

**DETAILS OF ELIGIBILITY CONDITIONS**

S. No.	Name of the post	No. of posts to be filled up	Classification of post	Pay Band and Grade Pay	Method of Recruitment	Age Limit
1	2	3	4	5	6	
1.	<b>Deputy General Manager (Administration)</b>	05	Group - A	PB-3 (Rs.15600-39100) with Grade Pay Rs.7600 /- (equivalent to Level 12 in Pay Matrix as per 7 <sup>th</sup> CPC)	Promotion/ Deputation	Deputation : Not exceeding 56 years
<b>Educational qualification and experience required</b>				<b>In case of recruitment by promotion / deputation, the grades from which to be made</b>		
<b>7</b>				<b>8</b>		
<p><b>Essential Educational Qualification and Experience :</b></p> <p><b>(i)</b> Degree of a recognized University/Institute; <b>AND</b></p> <p><b>(ii)</b> 9 years' <b>experience</b> in the Pay Scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.5400/- (equivalent to Level 10 in Pay Matrix as per 7<sup>th</sup> CPC) or equivalent or higher, out of which <b>four years'</b> experience in Administration / Establishment / Human Resource/ Personnel Management.</p>				<p>(1) By <b>promotion through selection</b> from amongst Manager (Administration) of NHAI with <b>five years'</b> regular service in that post and possessing the essential educational qualifications and experience stipulated in column 7. <b><u>OR</u></b></p> <p>(2) By <b>deputation</b> 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 :-</p> <p>(i) holding analogous post on regular basis in the pay scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.7600/- (equivalent to Level 12 in Pay Matrix as per 7<sup>th</sup> CPC, in CDA pattern) or equivalent in IDA pattern in the parent cadre/department; <b><u>OR</u></b></p> <p><b>(ii)</b> with <b>four years' service</b> in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.6600/- (equivalent to Level 11 in Pay Matrix as per 7<sup>th</sup> CPC, in CDA pattern) or equivalent in IDA pattern in the parent cadre / department;</p> <p align="center"><b>AND</b></p> <p>Possessing the essential educational qualifications and essential experience stipulated in <u>Column 7</u>.</p>		

**Period of deputation**

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department, shall ordinarily be 03 years, which may be extended for another 02 years with the approval of Chairman, NHAI. Further, extension beyond 5<sup>th</sup> year and up to a maximum of 10 years shall be with the approval of the Ministry of Road Transport and Highways, subject to satisfactory performance.

### **IMPORTANT DATES**

Opening Date for Online Registration of Application	<b>02.07.2021 (09:30 AM)</b>
Last Date for submission of Online application	<b>02.08.2021 (06:00 PM)</b>
Last Date for receipt of Print-out of Online application along with requisite documents from Parent Department.	<b>17.08.2021 (06:00 PM)</b>

#### **Important Instructions:**

The candidates applying for the post should note the following: -

1. The posts carry all India service liability. Therefore, those who are willing to serve anywhere in India may only apply.

2. The applicant who apply for the post with respect to the advertisement shall not be allowed to withdraw his/her candidature subsequently. The applicant selected by NHAJ should not decline the offer of appointment. In case he / she declines the offer of appointment, his/her candidature shall not be considered for any further appointment by NHAJ for a period of two years from the date of cancellation of offer of appointment.

3. In case of selection on deputation basis, applicants who are more than 56 years of age as on the last date for receipt of applications need not apply. Those applicants who are due to retire from their parent cadre within two years, as on the closing date for receipt of applications also need not apply.

4. Internal/ regular officers of NHAJ, who fulfil the eligibility conditions prescribed in the advertisement /Regulations for them, 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 NHAJ 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.

5. (I) SC/ST/Minority Community / Women/ Persons with Benchmark Disabilities, are encouraged to apply.

(II) Persons with Benchmark Disabilities (PwBD) can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such Applicants will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of reservation and other concessions and relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

► 6. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications **[02.08.2021 (6:00 PM)]**.

7. Applicants working in PSUs/ Public Sector Banks may refer to NHAJ Circulars regarding equivalency of Pay Structure (between CDA vs IDA and CDA vs Public Sector Banks) attached

with the advertisement.

8. Canvassing or bringing influence in any form will disqualify the candidature.
9. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

### **Procedure to apply**

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

- i) Candidates should have a valid personal e-mail ID and ensure that the same is active during the entire recruitment process. User ID, Password, filled-in application form and all other important communication will be sent on the same registered e-mail ID.
- ii) The applicant may visit the NHA website [www.nhai.gov.in](http://www.nhai.gov.in) for accessing the link for applying online. The link may be opened on Google Chrome or Mozilla Firefox.
- iii) Click on the tab About Us -> Vacancies -> Current. Click on the relevant Recruitment advertisement and then click 'Online application'.
- iv) Click 'New Registration' and then sign-up by filling-up the Application Registration Details viz. Name, Email, Mobile No., Password, Re-type Password, and then press 'Submit' button for registration. The candidates will receive User ID & Password on their given registered Email ID. The User ID will be the registered Email ID given in Application Registration Details.
- v) Re-login and fill up the requisite / given fields / information.
- vi) Scanned copy of colour passport size photograph, essential educational / professional qualification(s), promotion/appointment order(s), only in 'jpg' / 'jpeg' or 'png' or 'gif' image types not exceeding 1 MB, may be uploaded.
- vii) Click 'Next' button.
- viii) Application Preview may be seen.
- ix) 'Preview' and 'Final Submit' button are available. Candidates should take utmost care in furnishing / providing the correct details while filling-up the online application. The candidate can EDIT the information before final submission of Application. Once the application form is finally submitted, it cannot be edited.
- x) If the Applicant is satisfied with the information furnished, click "Final Submit" button for submitting the application form, online. The ONLINE application may be submitted **by 02.08.2021 (6.00 PM)**.
- xi) After submission of the ONLINE Application Form, 'PDF' format thereof containing details entered by the Applicant shall be generated. The applicant should

take out print of the ONLINE Application Form and get the same forwarded by his/her parent department along with the prescribed 'Verification Certificate' and certified copy of APARs/ACRs. The Department/Organization concerned while forwarding the application should certify that the particulars given by the applicant in his / her ONLINE application regarding the details of educational / professional qualification(s), relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete.

11. 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, especially without details of pay scales 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.

12. The applicants are advised to submit the Online Recruitment Application well in advance without waiting for the closing date and also ensure that the Print-Out of the ONLINE Application Form along with requisite document/s, is forwarded through their Parent Departments within the stipulated time.

13. Applicants 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.

14. Duly filled-in print-out of the ONLINE application, forwarded by parent department of the applicant along with the prescribed 'Verification Certificate', should reach NHAJ at the following address, on or before **17.08.2021 (6.00 PM)**

**DGM (HR & Admn.)-IA,**  
National Highways Authority of India,  
Plot No: G – 5&6,  
Sector – 10, Dwarka, New Delhi – 110075.

15. '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 Applicants are advised to check the website of NHAJ regularly.

\*\*\*\*\*