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

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

SI. No.	Name of the post	No. of posts*	Method of Recruitment
1.	Chief General Manage (Legal)	01 (One)	Selection through Search- cum-Selection-Committee (SCSC)
2.	General Manager (Finance)	01 (One)	Promotion / Deputation
5	General Manager (Land Acquisition & Estate Management)	01 (One)	Deputation
4.	Hindi Translator	01 (One)	Deputation
5.	Junior Hindi Translator	01 (One)	Deputation
*Numbe	r of post may increase or decrease as per requirement of NHAI.	•	

DETAILS OF ELIGIBILITY CONDITIONS

SI.	Name of the post	No. of post to be filled up			Method of Recruitment	Age Limit		
No.	1	2	3	4	5	6		
1.	Chief General	01 (One)	Group-A	PB-4 (Rs.37400-67000) with Grade Pay Rs.10000 (pre-	Selection through Search-	For deputation: Not exceeding		
	Manager	(One)		revised), equivalent to Pay	cum-Selection	56 years		
	(Legal)			Level-14 (Rs.144200-	Committee	oo yearo		
	(Logal)			218200) of Pay Matrix as per	by deputation			
				7 th CPC				
E		ualification and e required		Recruitment C	riteria			
	7			8				
	ential Educati			ugh Search-cum-Selection-Cor				
Qua	alification and	Experience:-		rom officers under the Central G				
<i>(</i>)				es or Universities or Recognize				
	0	Law from a		India or Public Sector Undertakin		ment or Statutory		
	•	versity/ Institute:	or Autonomous Organizations and other Government Bodies:-					
(::)	and 47 waara' aar		(i) helding and	e we we we we we we we have it is in	the new seals of Dev	Dend 4 (27400		
• • •		ice as Group-'A' f Pay Band-3	(i) holding analogous post on regular basis in the pay scale of Pay Band-4 (37400- 67000) with Grade Pay of Rs.10000/- (pre-revised) in CDA pattern, equivalent to Pay					
		00) with Grade	Level-14 (144200-218200) of Pay Matrix as per 7 th CPC or equivalent pay scale in					
		(pre-revised in	IDA pattern in the parent cadre / department;					
	•	quivalent to Pay	OR					
		00-177500) of	(ii) with three years of regular service in the posts in the pay scale of Pay Band-4					
		per 7 th CPC or	(Rs.37400-67000) with Grade Pay Rs.8700/- (pre-revised) in CDA pattern, equivalent					
	equivalent leve	l post or higher	to Pay Level-13 (123100-215900) of Pay Matrix as per 7th CPC) or equivalent pay					
	on regular basis	s out of which 07	scale in IDA pattern in the parent cadre/ department;					
		nce in the field of	and					
		to contractual ation/ legislative	Possessing the essential educational qualification and essential experience stipulated in column-7.					
	matters/ land a	•	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 (three) years, which may be extended for another					
			01 (one) year with the approval of Chairman, NHAI. Further, extension beyond 4 th year					
			and up to a maximum of 10 (ten) years shall be with the approval of the Ministry of					
			Road Transpor	t and Highways, subject to satisf	actory performance.			

SI. Name of the post No.	No. of post to be filled up	Classification of post	Pay Band and Grade Pay	Method of Recruitment	Age Limit
1	2	3	4	5	6
2. General Manager (Finance)	01 (One)	Group-A	Level-13 (Rs.1,23,100- 2,15,900) / (pre- revised) PB-4 (Rs.37,400-67,000) with Grade Pay Rs.8,700/-	Promotion/ Deputation	For deputation: Not exceeding 56 years
Educational qualificati experience requir			Recruitment (Criteria	
7			8		
Essential Educational Qu and Experience:- (i) Degree in Commerce from a recognized universit ICWAI / MBA (Finance recognized University / Insti- OR Member of any organized Finance/ Accounts related the Central Government or Government; AND (ii) 14 years' experience Scale of Pay Band-3 39,100) with Grade Pay R equivalent or higher out years' experience in Accounting/ Budgeting/ In Contract Management Management/ Disburseme organization of repute.	/ Accounts ty or ICAI /) from a tute; I Group-'A' Service of of the State in the Pay (Rs.15,600- s.5400/- or of which 7 Financial ternal Audit/ / Fund	Manager (Finan service in that p and experience (2) By deputati Governments of Semi Government Government Bo (i) holding an Band-4 (Rs.37, or equivalent in (ii) with four y thereto on a re 39,100) with for IDA pattern in the Possessing the educational qual <u>Period of deputation</u> The period of dep cadre post held some other orga which may be et Chairman, NHA maximum of 10	alogous post on regula 400-67,000) with Grade IDA pattern in the pare OR rears' service in the gr egular basis in posts rade Pay Rs.7600/- (i he parent cadre/ depar AND e essential educatio ifications and experient	NHAI with five sential education (7). the Central Gov Public Sector I nomous Organiz ar basis in the p e Pay Rs.8700/- ent cadre/ depar rade rendered at in the Pay Ban n CDA pattern) tment; nal possessing ce stipulated in (period of deputat this appointment nall ordinarily be I (one) year with beyond 4th ye th the approval	years' regular nal qualifications ernmentor State Undertakings or ations and other ay scale of Pay (in CDA pattern) tment; fter appointment d-3 (Rs.15,600- or equivalent in g the essential Column 7.

SI. No.	Name of the post	No. of post to be filled up	of post	Pay Band and Grade Pay/Level in Pay Matrix	Method of Recruitment	Age Limit	
	1	2	3	4	5	6	
3.	General Manager (Land Acquisition & Estate Management)	01 (One)	Group-A	PB-4 (Rs.37400-67000) with GP of Rs.8700 (pre- revised), equivalent to Pay Level-13 (Rs.123100-215900) of Pay Matrix as per 7 th CPC	Deputation	For deputation: Not exceeding 56 years	
Educa	ational qualification and experience	e required		Recruitment Criteria			
	7			8			
and E (i) Deg	ntial Educational Qualification (xperience:- gree from a recognizedUniversity/ In and years' experience in the pay sc		By deputation 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:-				
Band-3 (Rs.15600-39100) with Grade Pay Rs.5400/- (pre-revised) in CDA pattern equivalent to Pay Level-10 (Rs.56100-177500) of Pay Matrix as per 7 th CPC or equivalent or higher, out of which at least 05 (five) years' experience in handling land acquisition matters.			(Rs.37400-67000 equivalent to Pay CPC or equivalent (ii) with four year a regular basis in Rs.7600/- (pre-re (Rs.78800-20920 pattern in the pare Possessing the experience stipula <u>Period of deputa</u> The period of deputa organization/depare extended for and Further, extension	tion utation, including the period of ately preceding this appointme rtment, shall ordinarily be 03 other 01 (one) year with the beyond 4 th year and up to a r al of the Ministryof Road Trans	- (pre-revised) ir 00) of Pay Mati cadre/ departme ed after appointm 15600-39100) wit quivalent to F 1 CPC) or equi qualification a deputation in an ent in the same (three) years, v approval of Ch naximum of 10 (t	nCDA pattern, rix as per 7 th nt; eent thereto on th Grade Pay Pay Level-12 valent in IDA nd essential other ex-cadre or some other vhich may be airman, NHAI. een) years shall	

SI. No.	Name of the post	No. of post to be filled up	Classification of post	Pay Band and Grade Pay/Level in Pay Matrix	Method of Recruitment	Age Limit	
	1	2	3	4	5	6	
4.	Hindi Translator	01 (One)	Group-'B'	PB-2 (Rs.9300- 34800) with GP of Rs.4800 (pre- revised), equivalent to Pay Level-8 (Rs.47600-151100) of Pay Matrix as per 7 th CPC	Deputation	For deputation: Not exceeding 56 years	
	Educational qualification	on and experience required		Recruitment	t Criteria		
		7		8			
(i)	equivalent in Hindi Hindi as a compulso	a recognized University or or English with English or ory or elective subject or as nation at degree level; OR	Government Research Inst Undertakings	on from officers under the s or Union Territories of itutions affiliated to Gove or Semi Government and other Government E	or Universities ernment of India t or Statutory of	or Recognized or Public Sector	
	equivalent in any s English, with Hindi English or Hindi as subject or as a m degree level;	a recognized University or ubject other than Hindi or or English medium and a compulsory or elective nedium of examination at OR	2 (Rs.9300-34800) with Grade Pay of Rs.4800/- (pre-revised) in CDA pattern, equivalent to Pay Level-8 (Rs.47600-151100) of Pay Matrix as per 7 th CPC or equivalent in IDA pattern in the parent cadre/ department; OR				
	equivalent in any s English, with Hir compulsoryor electi two as medium of as a compulsory or level;	a recognized University or ubject other than Hindi or ndi and English as a ve subjects or either of the examination and the other elective subject at degree AND	appointr pay sca Pay Rs in IDA p (iii) with six appointr	ment thereto on a re le of Pay Band-2 (R 4600/- (in CDA patte pattern in the parent OR years' service in ment thereto on a re le of PB-2 (Rs.9300	egular basis ir s.9300-3480(ern) or equival cadre/ depar the grade re egular basis ir	n posts in the)) with Grade ent pay scale tment; endered after n posts in the	
	translation from Hi versa <u>or</u> three years work from Hindi to	na or Certificate Course in ndi to English and vice-a- s' experience of translation English and vice-versa in vernment offices, including ia undertaking.	Rs.4200 IDA path Possessing	(in CDA pattern) tern in the parent ca and the essential educatio pulated in Column-7.	or equivalent dre/ departm	pay scale in ent;	
(i) (ii)	recognized Board o languages other tha Eighth Schedule of Oegree or Diploma	level of Matriculation of a or equivalent of one of the an Hindi mentioned in the	deputation preceding t organization years which with the ap beyond 5 th y with the ap	butation d of deputation, in another ex-cad his appointment in n or Department, sh n may be extended proval of Chairman year and up to a ma proval of the Minist ubject to satisfactor	re post held the same of all ordinarily for another 0 , NHAI. Furth ximum of 10 yry of Road T	immediately some other be 03 (three) 2 (two) years her extension years shall be ransport and	

SI. No.	The nost	No. of post to be filled up	Classification of post	Pay Band and Grade Pay/Level in Pay Matrix	Method of Recruitment	Age Limit
5.	1 Junior Hindi Translator	2 01 (One)	3 Group-'B'	4 PB-2 (Rs.9300- 34800) with GP of Rs.4200 (pre- revised), equivalent to Pay Level-6 (Rs.35400-112400) of Pay Matrix as per 7 th CPC	5 Deputation	6 For deputation: Not exceeding 56 years
	Educational qualification	on and experience required		Recruitment	t Criteria	
(i) (ii)	equivalent in Hindi Hindi as a compulso a medium of examin (Master's degree of	7 qualification:- a recognized University or or English with English or ory or elective subject or as nation at degree level; DR a recognized University or ubject other than Hindi or	Government Research Inst Undertakings Organizations (i) holding	8 on from officers under the s or Union Territories of itutions affiliated to Gove or Semi Government and other Government E analogous post on Pay Band-2 (Rs.93	or Universities ernment of India t or Statutory of Bodies:- regular basis	or Recognized or Public Sector or Autonomous s in the pay
	English or Hindi a subject or as a m degree level; (Master's degree of equivalent in any s	or English medium and isa compulsory or elective redium of examination at OR a recognized University or ubject other than Hindi or	IDA patt (ii) with fiv appointr pay sca Pay Rs.	0/- (in CDA pattern) tern in the parent ca OR e years' service in ment thereto on a re le of Pay Band-1 (R 2800/- (in CDA patte	dre/ departm the grade re gular basis in s.5200-2020 ern) or equiva	ent; endered after posts in the 0) with Grade lent pay scale
	compulsory or elect two as medium of o as acompulsory or level; A Recognized Diplom translation from Hir versa <u>or</u> three years work from Hindi to	ndi and English as a ive subjects or either of the examination and the other elective subject at degree ND a or Certificate Course in ndi to English and vice-a- s' experience of translation English and vice-versa in vernment offices, including a undertaking.	OR (iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in th pay scale of Pay Band-1 (Rs.5200-20200) with Grad Pay Rs.2400/- (in CDA pattern) or equivalent pay scal in IDA pattern in the parent cadre/ department; and Possessing the essential educational qualification and essential experience stipulated in Column-7.			
(i)	recognized Board of languages other the Eighth Schedule of Degree or Diploma	level of Matriculation of a or equivalent of one of the an Hindi mentioned in the	deputation preceding t organization years which with the ap beyond 5 th y with the ap	d of deputation, in another ex-cad his appointment in n or Department, sh n may be extended proval of Chairman year and up to a ma proval of the Minist ubject to satisfactor	re post held the same of nall ordinarily for another 0 , NHAI. Furth ximum of 10 try of Road T	immediately r some other be 03 (three) 2 (two) years her extension years shall be ransport and

IMPORTANT DATES

TIME LINES				
Opening Date for Online Registration of Application	21.06.2024 (10:00 AM)			
Last Date for submission of Online Application	22.07.2024 (06:00 PM)			
Last Date for submission of Printout of Online application along with requisite documents from Parent Department (in case of deputation only).	20.08.2024 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 posts 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/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. Crucial date for determination of eligibility shall be the last date 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 therefore.

Procedure to apply

10. **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.

xii) The ONLINE application may be submitted by **22.07.2024 (6.00 PM)**.

xiii)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.

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 documents, 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' and photocopy of APARs/ACRs for the last five (05) years, should reach NHAI at the following address, **on or before 20.08.2024:-**

DGM (HR/ADMN.)-III NATIONAL HIGHWAYS AUTHORITY OF INDIA PLOT NO.G5-&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 NHAI and will not be published in the newspapers. Therefore, the Applicants are advised to check the website of NHAI regularly.