



NATIONAL HIGHWAYS AUTHORITY OF INDIA

(MINISTRY OF ROAD TRANSPORT & HIGHWAYS)

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

RECRUITMENT OF Personal Assistant ON DEPUTATION BASIS.

The National Highways Authority of India invites application for the post of Personal Assistants in the pay band PB-2 Rs. 9300 -34800 with grade pay of Rs. 4200/- (CDA pattern) on deputation basis from the candidates working in the State Government Deptt. / Autonomous Bodies/ PSUs holding analogous post with atleast 5 years regular service in PB 1 (5200-20200) with grade pay Rs. 2400/- or equivalent.

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

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 Organisation (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/Organisation concerned while forwarding the application
 - (a) May please enclose attested copies of Annual Confidential Reports for the last five years alongwith 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 filed 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 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