

....Recruitment of Managers (Finance & Accounts) and Accounts Officers on Deputation Basis

**The National Highways Authority of India, an autonomous body under the Ministry of Road Transport & Highways invites applications for appointment to the following posts on Deputation basis:**

**1. Manager (Finance & Accounts) and**

**2. Accounts Officer**

Candidates should possess Degree of a recognized University and should have passed Intermediate Examination of the Institute of Chartered Accountants of India or the Institute of Costs & Works Accountants of India or SAS Exam. of the Indian Audit & Accounts Services/equivalent exam of the other organized Accounts Services of the Government of India and fulfil the eligibility criteria indicated below:

1) Manager (Finance & Accounts) - No. of Posts 11\* (Eleven)

Pay Scale : Rs. 10,000-15,200 (CDA Pattern)

- (i) Officers should be either in the panel of Under Secretary to the Govt. of India or Should be holding an analogous post in the Central/State Govt. Deptt. Autonomous Body/Public Sector Undertaking or Should be holding a post next below for at least 5 years, in the Central/State Government Department/Autonomous Body/Public Sector Undertaking and
- (ii) Should have at-least 8 years experience in Accounts Work in the Govt. of India or in a Public Sector Undertaking or in a Commercial Undertaking of repute dealing with construction or contract works.

(2) Accounts Officers - No. of Posts 18\* (Eighteen)

Pay Scale: Rs. 7,450-11,500 (CDA Pattern)

- (i) Officers Should be holding an analogous post in the Central/State Govt. Deptt. Autonomous Body/Public Sector Undertaking. or Should have at least 2 years regular service in the scale next below in the Central/State Government Department, Autonomous Body or Public Sector Undertaking and
- (ii) Should have at least 5 years experience in a responsible position in the finance/Accounts Department of the Govt. of India or a Govt. Undertaking.

\*Subject to variation depending on the requirements.

Likely places of posting: Valsad, Cuttack, Ghaziabad, Agra, Kanpur, Trichy, Salem, Bangalore, Balasore, Berhampur, Bhubaneswar, Chitra Durga, Dharwad, Nellore, Rajamundry, New Delhi, Durgapur, Allahabad, Koderma, Varanasi, Ahemadabad, Jaipur, Udaipur.

The posts however, carry all-India service liability and the selected officers may be posted anywhere in India.

Period of Deputation: Initially for 2 years but may be extended if required, with the approval of the lending authority.

Interested and eligible candidates may apply through proper channel to General Manager (Admn.) NHAI, 1 Eastern Avenue, Maharani Bagh, New Delhi-110065 latest by 28th February, 2001 enclosing their detailed CV in the format indicated below along with copies of certificates and mark sheets of professional qualifications, experience etc.

Format:

- 1) Application for the post of:
- 2) Name of the Candidate:
- 3) Father's/Husband's name:
- 4) Date of Birth:
- 4)(a) Age as on 1st Jan. 2001-Years, Months, Days:
- 5) Permanent Address:
- 6) Address for correspondence, PhoneNo. Office/Residence, Fax No.

- 7) Whether belong to SC/ST/OBC:
- 8) Details of Educational Qualifications from Matriculation onwards:
- 8)(a) Exam. Passed:
- 8)(b) Year of passing:
- 8)(c) Name of the Institute, University/Board:
- 8)(d) Main subjects:
- 8)(e) Total aggregate, Percentage of Marks obtained and Division:
- 9) Details of experience (in chronological order):
- 9)(a) Name of the Organisation:
- 9)(b) Position held (whether on permanent/regular/ad-hoc basis):
- 9)(c) Period from --to--:
- 9)(d) Brief description of duties:
- 9)(e) Pay, scale of pay and total emoluments drawn:
- 9)(f) Details of experience in Finance/Accounts:
- 10) Details of Computer Knowledge - Languages known and application software used:

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

Note: (1) Applications not received in the prescribed format are likely to be rejected outright.

Note: (2) Candidates applying for more than one post should send separate applications for each post.

Note: (3) In case large number of applications are received, only those who are shortlisted based on qualification and relevant experience shall be considered for selection/called for interview.

Note: (4) Candidates initially appointed on deputation basis may be considered for absorption later on, in accordance with the policy and requirements of NHAI.

Note: (5) The organisations concerned, may please enclose photocopies of the ACRs of the officers for the last 8 years while forwarding the applications.

**National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes the Golden Quadrilateral and the North-South and East-West Corridors.**

**For its work of NHDP, NHAI invites applications from Officers of Central/State Government Department/Organisations for appointment to the following posts on deputation basis :**

1. Dy. General Manager (Technical) No. of posts-35\*

Pay scale : Rs. 12,000-375-16,500/- with Central DA. and

2. Manager (Technical) No. of posts-30\* Pay scale : Rs. 10,000-325-15,200/- with Central DA.

\*Likely to vary depending on requirements.

Candidates should possess a Degree in Civil Engineering from a recognised University/Institution and fulfil the eligibility criteria indicated below :

1. Dy. General Manager (Technical)

(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/- 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 Bridge/Highway/Roads\*

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

2. Manager (Technical)

(a) Officers of Central/State Government Departments/Organisations holding analogous post or with at least 3 years regular service in the post with the pay scale of Rs. 8,000-13,500/- or with 6 years service in the post with the pay scale of Rs. 6,500-10,500/- or equivalent

and

(b) At least 3 years experience in Bridge/Highways/Roads\*

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

Interested and eligible candidates may apply (through proper channel) in the format indicated below :

Format: 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 of Correspondence

7. Phone Numbers (Office and Residence) alongwith Fax number, if any

8. Whether belonging to SC/ST/OBC

9. Details of Educational Qualifications from Matriculation onwards :

(a) Examination passed (b) Year of passing

(c) Name of the Institute

(d) University/Board

(e) Main subjects

(f) Total aggregate/percentage of marks obtained and division

(g) Remarks, if any. 10. Details of experience (in chronological order) :

(a) Name of the organisation

(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 Highways/Roads/Bridges (Date wise and alongwith details of the bridge/NH/SH/MDR and the period of association therewith)

11. Details of computer knowledge:

Languages 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 alongwith discipline/ vigilance clearance certificate; and

(b) certify that the particulars given by the candidates in their application especially column No. 10 (f) regarding the details of

- experience in the highways/roads/bridge sector have been verified from the service records and are true, correct and complete.
2. Applications not submitted in the prescribed format or incomplete in any respect shall be liable for summary rejection.
  3. Candidate applying for more than one post should submit separate application for each post.
  4. If a large number of applications are received, only those candidates who are shortlisted on the basis of tenure and level of service in the relevant field shall be considered for selection/called for interview.
  5. Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHAI.
  6. The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
  7. 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 19.3.2001. This notice is also available on NHAI website <http://www.nhai.org> Manager (Administration-I) National Highways Authority of India, 1-A, Eastern Avenue, Maharani Bagh, New Delhi-110065, E-mail : [nhai@vsnl.com](mailto:nhai@vsnl.com) Website: <http://www.nhai.org> Fax: 011-6924383

### RECRUITMENT OF PERSONAL ASSISTANTS ON DEPUTATION BASIS

Applications are invited for appointment to the post of Personal Assistants in the scale of Rs. 5500-175-9000/- (Central Government pattern) on deputation basis from the candidates working in Central/State Govt. Deptt/Autonomous Bodies/Public Sector Undertaking holding analogous posts or with atleast 5 years regular service as Stenographer in the scale of Rs. 4000-100-6000 or equivalent.

Number of vacancies: 25 (likely to vary depending on requirements). The vacancies exist at New Delhi, Agra, Kanpur, Calcutta, Cuttack, Durgapur, Gandhidham, Jalandhar, Pune, Varanasi, Valsad etc. The posts, however, carry all India Service liability and the selected candidates may be posted anywhere in India. :

All the eligible candidates will be required to undergo shorthand dictation test @ 100 w.p.m. for 10 minutes and a skill test to assess their proficiency in the use of computers. The selection will be based on their performance in the shorthand test and computer skill test.

Period of Deputation : Initially for the period upto 31.1.2003.

Interested and eligible candidates may apply through proper channel in the following format:

#### Format:

- (1) Application for the post of: \_\_\_\_
- (2) Name of the Candidate: \_\_\_\_
- (3) Father's/Husband's Name: \_\_\_\_
- (4) Date of Birth: \_\_\_\_
- (5) Permanent Address: \_\_\_\_
- (6) Address for correspondence: \_\_\_\_
- (6a) Telephone No.: (Off) \_\_\_\_ (Res.) \_\_\_\_ (6b) Fax No. \_\_\_\_
- (7) Whether belong to SC/ST/OBC \_\_\_\_ (8) Details of Educational Qualification from Matriculation onwards: \_\_\_\_
- (8a) Examination passed: \_\_\_\_
- (8b) Year of Passing: \_\_\_\_
- (8c) Name of the institute/University/Board: \_\_\_\_
- (8d) Main subjects: \_\_\_\_

(8e) Total percentage of marks and division: \_\_\_\_

(9a) Date of appointment as PA (Rs. 5500-9000 of Central Government/equivalent)

(9b) Date of appointment as Stenographer (Rs. 4000-6000 of Central Government/equivalent). (10) Details of Computer knowledge: Language known & application software used.

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

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Other conditions:

1. The Department/Organisation concerned while forwarding the application:

(a) may please enclose copies of Annual Confidential Reports for the last five years alongwith discipline/vigilance clearance certificate.

(b) certify that the particulars given by the candidates in their application especially in column No. 9 & 10 have been verified and found correct.

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 tenure and level of service in the relevant field shall be considered for selection.

4. Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHAI.

5. 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.

Application along with detailed CV as well as copies of certificates and mark sheets of professional qualifications, experience etc. may be sent latest by 23.04.2001 to the following address.

Manager (Administration-II)

National Highways Authority of India

8A, Eastern Avenue,

Maharani Bagh,

New Delhi-110065 Ph.: 011-26327916.

Fax: 011-26327924. E-mail: nhai@vsnl.com

Website: <http://www.nhai.org>.

**National Highways Authority of India**

**(Ministry of Surface Transport)**

**1, Eastern Avenue, Maharani Bagh**

**New Delhi – 110065**

**National Highways Authority of India (NHAI) invites applications for appointment to the following posts on deputation basis:**

1. **MANAGER:**

**(LAND ACQUISITION & REHABILITATION/RESETTLEMENT) Scale of Pay-Rs. 10000-325-15200/-**

**[Application Format](#)**

2. **ASSISTANT MANAGER:**

**(LAND ACQUISITION & REHABILITATION/RESETTLEMENT) Scale of Pay-Rs. 6500-200-10500/-**

**[Application Format](#)**

3. **PERSONAL ASSISTANT:**

**Scale of Pay-Rs. 5500-175-9000/- (Revised) plus usual allowances on Central Government pattern.**

**Application Format**

**MANAGER**

**(LAND ACQUISITION & REHABILITATION/RESETTLEMENT):**

Educational Qualification-Degree from a recognised university.

Eligibility: Officers from the State/Provincial Admn/Civil Services

(i) holding analogous post or with at least 3 years service in the level of Rs. 8000-13500/- and

(ii) having experience in land acquisition and/or resettlement/rehabilitation matters.

Desirable: Degree in Law.

**NB: In case officers with sufficient experience and higher seniority are available, the post can also be filled at the level of Dy. General Manager in the scale of Rs. 12000-375-16500/-.**

**ASSISTANT MANAGER**

**(LAND ACQUISITION & REHABILITATION/RESETTLEMENT):**

Educational Qualification-Degree from a recognised university.

Eligibility: Officers from the Central/State Governments

(i) holding analogous post or with at least 3 years service at the level next below and

(ii) having experience in land acquisition and/or resettlement/rehabilitation matters.

Desirable: - Degree in Law.

**(3) PERSONAL ASSISTANT:**

Eligibility- Candidates holding analogous posts in Central/State Govt. Deptt./Autonomous Body/Public Sector Undertaking or Stenographers with 5 years service in the scale of Rs.4000-6000/- (Revised). Likely Place of Posting-Delhi, Agra, Kanpur, Allahabad, Varanasi, Koderma, Durgapur, Bhubaneswar, Pune, Mumbai, Udaipur, Jaipur and Hapur etc.

Those Stenographers who had earlier applied through proper channel in response to the advertisement released in Times of India dated 8.11.99 and Employment News dated 13-19th November, 1999 need not apply again. They will be considered on the basis of their earlier application. All the eligible candidates will be required to undergo shorthand dictation test @ 100 W.P.M. for 10 minutes and a skill test to assess their proficiency in the use of computers. The selection will be based on their performance in the shorthand test, computer skill test and interview

Interested and eligible candidates may apply to :

Dy. General Manager (Admn.),

NATIONAL HIGHWAYS AUTHORITY OF INDIA,

1, Eastern Avenue, Maharani Bagh

New Delhi – 110065

nhai@vsnl.com

latest by 15.05.2000 enclosing their detailed CV in the format indicated below as well as copies of certificates and mark sheets of professional qualifications, experience etc. Candidates working in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body may route their applications through proper channel

**Format for the post of Manager (Land Acquisition and Rehabilitation/Resettlement) and Assistant Manager (Land**

### **Acquisition and Rehabilitation/Resettlement):**

1. Application for the post of:.....
2. Name of the candidate:.....
3. Father's/Husband's Name:.....
4. Date of Birth :
5. Permanent address:.....
6. Address for correspondence:.....
7. Whether belong to SC/ST/OBC:.....
8. Details of Educational Qualification from Matriculation onwards:.....
  - 8(a). Examination passed:.....
  - 8(b). Year of passing:.....
  - 8(c). Name of the Institute:.....
    - 8(ai). University/Board:.....
  - 8(d). Main subjects:.....
  - 8(e). Total aggregate/percentage of marks obtained and Division:.....
  - 8(f) Remarks, if any:.....
9. Details of Experience (in chronological order):.....
  - 9(a). Name of the organisation:..... 9(b). Position held:..... 9(c). Period: From - To:..... 9(d). Brief description of duties:.....
  - 9(e). Pay, Scale of Pay and Total emoluments drawn:..... 9(f). Details of experience in Land Acquisition/Rehabilitation Resettlement (whichever is applicable):.....
10. Details of computer knowledge: Languages known and application software used.

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

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

### **Format for the post of Personal Assistant**

1. Application for the post of:.....
2. Name of the candidate:.....
3. Father's/Husband's name:.....
4. Date of birth:.....
5. Permanent address:.....
6. Address for correspondence:.....
7. Whether belong to SC/ST/OBC:.....
8. Details of Educational Qualification from Matriculation onwards:.....
9. 9(a). Date of appointment as PA (Rs. 5500-9000/-) of Central Government/equivalent, if any. 9(b). Date of appointment as Stenographer (Rs. 4000-6000/-) of Central Government/equivalent.

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

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

### **Recruitment of Accountant on Contract basis to the National Highways Authority of India .**

Recruitment of Accountant on Contract Basis

No. of Posts :5 for SC,3 for ST and 4 for OBC (No. Of posts likely to increase)

Applications are invited from SC/ST/OBC candidates for filling-up posts of Accountant , on contract basis .The place of posting may be anywhere in India.The contract will be co-terminus with the construction phase of the project (approx. 2 years). NHAI reserves the right of terminating the contract earlier in case of unsatisfactory performance.

The required qualification is as under:

Essential Qualification:

Graduate Degree in Commerce with minimum 2nd Div.(50% of Marks).

Experience:

Should have Five years working experience in commercial Accounting.

Desirable:

Preference will be given to those :

(i) having Degree in Commerce with First Division (60% of Marks)

(ii)having passed Intermediate Examination of Chartered Accountant or ICWA

Age limit : 35 years for SC/ST and 33 years for OBC candidates(40 years for incase of SC/ST aand 38 years incase fo OBC possessing CA(inter)/ICWA(Inter) Qualification)

#### **Mode of Selection:**

The Selection shall be made on the basis of performance in the written test/interview.In case the number of application s is too large ,only those possessing both the essential as well as desirable qualification shall be called for test/interview.The SC/ST candidates who called for the test/interview shall be paid travelling allowance ,as admissible under the rules . Emoluments:Rs.6300/- per month (consolidated) & Employer's contribution towards EPF.Interested and eligible candidates may send their aplication by post or email on the follwing address for communication latest by 30.06.2000 in the format given below.

#### **FORMAT**

- 1.Name
- 2.Address
- 3.Date of Birth
- 4.Educational Qualification
- 5.Marks obtained in B.Com Exam
- 6.Whether completed CA(Inter)/ICWA(Inter)
- 7.Period of Experience in Commercial Accounting
- 8.Whether belongs to SC/ST/OBC
- 9.Signature of the candidate

Address for Communication :

Dy.General Manger(ADMN)

National Highweays Authority of India,

1 A,Eastern Avenue,

Maharani Bagh,

New Delhi- 110 065.



FAX: 011-2692-4383

Email: nhai@vsnl.com

Web site:

**Applications are invited from the Financial and Legal experts for appointment as Advisers to the National Highways Authority of India on contract basis.**

National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes the Golden Quadrilateral and the North-South and East-West (NS-EW) Corridors. The total project cost is estimated to be Rs. 58,000 crore at current prices.

The Authority is looking for Financial and Legal experts possessing the following qualifications and experience, to assist the Authority at the corporate level:

**FINANCIAL ADVISER:**

1. MBA/P.G. Diploma in Business Management or equivalent, preferably from Indian Institutes of Management (IIMs). 2. At least 10 years experience in the following areas preferably in a large corporate body engaged in financing and/or developing, constructing, maintaining or operating infrastructure projects or in a reputed consultancy firm:

(i) Development of infrastructure projects (preferably road projects). (ii) Appraisal and financing of infrastructure projects (preferably road projects). (iii) Arranging/syndicating funds for projects. (iv) Evaluation of commercial issues prior to award of project contracts. (v) Commercial negotiation and finalization of terms of project contracts. (vi) Documentation (project contracts and equity) debt agreement. (vii) Dealing with multilateral funding agencies.

3. Should possess good communication and presentation skills as also the ability to interact with high profile project sponsors, consultants/advisers, senior bureaucrats, financiers including multilateral agencies such as World Bank, Asian Development Bank, International Finance Corporation etc.

**LEGAL ADVISER:**

1. Degree in law. 2. (i) At least 10 years experience as a lawyer/solicitor or as an in-house counsel in a large body corporate engaged in financing and/or developing, constructing, maintaining or operating infrastructure projects preferably roads or in a reputed consultancy firm. (ii) Should be conversant with the process of awarding large contracts including international competitive bidding procedures. (iii) Experience in drafting, negotiating and finalising large contracts, preferably contracts relating to infrastructure projects and be conversant with international borrowing and other cross border transactions. (iv) Be conversant with laws governing road sector as also laws governing contracts, corporates, capital markets and financial sector, including interpretation and application thereof. 3. Should possess good communication and presentation skills as also the ability to interact with high profile project sponsors, consultants/advisers, senior bureaucrats, financiers including multilateral agencies such as World Bank, Asian Development Bank, International Finance Corporation and others.

Interested and eligible individuals may kindly send their curriculum vitae along with supporting testimonials. The emoluments expected (consolidated) may also be indicated in the application.

The contract will be initially for a period of two years, which may be extended by mutual consent. The place of posting is likely to be New Delhi.

The Applications may be sent by post to the following address latest by 28th June, 2000. This notice is also available on NHAI

website

Address for communication:

General Manager (Administration)

National Highways Authority of India

1-A, Eastern Avenue, Maharani Bagh, New Delhi-110 065.

E-mail : nhai@vsnl.com

Website : <http://www.nhai.org>

Fax : 011-26924383.

**National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes the Golden Quadrilateral and the North-South and East-West (NS-EW) Corridors.**

**For its works of NHDP, NHAI invites applications from Officers of Central/State Government Departments/Organisations for appointment to the following posts on deputation/absorption basis:**

1. 1. GENERAL MANAGER (Technical),
2. DY. GENERAL MANAGER (Technical), and
3. MANAGER (Technical)

Candidates should possess a Degree in Civil Engineering from a recognised University/Institution and fulfil the eligibility criteria indicated below:

### **1. GENERAL MANAGER (Technical)**

No. of Posts : 10\*

Pay scale : Rs. 14,300-400-18,300 with Central DA.

a.

Officers of Central Government Departments/Organisations holding analogous post or with 3 years service in the post with a pay scale of Rs. 12,000-16,500/- 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 Highways/Roads/Bridges.

### **2. DY. GENERAL MANAGER (Technical)**

No. of Posts : 30\*

Pay Scale : Rs. 12,000-375-16,500/- with Central DA.

a.

Officers of Central Government Departments/Organisations holding analogous post or with 3 years service in the post with a pay scale of Rs. 10,000-15,200/- 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 Highways/Roads/Bridges.

### **3. MANAGER (Technical)**

No. of Posts : 30\*

Pay Scale : Rs. 10,000-325-15,200/- with Central DA.

a. Officers of Central/State Government Departments/Organisations holding analogous post or with at least 3 years service in the post with the pay scale of Rs. 8,000 - 13,500/- or with 6 years service in the post with the pay scale of Rs. 6,500 - 10,500/- or equivalent.

and

b. At least 3 years experience in Highways/Roads/Bridges.

« **No. of Posts subject to change depending upon project requirements.**

Interested and eligible candidates may apply (through proper channel) 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 and Residence) along with Fax number, if any
8. Whether belonging to SC/ST/OBC
9. Details of Educational Qualifications; from Matriculation onwards : (a) Examination passed (b) Year of passing (c) Name of the Institute (d) University/Board (e) Main subjects (f) Total aggregate/percentage of marks obtained and Division (g) Remarks, if any
10. Details of Experience (in chronological order) : (a) Name of the organisation (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 Highways/Roads/ Bridges (Date wise) 11. Details of computer knowledge : languages 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 : .....

The Department/Organisation concerned may also enclose copies of Annual Confidential Reports for the last eight years while forwarding the applications.

**Note :**

- i. Candidates applying for more than one post may submit separate application for each post.
- ii. If a large number of applications are received, only those candidates who are shortlisted on the basis of tenure and level of service in the relevant field shall be called for interview/selection.
- iii. Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies of NHAI.

Applications may be sent by registered post/E-mail to the following address latest by 31st July, 2000.

General Manager (Administration),  
National Highways Authority of India,  
1-A, Eastern Avenue,  
Maharani Bagh,  
New Delhi-110 065.  
E-mail : nhai@vsnl.com  
Website : www.nhai.org  
Fax : 011-26924383.

**National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes Golden Quadrilateral and the North-South and East-West (NS-EW) Corridors.**

**For its works of NHDP, NHAI invites applications from qualified Company Secretaries possessing experience in companies registered under the Companies Act, for appointment in its subsidiary companies.**

The No. of Posts are four (subject to change depending upon project requirements.) Age : around 35 years. Candidates with additional qualifications like CA/ ICWA/ L.L.B. etc. shall be preferred. If a large number of applications are received only those candidates who are shortlisted on the basis of qualifications and relevant experience shall be called for interview. Interested and eligible candidates may apply in the following

**format :**

- (1) Name
- (2) Father's Name
- (3) Date of Birth

- (4) Whether belonging to SC/ST/OBC
- (5) Address
- (6) Qualifications
- (7) Experience (in detail)
- (8) Expected Salary (consolidated) per month
- (9) Signature.

This notice is also available on <http://www.nhai.org>.

Applications along with copies of certificates in respect of qualifications and experience may be sent by registered post/E-mail to the following address latest by 31th July, 2000.

Address for Communication :

General Manger(ADMN)

National Highweays Authority of India,

1 A,Eastern Avenue,

Maharani Bagh,

New Delhi- 110 065.

FAX:011-2692-4383

Email: [nhai@vsnl.com](mailto:nhai@vsnl.com)

Web site: [www.nhai.org](http://www.nhai.org)

**National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes Golden Quadrilateral and the North-South and East-West (NS-EW) Corridors.**

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**format :**

- (1) Name
- (2) Father's Name
- (3) Date of Birth
- (4) Whether belonging to SC/ST/OBC
- (5) Address
- (6) Qualifications
- (7) Experience (in detail)
- (8) Expected Salary (consolidated) per month
- (9) Signature.

This notice is also available on <http://www.nhai.org>.

Applications along with copies of certificates in respect of qualifications and experience may be sent by registered post/E-mail to the following address latest by 31st July, 2000.

Address for Communication :

General Manger(ADMN)

National Highweays Authority of India,

1 A,Eastern Avenue,

Maharani Bagh,

New Delhi- 110 065.

FAX:011- 2692-4383

Email: [nhai@vsnl.com](mailto:nhai@vsnl.com)

Web site: [www.nhai.org](http://www.nhai.org)

**• National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project which includes Golden Quadrilateral and the North-South and East-West Corridors.**

**NHAI invites applications for the post of Junior Hindi Translator (One Post) from employees of Central/State Govt. Departments/PSUs/Autonomous Bodies-**

- a) holding analogous post on regular basis or
- b) post in the pay scale of Rs. 4000-6000/- with five years regular service, or
- c) post in the pay scale of Rs. 3050-4590 with thirteen years regular service for appointment to the post of Junior Hindi Translator (Group C) in the scale of Rs. 4500125-7000 plus usual allowances on Central Govt. pattern on absorption basis.

Essential Educational Qualifications: i) Masters Degree in English/Hindi with Hindi/English as compulsory and an elective subject at degree level or

ii) Bachelors degree with Hindi and English as main subject. The selection shall be made on the basis of written test and interview.

In case the number of applications were too large, only those shortlisted based on qualifications and experience shall be called for written test/interview. The place of posting is likely to be New Delhi. However, the post carries all India service liability. Interested and eligible candidates may apply through proper channel in the following

**format:**

1. Name of the Candidate
2. Father's/Husband's Name
3. Date of Birth
4. Permanent Address
5. Address of Correspondence
6. Whether belong to SC/ST/OBC
7. Details of Educational Qualification from Matriculation onward , Examination passed, Year of passing, Name of the Institute, University/Board, Main subjects, total aggregate/percentage of marks obtained and division, Remarks, if any
8. Details of experience (in chronological order)
9. Name of the organization, Position held, Period From ..... to ..... Brief description of duties, Pay-Scale and other emoluments drawn, Details of Experience in Translation.

10. Whether exposed to Computers or not  
11. (Signature of the candidate) 12. Date

Applications along with copies of certificates and marksheets in respect of qualifications and experience may be sent by registered post to the following address latest by 9th August, 2000.

The notice also available on <http://www.nhai.org>

Address for Communication :

General Manger(ADMN)

National Highweays Authority of India,

1 A,Eastern Avenue,

Maharani Bagh,

New Delhi- 110 065.

FAX:011-692-4383

Email: [nhai@vsnl.com](mailto:nhai@vsnl.com)

Web site: [www.nhai.org](http://www.nhai.org)

**National Highways Authority of India (NHAI) has been mandated to implement the National Highways Development Project (NHDP) which includes the Golden Quadrilateral and the North-South and East-West (NS-EW) Corridors.**

**For its works of NHDP, NHAI invites applications for the following 2 posts from officers of Central/State Government Departments/Organisations on deputation basis.**

1. Dy. General Manager (Admn.) No. of post -1\*  
Pay scale Rs.12000-375-16500/- with Central DA

*Eligibility:* Officers working on analogous post or on the panel of Deputy Secretary to the Government of India or Officers under Central/State Government Departments/Autonomous Bodies/Public Sector Undertakings holding analogous posts (or) with atleast 3 years service in the scale next below. Candidates should have at least 9 years experience in a responsible senior position (of which at least 2 years should be in analogous or next below level) in Administration and Establishment work in a Government office or Public Body.

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

2. Manager (Admn.) No. of post - 1\*  
Rs.10000-325-15200/- with Central DA

*Eligibility:* Officers working on analogous post or on the panel of Under Secretary to the Government of India (or) Officers under Central/State Governments Departments/Autonomous Bodies/Public Sector Undertakings holding analogous posts or a post in the next below level for at least 5 years dealing with Administration and Establishment work.

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

*\*No. of posts Subject to variation depending on work load.*

Interested and eligible candidates may apply (through proper channel) in the format indicated below: -

- (1) Name of the post applied for (2) Name of the Candidate (3) Father's/Husband Name (4) Date of Birth (5) Permanent Address (6)

Address for correspondence

(7) Phone Numbers (Office and Residence) alongwith fax number, if any, (8) Whether belong to SC/ST/OBC (9) Details of Educational Qualification from Matriculation onwards (a) Examination passed (b) year of passing (c) Name of the institute (d) University/Board (e) Main subjects (f) Total aggregate/percentage of marks obtained and Division (g) Remarks, if any (10) Details of Experience (in chronological order) (a) Name of the organisation (b) Position held (c) Period: From-To (d) Brief description of duties (e) Pay, Scale of Pay and Total emoluments drawn (f) Details of experience in Administration/Establishment (11) Details of computer knowledge: Languages known and application software used.

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

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

The Department/Organisation concerned may enclose copies of Annual Confidential Reports for the last eight years while forwarding the applications.

**Note:**

(i) Candidates applying for both the posts should send separate applications. (ii) Candidates selected initially on deputation basis can be considered for absorption later on in accordance with the policy of the Authority. (iii) In case large number of applications are received, only those short-listed on the basis of qualification and experience in the relevant field shall be called for interview/considered for selection.

(iv) The place of posting will be New Delhi. However, the posts carry all India service liability.

Applications may be sent by registered post/E-mail to the following address latest by 31st July, 2000. .This notice is also available on NHAH website <http://www.nhai.org>.

**General Manager  
(Administration)**

The notice also available on

<http://www.nhai.org>

Address for Communication :

General Manger(ADMN)

National Highways Authority of India,

G-5 & 6, Sector 10, Dwarka, New Delhi - 110 045

Tele : 91-011-25074100, 25074200

Fax : 91-011-5080460

Email : [nhai@vsnl.com](mailto:nhai@vsnl.com)

Web site : <http://www.nhai.org>

NHAI invites application for recruitment on contract basis to the post of Junior Translator ,Stenographers and Accountants.

[see the Job Details.](#)

NHAI invites applications from the officers of Central/State Govt. Departments/ Organizations for appointment to the following posts



on deputation basis for a period of two years (which may be extended or curtailed at the discretion of the Competent Authority)

1. DY. GENERAL MANAGER (FINANCE & ACCOUNTS) – No. of post: 1 (One)

Pay scale : Rs.12000-375-16500/- with Central DA.

2.MANAGER (FINANCE & ACCOUNTS) – No of posts: 2 (Two)

Pay scale : Rs.10000-325-15200/- with Central DA.

3.MANAGER (TECHNICAL) – No of posts: 35 (Thirty Five)

Pay scale : Rs.10000-325-15200/- with Central DA.

[Click to View and Download the Job Details](#)

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 14000 kms of National Highways at an investment of Rs. 58000 crores approximately.

NHAI invites applications from the officers of Central/State Govt. Departments/Organizations for appointment on deputation basis for the post from Serial No.1 to 10. The period of deputation will be for a period of two years, which may be extended or curtailed at the discretion of Competent Authority in NHAI.

**1. CHIEF GENERAL MANAGER (TECH) - No. of post : 4 (Four) \***

Pay scale : Rs. 18400-500-22400/- with Central DA.

**2. GENERAL MANAGER (TECH) - No. of post : 5 (Five) \***

Pay scale : Rs. 14300-400-18300/- with Central DA.

**3. DY. GENERAL MANAGER (TECH) - No. of post : 10 (Ten) \***

Pay scale : Rs. 12000-375-16500/- with Central DA.

**4. DY. GENERAL MANAGER (Planning & Information System) - No. of post : 1 (One) \***

Pay scale : Rs. 12000-375-16500/- with Central DA.

**5. MANAGER (TECH) - No. of post : 20 (Twenty) \***

Pay scale : Rs. 10000-325-15200/- with Central DA.

**6. MANAGER (Planning & Information System)- No. of post : 1 (One) \***

Pay scale : Rs.10000-325-15200/- with Central DA.

**7. MANAGER (ADMINISTRATION) - No. of post : 1 (One) \***

Pay scale : Rs.10000-325-15200/- with Central DA.

**8. MANAGER (FINANCE & ACCOUNTS) - No. of post : 4 (Four) \***

Pay scale : Rs.10000-325-15200/- with Central DA.

**9. SENIOR ACCOUNTS OFFICER - No. of posts : 5 (Five) \***

Pay scale : Rs.8000-250-13500/- with Central DA.

**10. ACCOUNTS OFFICER - No. of posts : 10 (Ten) \***

Pay scale : Rs.7450-225-11500/- with Central DA.

The post at Serial No.11 is to be filled from the retired officials of the Central/State Government/ Organization on contract basis.

**11. PRIVATE SECRETARY/PERSONAL ASSISTANT-No. of posts : 10 (Ten) \***

Emolument: Rs.9,500/- Consolidated for Private Secretary

Emolument : Rs.8,300/- Consolidated for Personal Assistant.

The post at Serial No.12 is to be filled on contract basis for a period of 2 years in the subsidiary companies (Special Purpose Vehicles)

of NHA1.

**12. COMPANY SECRETARY - No. of posts : 2 (Two) \***

Emolument: Rs.15,000/- Consolidated

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

**ELIGIBILITY CONDITIONS**

**1. CHIEF GENERAL MANAGER (TECH):**

Educational Qualifications :

Essential

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

Desirable

Post-Graduate Degree in Civil Engineering in the field(s) relating to Highway Engineering and/or Post-Graduate Degree in Management/MBA from an Institute of repute.

Experience

Essential

(a) Should be working in an analogous post (Chief Engineer) or on the panel of an analogous post or with 6 years service on a regular basis in the post of Superintending Engineer or equivalent.

(b) 12 years experience in highways/ roads\*/ bridges engineering.

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

Desirable

Should be well versed in the field of Highway/ bridge Engineering and having experience in the areas of planning, pre-qualification of Consultants and Contractors, financial appraisal of Projects, detailed designing, techno-financial reviews, evaluation of tenders, contract management, monitoring performance, appraisal of major Highways/ Bridge Projects, etc.

**2. GENERAL MANAGER (TECH) :**

Educational Qualifications: Same as at Serial No.1.

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.

**3. DY. GENERAL MANAGER (TECH):**

Educational Qualifications: Same as at Serial No.1.

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.

#### **4. DY. GENERAL MANAGER (Planning & Information System):**

Educational Qualifications:

Essential

Degree from recognized University.

Desirable

Post Graduate qualification in Project Management or Cost Management or other allied subject.

Experience

Essential

Should be 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;

AND

12 years service in a responsible senior position of which at least 3 years should be in the grade next below in computer based MIS work of a Government Department/Organisation or a Commercial Organization of repute, dealing with computer hardware/software/information technology.

Desirable

5 years in the field of MIS, dealing with highway engineering/construction or any other area allied with transport sector.

#### **5. MANAGER (TECH):**

Educational Qualifications: Same as at Serial No.1.

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.

#### **6. MANAGER (Planning & Information System):**

Educational Qualification:

Essential

(a) Degree from a recognized University.

(b) Post-graduate diploma in Computer Science/ Information Technology/Communication Technology from an University/Institute/ Organization of repute or MBA with MIS/IT as major subject from a Management Institute of repute.

Desirable

(a) MCA from a recognized university or equivalent qualification from an Institute of repute.

(b) Knowledge of hardware and software features and/or communication systems and ability to deal independently with such

features.

Experience

Essential

5 years experience in a responsible senior position of which at least 1 year should be in the grade next below in computer based MIS work of a Govt. Deptt./Organization or commercial organization of repute dealing with computer hardware/software/ Information Technology.

Desirable

3 years experience in the field of MIS; dealing with highway engineering/construction or any other area allied with transport sector.

#### **7. MANAGER (ADMINISTRATION):**

Essential

(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.

(b) Experience in maintenance and management of hi-tech buildings, logistics supports, transport, protocol duties and liaison work with the Ministries/Govt. departments.

#### **8. MANAGER (FINANCE & ACCOUNTS):**

Essential

(a) Degree from a recognized University.

(b) Should have passed Intermediate Examination of the Institute of Chartered Accountants of India or the Institute of Cost & Works Accountants of India or SAS Exam of the Indian Audit & Accounts Services/equivalent exam of the other organized Accounts Services of the Government of India and fulfil the eligibility criteria indicated below: -

(i) Officers should be either in the panel of Under Secretary to the Government of India or should be holding an analogous post in the Central/State Government Department/ Organisation or should be holding a post next below (i.e. Rs.7450-11500 in CDA pattern and above) for atleast 5 years

on regular basis in the Central/State Government Department/Organisations.

AND

(ii) Should have atleast 8 years experience in Accounts work in the Government of India or in a Public Sector Undertaking or in the Commercial Undertaking of repute dealing with construction or contract works.

#### **9. SENIOR ACCOUNTS OFFICER:**

Educational Qualification :

(a) Degree of a recognized University.

(b) Professional Qualification such as, Intermediate Exam of the Institute of Chartered Accountants of India or the Institute of Cost & Works Accountant of India or SAS Exam of the Indian Audit and Accounts Service or equivalent examination of other organized Accounts Service in the Central Government.

Experience

Should be holding an analogous post or having at least 2 years regular service in the pay scale next below (i.e. Rs. 7450-11500/-) in a Central/State Government department/organization.

#### **10. ACCOUNTS OFFICER:**

Educational Qualification :

(a) Degree of a recognized University.

(b) Professional Qualification such as, Intermediate Exam. of the Institute of Chartered Accountants of India or the Institute of Cost & Works Accountant of India or SAS Exam of the Indian Audit and Accounts Service or equivalent examination of other Organized Accounts service in the Central Government.

Experience

Should be holding an analogous post in a Central/State Govt. Deptt. Autonomous Body/ Public Sector Undertaking or having 2 years regular service in the scale next below.

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.

#### **11. PERSONAL SECRETARY/PERSONAL ASSISTANT:**

(On contract basis for a period of one year which may be extended or curtailed at the discretion of Competent Authority in NHAI.)

Candidates retired or due to retire by 30-06-2003 from the Central/State Government/Organization having proficiency in stenography and computer, particularly MS Office (viz MS Word, MS Excel and Power Point) and with age not more than 61 years as on 30-06-2003, may only apply.

#### **12. COMPANY SECRETARY:**

Essential

Qualified Company Secretaries possessing experience in companies registered under the Companies Act.

Age limit : 35 years.

Desirable

CA/ICWA/LLB.

#### **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 13. Whether applied earlier for the similar post in NHAI in the last one year, if so, details of the post applied for, date of application and date of interview, if any.

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 for posts Serial No.1 to 4 and five years for Serial No.5 to 10 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. Candidate applying for more than one post should submit separate application for each post.
  4. 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.
  5. Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHA1.
  6. The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.
  7. 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 for posts filled by deputation, i.e. Serial No. 1 to 10.
  8. Candidates who appeared for interview during the last one year (i.e. during the period 01-04-2002 to 31-03-2003) need not apply for the same post, in response to this advertisement.
  9. Regular employees of NHA1, who fulfil the eligibility conditions prescribed for promotion to any of the above-mentioned posts, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis.

Applications may be sent by Registered Post through proper channel wherever applicable to the following address so as to **reach latest by 15<sup>th</sup> May, 2003.**

