NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)

Advertisement No.HR-I/DR/AM-A-03/2026

RECRUITMENT FOR THE POST OF ASSISTANT MANAGER (ADMINISTRATION) ON DIRECT RECRUITMENT BASIS IN NHAI FROM THE NON-RECOMMENDED CANDIDATES OF UPSC's CIVIL SERVICES EXAMINATION-2024 THROUGH PRATIBHA SETU PORTAL OF UPSC

Start Date for Registration for Online Application	**27.11.2026 (10:00 AM)**
Last Date for Registration and Submission of Online application	**11.01.2027 (06:00 PM)**
Help Desk for technical issues:	**itdevelopment@nhai.org** **011-25074100/25074200 – Extn- 1028**

1. **About NHAI**: National Highways Authority of India was set up by an act of the Parliament, the NHAI Act, 1988 "An Act to provide for the constitution of an Authority for the development, maintenance and management of national highways and for matter connected therewith or incidental thereto". For more details about NHAI, please refer to website https://www.nhai.gov.in.

2. **DETAILS OF VACANCIES**: NHAI invites online applications for the following post: -

Sr. No.	Name of the Post	Post Code	Classification and Pay Level/Pay Matrix	Category-wise Break-up of Vacancy@						
				UR	SC	ST	OBC (NCL) Central List Only	EWS	Total	PwBD
1.	Assistant Manager (Administration)	03/2026	Group-B Level-8 in the Pay Matrix (Rs. 47,600-1,51,100)	02	00	00	01	00	03	01
Total				**02**	**00**	**00**	**01**	**00**	**03#**	**01**

UR: Unreserved, SC: Scheduled Castes, ST: Scheduled Tribes, OBC (NCL): Other Backward Classes (Non-Creamy Layer), EWS: Economically Weaker Sections

@ The number of vacancies may increase/decrease as per requirements of this Authority.

Out of the above mentioned 03 vacancies, 01 post is reserved for Persons with Benchmark Disability suffering from not less than 40% of relevant disability, on production of required documentary evidence from Competent Authority, with following break up of vacancies:-

Group of the post	Name of the post	No. of Vacancies under PwBD Category	Category of Benchmark Disabilities
Group-B	Assistant Manager (Administration)	01	01 posts shall be filled be any of the following 04 categories of Benchmark disability: **1st Category** (i) Blind (B) / Low Vision (LV) **2nd Category** (ii) Deaf(D)/ Hard of Hearing (HH) **3rd Category** (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ One Arm and One Leg (OAL) / Both leg & one arm (BLOA)/Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy)/ Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction **4th Category** (iv) Mental Illness (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above

Suitability of posts for PwBD:

The above posts have been declared suitable for the following disabilities by Govt. of India:
[(B, LV), (D, HH), (OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy), (MI), (MD involving previously mentioned disabilities) have been found suitable for the post of Assistant Manager (Admn.). In terms of Ministry of Social Justice and Empowerment Office Memorandum dated 07.09.2022, a separate sub category i.e. **Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction** has been incorporated under Locomotor Disability in addition to OA, BA, OL, BL, OAL, BLOA. Thus, the above post stand identified suitable for persons with **SD/SI without neurological/limb dysfunction**. Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OA, BA, OL, BL, OAL, BLOA, as the case may be. For example, if a post is identified suitable for OA and OL, the post is also to be suitable for persons with SD/SI with associated limb dysfunction of OL/OA.

Functional requirement for the above post, is (S-sitting, ST-standing, MF-Manipulation with fingers, RW-reading and writing, SE-seeing, H-hearing).

Note: PwBD candidates to take note that the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation. Further the disability conditions falling under the category "progressive", "non-progressive" or "not likely to improve" are to be treated eligible for reservation in terms of DEPWD, Government of India OM No. 18-25/2024-Policy dated 17.12.2025.

3. ELIGIBILITY CRITERIA:

Only those candidates who are possessing essential education qualifications and age-limit, as mentioned under clauses 4 and 5 below and **who are non-recommended candidates of Civil Services Examination 2024 (CSE-2024)** conducted by Union Public Service Commission, as per list/details **available on UPSC Pratibha Setu Portal**; are only eligible to apply for the above advertised post. **Candidates who do not fulfill these eligibility conditions, need not apply against this advertisement.**

4. ESSENTIAL QUALIFICATION FOR THE ADVERTISED POST: -

Name of the post	Group	Essential qualifications and age limit
Assistant Manager (Administration)	B	**Essential Educational Qualifications: -** Bachelor's Degree of a recognised University or Institute. and Masters Degree in Business Administration with specialisation in Human Resource Management from a recognized University or Institute; or Post Graduate Diploma in Business Administration or Business Management with specialisation in Human Resource Management from a recognized University or Institute; or Masters Degree in Human Resources Management or Public Administration from a recognised University or Institute.

5. AGE LIMIT: **Not exceeding 30 years (as on the closing date of online application)**.
Age relaxation to the following categories is allowed in upper age limit are, as under:-

Sl. No.	Category of Persons	Extent of age relaxation for Group 'B' posts
(a)	Scheduled Caste/ Scheduled Tribe	**05 years**
(b)	Other Backward Classes	**03 years**
(c)	Persons with Benchmark Disabilities (i) SC/ST (ii) OBC (iii) UR / General	 **(i) 15 years** **(ii) 13 years** **(iii) 10 years**

Sl. No.	Category of Persons	Extent of age relaxation for Group 'B' posts
(d)	Departmental candidates who have rendered at least **three years continuous regular service** under NHAI	**05 Years**
(e)	Ex-servicemen The ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released — i. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or ii. on account of physical disability attributable to military service or on invalidment.	**05 Years**

6. SELECTION PROCESS:

Applications received in response to the advertisement shall be shortlisted on the basis of total marks (i.e. Mains plus Personality Test) obtained by the candidate in UPSC's CSE-2024 (as mentioned in their Mark Sheet). **Final selection will be made on the basis of total marks (i.e. Mains plus Personality Test) obtained in the UPSC's CSE-2024.**

7. METHODOLOGY OF RESOLUTION OF TIE CASES: In case of direct recruitment made by the Authority, the merit of candidates having same rank in the merit list shall be determined on the basis of the date of birth, the person born earlier shall be placed higher in the merit list. If date of birth of such candidates is also same, the merit shall be determined in the order of first letter in English alphabet of their initial names.

8. ELIGIBILITY FOR AVAILING RESERVATION:

(A) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.

(b) The OBC candidates applying for this post should submit OBC (Non-Creamy Layer) certificate issued during the **Financial Year (FY) 2026–2027 [issued on or after 01.04.2026]**.

(c) Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

(d) A candidate will be eligible to get the benefit of the Economically Weaker Section (EWS) reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate **issued on or after 01.04.2026** based on income for **Financial Year (FY) 2025-2026.**

(e) Candidate's seeking reservation as SC/ST/OBC-NCL/EWS, shall have to produce/submit a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order/instructions etc. under which the caste is recognized as SC/ST/OBC. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site www.ncbc.nic.in, for ST category the list caste for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site https://socialjustice.gov.in/). A certificate containing any variation in the caste name will not be accepted.

(f) Candidates seeking reservation/relaxation benefits available for SC/ST/OBC-NCL/EWS/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the relevant Rules/instructions. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the relevant rules/instructions for such benefits.

(g) No change in the community status already indicated in the online application by a candidate for this post will be allowed.

(h) The formats of certificates for availing reservation under SC/ST/OBC-NCL/EWS/PwBD categories, to be submitted by the candidates are enclosed.

(i) Only following categories of PwBD candidates are identified suitable for the post of Assistant Manager (Admn.):-

Category of Benchmark Disabilities	**Physical Requirements**
(i) Blind (B) / Low Vision (LV) (ii) Deaf(D)/ Hard of Hearing (HH) (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ One Arm and One Leg (OAL) / Both leg & one arm (BLOA)/Cerebral	S-sitting, ST-standing, MF-Manipulation with fingers, RW-reading & writing, SE-seeing, H-hearing

Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy)/ Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction (iv) Mental Illness (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above	

j) The Persons with Benchmark Disability (PwBD) candidates should possess a latest Disability Certificate issued by a Competent Authority certifying that the degree of disability is not less than 40% of the specified disability. Such certificate shall be subject to verification/re- verification, as may be decided by the Authority. Further, it is informed to all candidates that as per Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment's O.M. No. 18-25/2024-Policy dated 17.12.2025 that

(i) Disability conditions falling under the category "**likely to improve**" under temporary disability category are **not eligible** for reservation.

(ii) Disability condition i.e. "**progressive, non-progressive or not likely to improve**" are to be treated **eligible** for reservation.

k) **Candidates who fail to submit valid caste/category certificates as per requirement of this advertisement will not be considered for reservation and the candidature of such candidates, if fulfilling all the eligibility conditions of Un-reserved (UR) category, will be considered against the UR vacancy only.**

9. Service Bond:

(a) All selected candidates in Group 'B' and Group 'C' Posts, at the time of their joining the post in the Authority, will have to execute a Service Bond for an amount of **Rs.3.00 lakhs** for serving National Highways Authority of India (NHAI) for a minimum period of **03 years from the date of their joining NHAI**. In the event of their resigning from the service of the Authority before the expiry of the bond period OR in case of termination of their service on account of their misconduct within three years of their joining NHAI, such candidates will be liable to pay an amount of **Rs.3.0 lakhs** to NHAI.

(b) Transfer of service bonds in case of selected candidates or NHAI employees will be made as per policy guidelines issued by NHAI in the matter.

10. How to apply:

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

a). The applicant may visit NHAI website http://www.nhai.gov.in for applying Online. It may be accessed on **Google Chrome or Mozila Firefox.**

b). Click on the tab About NHAI → Recruitment → Vacancies →Current →Click on the advertisement of Assistant Manager (Administration) →Online Application. Follow the on-screen instructions to complete the application.

c). Fill up the form and furnish the requisite information:

Following documents are required to be uploaded: -

- Photograph – Scanned copy of colour passport sizephotograph in only **'jpg / 'jpeg'** or **'png'** or **'gif'** image types not exceeding 1 MB.
- Signature – Scanned copy of signature in only **'jpg / 'jpeg'** or **'png'** or **'gif'** image types not exceeding 1 MB.
- Class –X Certificate indicating date of birth in only **'pdf'** image types not exceeding 2 MB.
- Caste/Category Certificate (If applicable) in support of SC/ST/OBC-NCL/EWS (as per prescribed format attached) in only **'pdf'** types not exceeding 2 MB.
- Certificates in support of passing in Essential Degree and Masters Degree from a recognised University or Institute only **'pdf'** image types not exceeding 2 MB.
- CSE 2024 Result indicating Main (Written), Interview/Personality Test and total marks in only **'pdf'** image not exceeding 2 MB.
- Proof of PwBD/Physically disabled (If applicable) in only **'pdf'** image not exceeding 2 MB
- Proof of Ex-Servicemen (if applicable), in only **'pdf'** image not exceeding 2 MB
- Proof of Departmental Employee (if applicable), in only **'pdf'** image not exceeding 2 MB
- Proof of Other Document, if any, in only **'pdf'** image not exceeding 2 MB

d). Click **'Next'** button.

e) Application **Preview** may be seen.

f) Option of **'Edit'** and final **Submit** button, are also available.

g) If the Applicant is satisfied with the information furnished, click **"Submit"** button for submitting the application form throughOnline. The application form Online may be submitted by **11.01.2027 (6:00 PM).**

h) After submission of Application Form, a **"Unique Reference Number"** alongwith details entered by the Applicant with subject **"Application Acknowledgement"** will be generated automatically.

i) Automatically generated **"Application Acknowledgement"** would be sent to the E-mail id provided by the Applicant.

j) The applicant is required to keep a copy of "Application Acknowledgement" in safe custody for producing / submitting to NHAI alongwith supporting documents in respect of entries made by applicant with regard to his / her date of birth / educational qualification / SC/ST/OBC-NCL/EWS certificate (if applicable)/PwBD certificate/Other supporting documents (viz. experience certificate, NOC from the employer, etc.), if applicable.

11. General Conditions:

(1) CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE NHAI THROUGH E-MAIL ONLY.

(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) The post carries all India service liability. Therefore, those who are willing to serve anywhere in India may only apply.

(4) It may be noted that in case of multiple application filled by the applicant, NHAI will 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 summarily rejected. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the NHAI shall be final.

Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

(5) The applicants who apply for the post with respect to this advertisement shall not be allowed to withdraw his/her candidature subsequently.

(6) The crucial date for determination of eligibility for posts to be filled through Direct Recruitment shall be the last date, including extended date, if any, prescribed for the receipt of online applications.

(7) SC/ST/OBC-NCL/EWS/Minority Community /Ex-Servicemen/ Women/ Persons with Benchmark Disabilities, are encouraged to apply.

(8) 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, PwBD 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.

(9) Canvassing or bringing influence in any form will disqualify the candidature.

(10) Applications received through any other method would not be accepted and summarily rejected.

(11) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

(12) The number/category/recruitment mode of posts advertised may increase/decrease/change, and the NHAI reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.

(13) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, NHAI reserves the right to modify/withdraw/cancel any communication made to the applicant.

(14) 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.

(15) Corrigendum or Addendum or cancellation to this advertisement, if any, shall be published only on the website of NHAI. Therefore, the Applicants are advised to check the website of NHAI regularly.

(16) The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons therefor.

(17) Any legal dispute with regard to the selection/ recruitment process will be subject to jurisdiction of the courts in Delhi only.

(18) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, selection process, etc.

(19) In case any discrepancy or variation in the translated version of this advertisement in Hindi in that case, the text provided in the English version shall be treated as final.

(20) NHAI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

(21) The Service conditions will be applicable as per the prevalent National Highways Authority of India (Recruitment, Seniority and Promotion) Regulations, 2024 and its subsequent amendments and including instructions of Govt. of India from time to time.

(22) **In case of any technical issue while filling up the online application form, the applicant may contact to IT Development Team at Tel. No. 011-25074100/25074200 Extn. No. 1028/ email: itdevelopment@nhai.org .**

12. Document Verification:-

Candidates shortlisted for the post of Assistant Manager (Admn.) will be required to go through Document Verification process. They will be required to bring Original documents uploaded at the time of submitting online application in support of age, eligibility conditions, category, employment status etc. along with self-attested copy of their online application form and a set of self-attested uploaded documents. **The candidates are hereby cautioned to go through the eligibility requirements for the advertised post and satisfy themselves that they are eligible for the post(s). After scrutiny of the certificates/documents of EQs/caste/ relaxation etc., if any claim made in the application is not substantiated by valid certificates/documents, the candidature of such candidates will be cancelled.**

13. New Pension Scheme:-

The post will be governed by the New Pension System applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by NHAI vide their Policy Circular No. 1. Dated 10.01.2023 and other instructions issued on the subject.

14. Other Conditions and information:-

(a) The applicant must be a citizen of India or a subject of Nepal or Bhutan, Provided that a candidate who is a subject of Nepal or Bhutan shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of

receipt of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application. The date of declaration of the result/issuance of the marks sheet shall be deemed as the date of acquiring the qualification.

(c) Mere fulfillment of eligibility criteria will not entitle candidates to be called for Document Verification. The decision of NHAI regarding eligibility criteria, acceptance or rejection of applications, mode of selection etc. shall be final and binding. No correspondence will be entertained from the candidates found ineligible or not called for Document Verification.

(d) Applicants working in Government Departments shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidate should intimate their employer about their application against the advertisement. Other documents such as an undertaking to resign upon selection, acknowledgement of NOC application/resignation letter, or experience certificate may not be accepted in place of the NOC.

(e) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.

(f) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc. Candidates are requested to convert the same into percentage based on the formula as per their University/Institute.

(g) Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under instructions issued by the Central Government are encouraged to apply, subject to suitability identified for the post.

(h) The number of vacancies is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made.

(i) Incomplete applications and lack of required certificates/documents are liable to be rejected. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).

(j) This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage and such other action as may be deemed necessary may be taken by the Competent Authority.

(k) The crucial date for determination of eligibility for posts to be filled through Direct Recruitment shall be the last date, including extended date, if any, prescribed for the receipt of online applications

(l) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for submission of application, to avoid the possibility of disconnection/inability/failure to log on the NHAI website on account of heavy load on internet/website jam.

(m) The officers recruited shall be placed on probation for a period for two years from the date of joining, which may be extended or curtailed at the discretion of the Appointing Authority. During probation, the candidate may be required to undergo such training, performance review and pass such tests as NHAI may prescribe from time to time.

(n) NHAI has its headquarters at Dwarka, New Delhi with pan India presence through a network of ROs/PIUs. Officers holding post under NHAI shall be liable to serve anywhere in India and transferred to any of the Regional Office/Project Implementation Unit or NHAI Hqrs or any other Office of NHAI in India or abroad.

(o) **Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.**

(p) The decision of the NHAI in all matters relating to eligibility, acceptance or rejection of applications and mode of selection will be final and binding on the candidates.

(q) NHAI reserves the right to modify, alter, restrict, enlarge or cancel the recruitment process, if necessary, without issuing any further notice or assigning any reason whatsoever. The decision of NHAI shall be final and binding and no appeal will be entertained in this regard.

(r) Matters related to previous service bond, salary, leave salary and pension contribution from any candidates' previous employment in Central/State Government, PSU/Autonomous bodies, will be dealt as per rules.

(s) The court of jurisdiction for any dispute will be at Delhi only.

(t) In case of any dispute, English version of the advertisement will be treated as valid.

15. INSTRUCTIONS TO CANDIDATES:

(a) Candidates are advised to read the advertisement thoroughly and ensure themselves that they meet the eligibility criteria for applying for the advertised post.

(b) Candidates are required to fill the online form properly complying with the instructions as mentioned in the online portal. They are advised to keep a hard copy of application, after final submission.

(c) The applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria, experience, if any, mentioned above and also enclose the correct and valid documents, as per conditions of the advertisement. 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 documents uploaded by the candidate while submitting the online application. No request shall be entertained under any circumstances for any alteration / modification / change in the entries made by the applicant in the application form or submission of any documents, as required as per the advertisement, after the last date prescribed for receipt of online applications. In case, the candidate finds that he / she has filled incorrect online application or uploaded incorrect or invalid documents, he / she may fill up another online application. It may be noted that in case of multiple application filled by the applicant, NHAI will consider only the last application filled by the applicant and the entries made therein and/or documents uploaded 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 summarily rejected.

(d) Candidates are advised to keep their E-mail address and Mobile No. (as mentioned in Application Form) functional till completion of the recruitment process.

(e) Further, all the subsequent information/notification/corrigendum/addendum regarding this recruitment drive will be hosted on the NHAI website only. Hence, applicants are advised to follow the NHAI website i.e. https://www.nhai.gov.in for updates.

(f) In case of difficulty in filling of Online form, the helpline e-mail: itdevelopment@nhai.org may be used for necessary help/guidance.

16. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or mispresented/ suppressed any material information in the application form, for securing appointment in the NHAI, his/her service will be terminated forthwith at any stage in service i.e., during probation period or after confirmation of the service in the NHAI.

General Manager
(Recruitment Division)

ANNEXURE-I

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____ of village/town _____in District/Division _____in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93- Estt. (SCT,) dated 08.09.1993**.

Date _____

District Magistrate/

Deputy Commissioner

Seal of Office

* The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC

** As amended from time to time

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

ANNEXURE -II

FORMAT FOR SC/ST CERTIFICATE (The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Srimati/Kumari* _____ son/daughter of _____ of village/town* _____ in _____ District/Division*_____ of the state/Union Territory* _____ belongs to the Caste/Tribes _____which is recognized as a Scheduled Castes/Scheduled Tribes* Under:

*The Constitution Scheduled Castes Order 1950.

*The Constitution Scheduled Tribes Order 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act 1960, the Punjab Re- organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]

*The Constitution (Jammu and Kashmir) * Scheduled Castes Orders, 1956

*The Constitution (Andaman and Nicobar Islands) * Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976

*The Constitution (Dadra and Nagar Haveli) * Scheduled Castes Order, 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Orders,1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

*The Constitution (Scheduled Caste) Order (Amendment) Act 2007

2.% Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.
This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Srimati/Kumari* _____ Father/Mother of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by _____ the dated _____.

3. % Shri/Srimati/Kumari and/or* his/her family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory** of _____.

Place. _____ Signature _____

Date _____ Designation _____

(With seal of Office)

*Please delete the words which are not applicable
@ Please quote specific residential order.
% Delete the paragraph which is not applicable.

Note: (a) The term "ordinarily reside(s)" used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates**:
1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate / Taluka Magistrate/Executive Magistrate
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally reside(s).

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE -III

GOVERNMENT OF _____
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No _____ Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ Son/daughter/wife of_____ permanent resident of _____ Village/Street, _____ Post Office _____ District _____ in the State/Union Territory Pin Code _____, whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her 'family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His / her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport Size Attested Photograph of the applicant

Signature with seal of Office _____
Name _____
Designation _____

*Note 1: Income covered all sources i.e., salary, agriculture, business, profession, etc.
**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE -IV

The form of certificate to be produced by NHAI Employees for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

It is certified that *Shri/Smt./Km. is an employee of NHAI holding the post of _____ in the Pay Level_____ as per 7th CPC with 03 years regular service in the grade as on closing date of receipt of Applications Forms for _____(name of examination). His/Her date of joining in NHAI on the post of _____ on regular basis is w.e.f. _____. His/Her Employee / ERP ID is _____.

Paste here recent colour Passport Size Photograph of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old. The photograph should be signed and stamped by the Competent Authority.

Name of the Competent Authority #

Stamp of the Competent Authority

Place:

Date:

*(*Please delete the words which are not applicable.)*

(# - The certificate should be signed and issued by GM (HR/Admn.)/ DGM (HR/Admn.) of NHAI HQ handling the cadre of the employee concerned, with the approval of the Appointing Authority).

ANNEXURE -V

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

Recent Passport size Attested Photograph (Showing face only) of Person with disability

CERTIFICATE)

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum_____ son/ wife/ daughter of Shri _____ Date of Birth _____ Age _____ Years, Male/Female _____ Registration No. _____ Permanent Resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ , whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:
*Locomotor Disability
*Dwarfism
*Blindness
(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her_____ (part of body) as per guidelines (to be specified).

(1) The applicant has submitted the following document as proof of residence:

Nature of Document	**Date of issue**	**Details of authority issuing certificate**

Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

ANNEXURE -VI

FORM-VI

CERTIFICATE OF DISABILITY

(IN CASES OF MULTIPLE DISABILITIES)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No: **……** Date: …….

Recent Passport size Attested Photograph (showing face only) of the Person with disability

This is to certify that we have carefully examined Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____, Age _____ years, Male/Female……Registration No. _____ Permanent Resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ , whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability.** His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____ number and date of issue of guidelines to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			

16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: …….percent In words.....percent

2. Thisconditionisprogressive/non-progressive/likelytoimprove/notlikelytoimprove.

3. Reassessment of disability is:

a. Not necessary,
or

b. is recommended/after ……Year..... months, and therefore this certificate shall be valid till .....(DD/MM/YYYY)

@ e.g., Left/Right/both arms/legs;
# e.g., Single eye/both eyes;
£e.g., Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	**Date of issue**	**Details of authority issuing signature**

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person
in whose favour disability certificate is issued

ANNEXURE -VII

FORM-VII

CERTIFICATE OF DISABILITY

(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No:- ..... Date:- ……..

Recent Passport Size Attested Photograph (Showring face only) of the person with disability

This is to certify that we have carefully examined Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age ___ years, Male/Female _____ Registration No _____ Permanent Resident of House No. _____ Ward/Village/Street Post office _____, District _____, State _____, whose photograph is affixed above and I am satisfied that He/She is a case of _____**Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____ number and date of issue of guidelines to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	**Disability**	**Affected Part of Body**	**Diagnosis**	**Permanent Physical Impairment/ Mental Disability (in%)**
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			

15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Hemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:
(i) not necessary,
or
(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - e.g., Left/Right/both arms/legs
# - e.g., Single eye/both eyes
€ - e.g., Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	**Date of issue**	**Details of authority issuing signature**

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District