



# National Highways Authority of India

(Ministry of Road Transport & Highways)

National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) and other projects. The projects involve upgradation of about 24000 kms of National Highways at an investment of Rs. 1,00,000 crores approximately.

NHAI invites applications from the officers of Central/State Govt. Departments/Organizations for appointment on deputation basis for the following posts. The period of deputation will be initially upto 31.01.2005, which is likely to be extended subject to the approval of DoP&T. The period of appointments on deputation may be extended or curtailed at the discretion of Competent Authority in NHAI:

1. **GENERAL MANAGER (TECHNICAL) No. of post: 10 (Ten)\***  
Pay scale: Rs.14300-400-18300/- with Central DA.
2. **DEPUTY GENERAL MANAGER (TECHNICAL) No. of post: 10 (Ten)\***  
Pay scale: Rs.12000-375-16500/- with Central DA.
3. **DEPUTY GENERAL MANAGER (F&A) No. of Post: 1(One)**  
Pay scale: Rs.12000-375-16500/- with Central DA.
4. **MANAGER (TECHNICAL) No. of post: 50 (Fifty)\***  
Pay scale: Rs. 10000-325-15200/- with Central DA.
5. **MANAGER (ADMN.) No. of Post: 2 (Two)**  
Pay scale: Rs.10000-325-15200/- with Central DA.
6. **MANAGER (VIG.) - No. of Post: 1 (One)**  
Pay scale: Rs.10000-325-15200/- with Central DA.

\* Note: The number of posts is subject to variation depending upon the requirement of the Authority.,

### ELIGIBILITY CONDITIONS

#### 1. GENERAL MANAGER (TECH):

##### Educational Qualifications:

Degree in Civil Engineering from a reputed Institution of Technology or a recognized University.

##### Experience

- a) Officers of Central Government Departments / Organisations holding analogous post or with 3 years regular service in the post with a pay scale of Rs. 12,000-16,500/- (CDA) or equivalent;

or

Officers of State Government Departments / Organisations with 20 years service at the level of AE and above; out of which at least 10 years should have been rendered at the level of Executive Engineer on a regular basis

AND

- b) At least 10 years experience in Bridges/ Highways/ Roads\*

\*For this purpose, the experience in only such roads, which are declared as major District Roads (MDRs) or above, shall be taken into account.

#### 2. DY. GENERAL MANAGER (TECH):

##### Educational Qualifications:

Degree in Civil Engineering from a reputed Institution of Technology or a recognized University.

##### Experience

- a) Officers of Central Government Departments/ Organisations holding analogous post or with 3 years regular service in the post with a pay scale of Rs. 10,000-15,200/- (CDA) or equivalent;

or

Officers of State Government Departments/ Organisations holding the post of Executive Engineer on regular basis with at least 15 years service at the level of AE/AEE and above.

AND

- b) At least 8 years experience in Bridges/ Highways/ Roads\*

\* For this purpose, the experience in only such roads, which are declared as Major District Roads (MDRs) or above, shall be taken into account.

#### 3. DY. GENERAL MANAGER (F&A):

##### Educational Qualifications:

- a) Degree from a recognized University
- b) Should have passed Final Examination of the Institute or Chartered Accountants of India Or the Institute of Cost & Works Accountants of India Or Degree in Business Management with Finance as the major subject Or Member of any organized Accounts Service of the Central Government.

##### Experience

- a) Officers should be holding an analogous post in a Central/State Govt. Deptt. Autonomous Body/Public Sector Undertaking or on the panel of Dy. Secretary to the Govt. of India or with 4 years regular service in the pay scale of Rs. 10,000-15,200/- (CDA pattern) or equivalent;

AND

- b) At least 12 years service in a responsible position in the Finance/Accounts Deptt. related to major infrastructural project of the Govt. of India or a Govt. Undertaking or an Autonomous Body or a Commercial Organisation of repute.

##### Desirable:

Should be well versed with the Financial Rules and Accounting procedures to be followed for major projects in particular; approval of tenders, processing of contractor's claims and other contractual matters.

#### 4) MANAGER (TECH):

##### Educational Qualifications:

Degree in Civil Engineering from a reputed Institution of Technology or a recognized University.

##### Experience

##### Essential

- a) Should be holding analogous post or with atleast 3 years regular service in the post with the pay scale of Rs. 8000-13500/- or with 6 years regular service in the post with the pay scale of Rs. 6500-10500/- or equivalent;

AND

- b) Atleast 3 years experience in Bridge/Highways/ Roads \*

\* For this purpose, the experience in only such roads, which are declared as Major District Roads (MDRs) or above, shall be taken into account.

#### 5. MANAGER (ADMN.):

##### Educational Qualifications:

- a) Degree from a recognized University
- b) Should be holding analogous post or on the panel of Under Secretary to the Govt. of India or holding a post in the next below level for at least 5 years on regular basis.
- c) 5 years experience in Administration and establishment.

##### Desirable

- a) Degree in Law or Master's Degree in Business Administration or a Post Graduate Diploma in Public Administration.

#### 6. MANAGER (VIG.):

##### Educational Qualifications:

- a) Degree from a recognized University
- b) Officers on the panel of Under Secretary in the Govt. of India or from Officers under Central/State govt. Deptt./Autonomous Body/Public Sector Undertaking holding an analogous post or a post next below or equivalent thereto dealing with Vigilance, Administration and Estt. Matters.
- c) 5 years experience in Administration, establishment and vigilance work in a Govt. Office or Public Body or a commercial organisation of repute.

##### Desirable

Degree in Law or Master's Degree in Business Administration or a Post Graduate Diploma in Public Administration.

Interested and eligible candidates may apply in the format indicated below:

1. Name of the post applied for, 2. Name of the Candidate, 3. Father's/Husband's Name, 4. Date of Birth, 5. Permanent Address, 6. Address for Correspondence, 7. Phone Numbers (Office & Residence) alongwith Fax Number, if any, 8. Religion, 9. Whether belonging to SC/ST/OBC, 10. Details of Educational Qualifications from Matriculation onwards: (a) Examination passed (b) Year of Passing (c) Name of the College/Institute (d) University/Board (e) Main Subjects (f) Total aggregate/percentage of marks obtained and division (g) Remarks, if any, 11. Details of experience (in chronological order): (a) Name of the Organization (b) Position held (c) Period of tenure with dates (d) Brief description of duties (e) Pay, scale of pay and total emoluments drawn (f) Details of experience in the relevant field (with dates) 12. Details of computer knowledge: Language known and application software used.

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date: ..... Place: ..... Signature : .....

##### OTHER CONDITIONS:

- 1) The Department/Organisation concerned while forwarding the application:
  - a) may please enclose copies of Annual Confidential Reports for the last eight years along with discipline/vigilance clearance certificate; and
  - b) certify that the particulars given by the candidates in their application especially column No.11 (f) regarding the details of relevant experience have been verified from the service records and are true, correct: and complete for post.
- 2) Applications not submitted in the prescribed format or incomplete in any respect shall be liable for summary rejection.
- 3) If a large number of applications are received, only those candidates who are shortlisted on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection/called for interview.
- 4) Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHAI.
- 5) The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
- 6) Candidates who are more than 56 years of age OR those who are due to retire from their parent cadre, within two years, as on closing date for receipt of application need not apply

Applications may be sent by Registered Post through proper channel to the following address so as to reach latest by 5th April, 2004. This notice is also available on NHAI website : <http://www.nhai.org>

##### Address for Communication:

Manager (Admn.)-III

National Highways Authority of India,

G-5&6, Sector-10, Dwarka, New Delhi-110 075

Phone No. 2507 4100/2507 4200 (Extn. 2545) Fax No. 2509 3520