

**NATIONAL HIGHWAYS AUTHORITY OF INDIA**  
**(Ministry of Road Transport & Highways)**

National Highways Authority of India (NHAI) invites applications for the following post:-

Name of the posts	No. of post to be filled up	Classification of post	Pay Band and Grade Pay / Level in Pay Matrix	Method of Recruitment	Age Limit (in respect of transfer on deputation only)
1	2	3	4	5	6
Chief General Manager (Finance)	01 (One)	Group – A	PB-4 (Rs.37,400-67,000) with Grade Pay Rs.10,000), equivalent to Level 14 of Pay Matrix, as per 7 <sup>th</sup> Central Pay Commission	Selection through Search-cum-Selection Committee	56 years

<b>Educational Qualification and Experience Required (7)</b>	<b>In case of recruitment by promotion/deputation, the grades from which to be made (8)</b>
<p><b><u>Essential Educational Qualification and Experience:</u></b></p> <p>(i) Degree in Commerce / Accounts/Finance/ICAI/ICWAI from a recognized University /Management from a recognized University/ Institute or equivalent</p> <p style="text-align: center;">OR</p> <p>Member of any organized Group-‘A’ Finance/ Accounts related Service of the Central Government or of the State Government;</p> <p style="text-align: center;">AND</p> <p>(ii) <b>17 years’ service</b> as Group ‘A’ [Pay Scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.5400] or equivalent level post or higher on regular basis out of which <b>7 years’ experience</b> in Financial Accounting/ Budgeting/ Internal Audit/ Contract Management/ Fund Management/ Disbursement in an organization of repute.</p>	<p><b><u>Selection through Search-cum-Selection Committee :-</u></b></p> <p>2. From internal candidates holding the post of a General Manager or equivalent of NHAI on regular basis for a period of three years’ and possessing the essential educational qualifications and essential experience stipulated in Column 7.</p> <p style="text-align: center;">OR</p> <p>3. By deputation from officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions affiliated to Government of India or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:-</p> <p>i. holding analogous post on regular basis in the pay scale of Pay Band-4 (Rs.37,400-67,000) with Grade Pay of Rs.10,000/- (in CDA pattern) or equivalent pay scale in IDA pattern in the parent cadre/ department;</p>

	<p style="text-align: center;">OR</p> <p>ii. with <b>three years</b> of regular service in the posts in the pay scale of Pay Band-4 (Rs.37,400-67,000/-) with Grade Pay Rs.8700/- or equivalent pay scale in IDA pattern in the parent cadre/ department;</p> <p style="text-align: center;">AND</p> <p>Possessing the essential educational qualifications and essential experience stipulated in column 7.</p> <p><b><u>Period of Deputation:</u></b> 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 organization / department, shall ordinarily be 03 years which may be extended for another 01 year with the approval of Chairman, NHA. Further, extension beyond 4th year and up to a maximum of 10 years shall be with the approval of the Ministry of Road Transport and Highways, subject to satisfactory performance.</p>
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### **IMPORTANT DATES**

Opening Date for Online Registration of Application	<b>08.02.2022</b>
Last Date for submission of Online application	<b>09.03.2022</b>
Last Date for submission of Print-out of Online application along with requisite documents from Parent Department.	<b>24.03.2022</b>

Note: Candidates applied in response to last advertisement dated 30.06.2021 need not apply as applicants found eligible in the last advertisement (30.06.2021) will be considered along with the eligible candidates of the current advertisement.

### **Important Instructions:**

The candidates applying the posts should note the following: -

1. The posts carry all India service liability. Therefore, those who are willing to serve anywhere in India may only apply.
2. The applicants who apply for the post with respect to the advertisement shall not be allowed to withdraw his/her candidature subsequently. The applicant selected by NHAJ should not decline the offer of appointment. In case he / she declines the offer of appointment, his/her candidature shall not be considered for any further appointment by NHAJ for a period of two years from the date of cancellation of offer of appointment.
3. In case of selection on deputation basis, applicants who are more than 56 years of age as on the last date for receipt of applications need not apply. Those applicants who are due to retire from their parent cadre within two years, as on the closing date for receipt of applications also need not apply.
4. Internal/ regular officers of NHAJ, who fulfill the eligibility conditions prescribed in the advertisement / Regulations for them, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis. Accordingly, the internal/ regular officers of NHAJ who are in direct line of promotion shall not be considered for appointment on deputation basis. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.
5. Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding his/her appointment in the same or other organization, shall ordinarily not exceed 5 years.
6. (I) SC/ST/Minority Community / Women/ Persons with Benchmark Disabilities, are encouraged to apply.  
(II) Persons with Benchmark Disabilities (PwBD) can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such Applicants will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of reservation and other concessions and relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.
7. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.
8. **Applicants working in PSUs/ Public Sector Banks** may refer to **NHAJ Circulars regarding** equivalency of Pay Structure (between CDA vs IDA and CDA vs Public Sector Banks) attached with the advertisement.
9. Canvassing or bringing influence in any form will disqualify the candidature.
10. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

## **Procedure to Apply**

**11.** Applicants can apply ONLINE only. The procedure to be followed for filling up the application is given below : -

- i) Candidates should have a valid personal Adhar card number/ email id ensure that the same is active during the entire recruitment process. Adhar card should not less than 13 digits. Once you go to login page Click 'New Registration' and then sign-up by filling-up the Application Registration Details viz. Name, Email, Mobile No., Password, Re-type Password, and then press 'Submit' button for registration. The User ID will be the registered Adhar card given in Application Registration Details.
- ii) The applicant may visit the NHA website [www.nhai.gov.in](http://www.nhai.gov.in) for accessing the link for applying online. The link may be opened on Google Chrome or Mozilla Firefox.
- iii) Create the profile in the system, enter all the detail like personal/educational/experience and preview the data. Don't click on position before filling the application.
- iv) Fill in the form and attach all the scanned copy of color passport size photograph, digital signature, essential educational / professional qualification(s), promotion/appointment order(s), only in 'jpg / 'jpeg' or 'png' or 'gif' image types not exceeding 1 MB, may be uploaded.
- v) In educational and experience details, enter all the detail and then click on "add to the list" button. Once you click on add the same to list you can see the detail in below table.
- vi) Check all the data entered are correct, in case of any correction is required, please do the same before saving the profile. To check the same, please click on preview button to see the detail in PDF documents.
- vii) Once you save the profile, you will not be able to edit the data.
- viii) On the top of the form you can see all the current positions, there is check box before each of the position. After saving the profile, select the position for which you would like to apply for and click on '**Apply for the position**'. Once you apply, you will get the message of successful submission and also you will get the application id. The ONLINE application may be submitted by **09/03/2022 (6:00 PM)**.
- ix) In the last of the form you can see the download button, download the form.
- x) After submission of the ONLINE Application Form, 'PDF' format thereof containing details entered by the Applicant shall be generated. The applicant should take out print of the ONLINE Application Form and get the same forwarded by his/her parent department along with the prescribed 'Verification Certificate' and certified copy of APARs/ACRs. The Department/Organization concerned while forwarding the application should:
  - (a) Enclose **attested** copies of Annual Confidential Reports / Annual Performance Appraisal Report / gist of APARs/ACRs/ certificate with regard to work & conduct of the officer for the last five (05) years along with a vigilance clearance certifying that

no penalty is imposed against the officer for last ten years, integrity certificate and no penalty certificate.

- (b) Certify that the particulars given by the Applicant in his / her ONLINE application regarding the details of educational/professional qualification(s), relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete.

**12.** The applicants are advised to fill the **ONLINE** application form carefully in accordance with the eligibility criteria and experience mentioned for the post(s). Applications received through any other mode/procedure would not be accepted and summarily rejected. Applications incomplete in any respect, especially without details of pay scales shall be summarily rejected without any notice. It may be noted that any subsequent clarification regarding job profile / experience etc. at a later date will not be entertained under any circumstances.

**13.** The applicants are advised to submit the Online Recruitment Application well in advance without waiting for the closing date and also ensure that the Print-Out of the ONLINE Application Form along with requisite documents is forwarded through their Parent Departments within the stipulated time.

**14.** Applicants applying for more than one post should submit separate application for each post, failing which, the application will be considered only for the first post indicated in the application.

**15.** Duly filled-in print-out of the ONLINE application, forwarded by parent department of the applicant along with the prescribed 'Verification Certificate' and photocopy of APARs/ACRs for the last five (05) years, should reach NHAI at the following address on or before **24.03.2022**.

**DGM (HR &Admn.)-I,  
National Highways Authority of India,  
Plot No: G – 5 & 6, Sector – 10,  
Dwarka, New Delhi – 110075.**

**16.** 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published only on the website of NHAI and will not be published in the newspapers. Therefore, the Applicants are advised to check the website of NHAI regularly.

**17.** Candidates applied in response to last advertisement dated 30.06.2021 for the post of CGM (Finance) need not apply as applicants found eligible in the last advertisement (30.06.2021) will be considered along with the eligible candidates of the current advertisement.

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