



## **NATIONAL HIGHWAYS AUTHORITY OF INDIA**

**(MINISTRY OF ROAD TRANSPORT & HIGHWAYS)**

**G 5 & 6, SECTOR-10 DWARKA, NEW DELHI-110075**

### **Recruitment of Assistant Manager (admn.) on deputation basis.**

The National Highways Authority of India invites application for the post of Assistant Manager (Admn.) in the pay band PB-2 Rs. 9300 -34800 with grade pay of Rs. 4800- (CDA pattern) on deputation from officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:

(i) Holding analogous post in the pay scale of PB-2 (Rs.9300-34800) with Grade Pay Rs.4800 (in CDA pattern) on regular basis;

OR

(ii) With five years of regular service in the post carrying the pay scale of PB-2 (Rs.9300-34800) with Grade Pay Rs. 4200 (in CDA pattern);

**No. of vacancies** : Five (likely to vary depending on requirements).

#### **Eligibility conditions** :

Educational Qualifications

**Essential** : Degree of a recognized University.

**Desirable** : Post Graduate Diploma/Degree in Business Administration / Human Resource Development or a Degree in Law from a recognized University/Institute.

**Experience** : Five years experience in establishment / administration matters/in a Govt. Department.

The post carries all India Service liability and the selected candidates may be posted any where in India.

**Period of Deputation** : Initially for a period of three years.

Interested and eligible candidates may apply through proper channel in the following 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/Mob) (6b) Fax No. (if any) (7) Religion (8) Whether belong to SC/ST/OBC/PH (9) details of educational qualification from Matriculation onwards (9a) Examination passed (9b) Year of passing (9c) Name of the Institute/University Board (9d) Main Subjects (9e) Total Percentage of marks & division (10) Details of experience ( in chronological order) (10a) Name of the Organization (10b) Position held (10c) Period of tenure with dates (10d) Brief description of duties (10e) Pay scale of pay and total emoluments drawn (10f) Details of experience in the relevant held (with dates) (11) Details of computer knowledge.

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/Organization concerned while forwarding the application
  - (a) May please enclose attested copies of Annual Confidential Reports for the last five years along with disciplinary/vigilance clearance certified.
  - (b) Certify that the particulars given by the candidates in their application especially in column No. 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 short listed on the basis of tenure and length of service in the relevant field shall be considered for selection.

4. 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 of receipt of application need not apply.

Applications alongwith details CV as well as copies of certifies and mark sheets of professional qualifications, experience etc, may be sent through e-mail at [prakash@nhai.org](mailto:prakash@nhai.org) latest by 16.03.2010. Application can also be sent through speed post to the following address:

DGM (HR-II), National Highways Authority of India, G-5&6, Sector-10, Dwarka, New Delhi-110075. Phone No. 011-25074100/4200 . website [www.nhai.org](http://www.nhai.org)