year, if so, details of the post applied for, date of application and date of interview, if any . \_\_\_\_\_

**15.(a). 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 and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement-Enclose a separate sheet if the space is insufficient).

**(b) Additional details** about present employment. Please state whether working under (a) Central Government (b) State Government (c) Central/ State Government Public Sector Undertaking (d) Central/ State University (e) Central/ State Autonomous Body:

**(c) Remarks** (The candidates may indicate 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 if the space is insufficient)

**(d) Languages known** (Read, write, speak and understand)

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: \_\_\_\_\_

17. Age of retirement applicable in parent Department: \_\_\_\_\_

18. Your date of retirement in the parent department : \_\_\_\_\_

19. Contact details of the officer(s) in personnel/ : Name : \_\_\_\_\_  
HR/ Admn. Deptt. who could be contacted : Designation: \_\_\_\_\_  
regarding the ACRs/ NOC / Vigilance : Address (with PIN code): \_\_\_\_\_  
clearance, etc. Tel.No./ Fax No./ E-mail ID : \_\_\_\_\_

20. Details of computer knowledge: Language(s) known and application software used : \_\_\_\_\_

21. Details of service in NHAI on deputation basis :  
(To be certified by Admn. Div. of NHAI)

S.No.	Name of post	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 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 thereof.

Date : \_\_\_\_\_ Signature : \_\_\_\_\_  
Place : \_\_\_\_\_

### VERIFICATION

(To be completed by the parent department)

It is certified that the particulars given by the candidate in his/her application, especially column No.10 to 20 regarding the details of relevant experience, have been verified from the service records and are true, correct and complete.

Date : \_\_\_\_\_ Signature: \_\_\_\_\_ Name : \_\_\_\_\_ Designation: \_\_\_\_\_  
Place : \_\_\_\_\_ Official Seal : \_\_\_\_\_ Address : \_\_\_\_\_ Tel No.: \_\_\_\_\_

### Other conditions (Deputation):

- The Department/Organization concerned while forwarding the application—  
(a) may please enclose attested copies of Annual Confidential Reports for the last eight years along with a disciplinary/vigilance clearance certifying that no penalty is imposed against the officer for last eight years.  
(b) certify that the particulars given by the candidates in their application especially column No.10 & 11 regarding the details of relevant experience have been verified from the service records and are true, correct and complete for the post.
- Applications not submitted in the prescribed format or incomplete in any respect shall be liable for summary rejection.
- If a large number of applications are received, only those candidates who are shortlisted on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection/called for interview.
- The post carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
- Candidates who are **more than 56 years of age** (unless relaxed for specifically) as on closing date for receipt of application **need not apply.**
- Regular employees of NHAI, who fulfill the eligibility conditions prescribed for promotion to any of the above-mentioned posts, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis as per the guidelines on the subject.
- Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHAI.
- Period of deputation will be initially three years, which may be extended or curtailed at the discretion of the Competent Authority in NHAI.
- The advertisement can be withdrawn at any time depending upon discretion of the competent authority. Applications may be sent by Registered Post through proper channel to the following address so as to reach latest by **11.07.2011**. This notice is also available on NHAI website: <http://www.nhai.org>. The envelop containing application should be super scribed with "**Application for the post of \_\_\_\_\_ on Deputation**".  
**Address for Communication:** Assistant Manager (HR/Admn.)-II (5th Floor), NHAI, G-5 & 6, Sector-10, Dwarka, New Delhi-110075, Ph.: 011-25074100, Extn.:2609

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