



सत्यमेव जयते

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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दूरभाष/Phone : 91-11-25074100 / 25074200



No. ADMIN/11012/80/2025-Admn. (E-297949)

Dated: 18.03.2026

CIRCULAR

Subject:- Promotion through selection to the post of Assistant Manager (Administration) - reg.

It is proposed to fill up following vacant posts of Assistant Manager (Administration) in PB-2 (Rs.9300-34,800) with GP Rs. 4800/- Level-8 (47,600-1,51,100) as per 7th CPC in NHA by promotion through selection as per the NHA (Recruitment, Seniority and Promotion) Regulations, 2024 dated 30.12.2024 (copy enclosed as Annexure A):

Total	UR	SC	ST	PwBD#
2	1	1	0	1

- Note:-** 1. #The vacancy for PwBD category is reserved in horizontal manner, as per instructions of Govt. of India.
2. The physical requirement and suitable category of benchmark disabilities identified for the post of Assistant Manager (Admn.) is given below:-

Physical Requirement	Suitable Category of Bench Disabilities
S, ST, MF, RW, SE, H	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy (d) MI (e) MD involving (a) to (d) above
Functional Requirement Abbreviations used:- S=Sitting, ST=Standing, MF=Manipulation by fingers, RW=Reading & Writing, SE=Seeing, H=Hearing Category Abbreviation used:- B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, MI=Mental Illness, MD=Multiple Disabilities	

2. All willing regular officials of NHA, who have rendered requisite years of regular service as on 01.01.2026 holding the post of (i) Private Secretary; or (ii) Personal Assistant; or (iii) Caretaker & Store Keeper; or (iv) Sr. Receptionist; or (v) Receptionist and possess eligibility conditions prescribed in the NHA (Recruitment, Seniority and Promotion) Regulations, 2024 are requested to fill their online application form on the application portal from 20.03.2026. The last date prescribed for receipt of the online applications is 20.04.2026 (06.00 PM).

[Signature]
18/03/2026

No. ADMIN/11012/80/2025-Admn. (E-297949)

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3. The applications for the above post (s) shall be accepted only through online mode for which the applicants may visit to NHA website at the link <https://nhai.gov.in/#/vacancies/current>. It is clarified that applications received through any other mode shall be summarily rejected. In case of any technical issue while filling up the online application form, the official may contact to IT Development Team at Tel. No. 011-25074100/4200 Extn. No. 1028.

4. This issues with approval of the Competent Authority.

Encl: As above

(रमिन्द्र सिंह/Raminder Singh)

उपमहाप्रबंधक (मा.सं./ प्रशा.) /DGM (HR/Admn)IIB

To,

- (a) All regular PSs, PAs, Caretaker & Storekeepers, Sr. Receptionists and Receptionists - through Web Admin.
- (b) Web Admin - with the request to circulate this circular to all PSs, PAs, Caretaker & Storekeepers, Sr. Receptionists and Receptionists and also host it on the NHA website in the VACANCIES tab.

Annexure 'A'

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age-limit for direct recruits
1	2	3	4	5	6
23. Assistant Manager (Administration)	12 (2024) subject to variation depending on workload	Group-B	Level-8 in the Pay Matrix (Rs.47600-151100)*	Selection	Not exceeding 30 years

* - Level-10 (Rs.56100-177500) on completion of 04 years regular service.

Educational Qualifications and experience required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods
7	8	9	10
(i) Bachelor's Degree of a recognised University or Institute. and Masters Degree in Business Administration with specialisation in Human Resource Management from a recognised University or Institute; or	Not Applicable	One year for promotee	(i) 30% by Promotion, failing which by deputation. (ii) 20% by Deputation. (iii) 50% by Direct Recruitment, failing which by deputation. Direct Recruitment on the basis of examination conducted by NHAI.

<p>Post Graduate Diploma in Business Administration or Business Management with specialisation in Human Resource Management from a recognised University or Institute;</p> <p>or</p> <p>Masters Degree in Human Resources Management or Public Administration from a recognised University or Institute.</p>		<p>or</p> <p>Through recruiting agency as decided by the Chairman.</p> <p>and</p> <p>From the candidates possessing the age and essential educational qualification stipulated in column (6) and (7)</p> <p>Note: Appointing Authority on the basis of vacancies can adjust the quota specified under different modes considering the availability of candidates for promotion and needs of the organisation.</p>
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In case of recruitment by promotion or deputation, grades from which promotion or deputation to be made
11
<p>1) By promotion: through selection on the basis of written test and interview conducted through outside agency from amongst the candidates of National Highways Authority of India holding the post of (i) Private Secretary on regular basis; or (ii) Personal Assistant with 05 years regular service in that post; or (iii) Caretaker & Store Keeper or Senior Receptionist with 08 years regular service in that post; or (iv) Receptionist with 12 years regular service in that post.</p> <p>2) 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:-</p> <p>(i) holding analogous post on regular basis in parent cadre in the Level-8 in the Pay Matrix (Rs.47600-151100 or equivalent.</p> <p style="text-align: center;">or</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the Level 7 of Pay Matrix (Rs.44900-142400) or equivalent.</p> <p style="text-align: center;">or</p> <p>(iii) with six years regular service in the grade rendered after appointment thereto on regular basis in the Level 6 of Pay Matrix (Rs.35400-112400) or equivalent.</p> <p style="text-align: center;">and</p> <p>Essential Qualification and experience:</p> <p>(i) Bachelor's Degree of a recognised University or Institute.</p> <p style="text-align: center;">and</p> <p>Masters Degree in Business Administration with specialisation in Human Resource Management from a recognised University or Institute;</p> <p style="text-align: center;">or</p> <p>Post Graduate Diploma in Business Administration or Business Management with specialisation in Human Resource Management from a recognised University or Institute;</p> <p style="text-align: center;">or</p> <p>Masters Degree in Human Resources Management or Public Administration from a recognised University or Institute.</p> <p style="text-align: center;">and</p> <p>(ii) Three years experience in Administration or Establishment or Human Resource or Personnel Management.</p>

Note: 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.

(12)			(13)
(i)	Chief General Manager (Administration and Human Resource)	Chairman	Not Applicable
(ii)	General Manager (Administration) or Deputy General Manager (Administration) to be nominated by the Appointing Authority	Member	
(iii)	A Group-A Officer of appropriate discipline to be nominated by the Appointing Authority	Member	