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

National Highways Authority of India (NHAI) invites applications for recruitment to the following post:-

Sr. No.	Name of the post	No. of posts*	Method of Recruitment
01	Manager (Administration)	01 (One)	Deputation
**Number of posts may increase or decrease as per requirement of NHAI.*			

DETAILS OF ELIGIBILITY CONDITIONS

S. No.	Name of Post	Number of Post	Classification	Level in the Pay Matrix	Method of Recruitment	Age Limit
	1	2	3	4	5	6
1.	**Manager (Administration)**	01 (One)	Group – A	Level 11 in the Pay Matrix (Rs. 67700-208700)	Deputation	For Deputation : Not exceeding 56years

Educational qualification and experience required	**In case of recruitment by deputation, the grades from which deputation to be made.**
7	**8**
(i) Essential Educational Qualification: Bachelor's Degree of a recognized University or Institute; **AND** **(ii) Essential Experience :** **Four years'** experience in Administration or Establishment or Human Resource or Personnel Management.	**By deputation**: from officers under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous organisations and other Government Bodies :- (i) holding analogous post on regular basis in parent cadre in the Level 11 of Pay Matrix (Rs.67700-208700) or equivalent. OR (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in the Level 10 of Pay Matrix (Rs.56100-177500) or equivalent. OR (iii) with eight years regular service in the grade rendered after appointment thereto on regular basis in the Level 8 of Pay Matrix (Rs.47600-151100) or equivalent.

	AND Possessing the essential educational qualifications and essential experience stipulated in Column 7. **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 Organisation or department shall ordinarily be 01 to 05 years. The period of deputation upto 05 years may be decided with the approval of Chairman. The period of deputation may further be extended for 06th year with the approval of Secretary, Ministry of Road Transport and Highways and for the 07th year with the approval of Hon'ble Minister for Road Transport and Highways, subject to satisfactory performance. The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years. The candidates should have more than two years of remaining service, as on the closing date of receipt of applications, before superannuation in the parent department.

IMPORTANT DATES

TIME LINES	
Opening Date for Online Registration of Application	**06.11.2026 (10:00 AM) [Friday]**
Last Date for submission of Online Application	**07.12.2026 (06:00 PM) [Monday]**
Last date for receipt of the Print-out of Online application (duly signed by the applicant) from the parent department of the applicant along with 'Verification Certificate', duly issued by the cadre controlling authority in the parent department of the applicant and verifying thereby the entries in the application of the applicant with regard to educational / professional qualification/s and service details (holding of post, nature of post, pay particulars, and nature of duties performed, experience, etc.)	**06.01.2027 [Wednesday]** ***Note**: NHAI at its discretion may extend the date of accepting the Through Proper Channel copy of the application along with requisite documents from Parent Departments by 02 days prior to the Meeting of Selection Committee / Interview.*

Important Instructions:

The candidates applying 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 NHAI 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 NHAI 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. SC/ST/OBC (NCL)/ EWS/ Minority Community / Women/ Persons with Benchmark Disabilities, are encouraged to apply.

5. 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. **The crucial date for determination of eligibility for posts to be filled through deputation basis shall be the last date, including extended date, if any, prescribed for the receipt of online applications.**

7. Applicants working in PSUs/ Public Sector Banks may refer to **NHAI 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 therefor.

10. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Appointing Authority in NHAI for the post concerned shall be final.

11. In case adequate response is not received against this specialized post, if the Chairman, NHAI is of the opinion that it is necessary or expedient to do so, he may for the reasons to be recorded in writing, relax the essential experience required for the post.

12. The age of superannuation for officers/employees appointed on deputation in NHAI shall be 60 years, as applicable to regular officers/employees of NHAI; or as is applicable to them in their parent organization, whichever is less.

13. **The departmental officers of NHAI in the feeder category who are in the direct line of promotion as per RRs of the respective post will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.**

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

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

16. No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process, etc.

17. NHAI may at its discretion adopt the objective criteria to screen the applications and call the screened candidates for written test and/or interview, etc. NHAI also reserves the right to select the lesser number of candidates than the number of posts advertised, as per fitness of candidates assessed by the Selection Committee.

Procedure to apply

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

i) The applicant may visit the NHAI website [**"http://www.nhai.gov.in"**] for accessing the link for applying online. The link may be opened on Google Chrome or Mozilla Firefox.

ii) Click on the tab About Us → Vacancies → Current. Click on the relevant Recruitment advertisement and then click 'Online application'.

iii) Once you click on "APPLY" system will redirect you to NHAI portal.

iv) Create the registration with below information

1. User ID (User id can be anything)
2. Create the password
3. Name
4. Phone number
5. Email id
6. Aadhar card number (Optional)

v) Once you entered all the above details, login to the system with the user id and password that you received on your registered e-mail.

vi) After login:

1. Post you would like to apply
2. Fill Application form

vii) Fill the complete application

1. All the fields in the form are mandatory fields.
2. After entering your date of birth and retirement age, press enter button. Once you press enter button, system will auto calculate and populate the same in the next row.
3. Fill in the form and attach all the scanned copy of colour passport size photograph, digital signature, essential educational / professional qualification(s), promotion/appointment order(s), only in 'jpg / 'jpeg' or 'png' or 'gif' 'pdf' image types not exceeding 1 MB, may be uploaded.
4. In the fields where you need to add your educational and experience, add the detail in given box and after adding all the data, click on add the same to list. Once you add the same to list, you could see the detail on below table.
5. After filling the application form, to verify it by click on **'preview'** button to check all the information filled by you are correct or not.
6. In case if you wish to change any data in given form, then change the same.

7. Once everything is correct, Use '**Final Submit'** to Save all information.

8. Once you click on 'submit your application button', system will take you to the next screen, where you can see the 'reference number' and you would also be having an option to download the form.

viii) The ONLINE application may be submitted by **07.12.2026 (6.00 PM).**

►ix) 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:

(a) Enclose **attested** copies of Annual Confidential Reports / Annual Performance Appraisal Report / gist of APARs/ACRs/ certificate with regard to work & conduct of the officer for the last five (05) years along with a 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 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.

19. 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.

20. 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 documents, is forwarded through their Parent Departments within the stipulated time.

21. 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.

22. 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.

►23. Duly filled-in print-out of the ONLINE application, forwarded by parent department of the applicant along with the prescribed 'Verification Certificate' and photocopy of APARs/ACRs for the last five (05) years, should reach NHAI at the following address, **on or before 06.01.2027 (6 PM):**

DGM (HR/ADMN)-I A
NATIONAL HIGHWAYS AUTHORITY OF INDIA
PLOT NO.G5-&6, SECTOR-10,
DWARKA, NEW DELHI-110075

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

25. 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.

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