



भारतीय राश्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Road Transport and Highways)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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No.NHAI/11041/08/2010-HR.I

06.02.2012

OFFICE MEMORANDUM

Sub: Modification to the application format for advertisement of vacancies for various posts in NHAI

An advertisement has recently been approved by Chairman for CGM level posts, wherein some new clauses have been included. A copy of the application format is enclosed as **Annexure**.

2. In order to ensure uniformity in advertisements issued by NHAI, all the officers of HR/Admn. Division are directed to use this format in the all the future advertisements.

3. Wherever required, modification in Sl.Nos.1 of the Application Format and Clause 10 of Important Conditions may be made on the basis of the mode of appointment for which the post is being advertised. Similarly, Clause 3 of Important Conditions may be deleted if only one type of post is being advertised.

4. In case any other modification is required, the proposal may be routed through HR/Admn.-I Division for taking policy decision in the matter, before the file is submitted to Chairman for approval of advertisement.

(P.C. Grover)
CGM (Admn. & HR)

To,

All officers of HR/Admn. Division

APPLICATION FOR THE POST OF

1. Mode of recruitment, viz. Promotion / Deputation (wherever applicable) [please specify] : _____
2. Name of the Candidate (in Block letters) : _____
3. Father's/Husband's Name : _____
4. Date of Birth in Christian era (in dd/mm/yyyy format) : _____
5. Permanent Address (with PIN code) : _____

6. Address for Correspondence (with PIN code) : _____

7. E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any : _____

8. (a) Religion : _____
- (b) Whether belonging to Minority Community, if yes, please specify : _____
- (c) Whether belonging to SC/ST/OBC, if yes, please specify : _____
- (d) Whether physically disabled, if yes, please specify : _____
- (e) Gender: Male / Female : _____
9. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient) :

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Examination passed					
b. Year of passing					
c. Name of College / Institute					

d. University / Board					
e. Main subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

10. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Post held with dates (in dd/mm/yyyy format)					
c. Whether working on permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis					
d. If worked on deputation basis, please indicate the post and pay scale held on regular / substantive basis in the parent department					
e. Period of tenure with dates (in dd/mm/yy yy format)	From				
	To				
f. Brief description of duties					
g. Scale of pay and current basic pay (In case the pay scale under CDA pattern has been revised after the 6 th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)					
h. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
i. Details of experience in the relevant field (with dates in dd/mm/yyyy format)					

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) : _____

	Qualifications/ Experience Required for the post	Qualifications/Experience possessed by the officer
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Essential Education Qualification:		
Desirable Education Qualification:		
Essential Experience:		
Desirable Experience:		

12. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : _____

13. Nature of present employment (i.e. permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis) : _____

14. In case the present employment is held on deputation / contract basis, please state :

(a) The date of initial appointment on deputation / contract basis : _____

(b) Period of appointment on deputation / contract : _____

(c) Name and address of the parent organization to which you belong : _____

(d) Whether the parent department is (Please indicate the name against the relevant column) :

(i) Central Government : _____

(ii) State Government : _____

(iii) Central / State Government Public Sector Undertaking : _____

(iv) Central / State University : _____

(v) Central / State Autonomous Body : _____

(vi) Others, please specify : _____

(e) Name of the post and pay scale with DA pattern held by you on regular / substantive basis in the parent department. Date (in dd/mm/yyyy format) from when such post held may also be indicated (In case the pay scale under CDA pattern has been revised after the 6th CPC

recommendations, please clearly indicate the Pay Band and the Grade Pay)

: _____

15. Additional details about present employment. Please state whether working under (indicate the name and address of the organization against the relevant column)

:

(a) Central Government

: _____

(b) State Government

: _____

(c) Central / State Government
Public Sector Undertaking

: _____

(d) Central / State University

: _____

(e) Central / State Autonomous
Body

: _____

(f) Others, please specify

: _____

16. (a) Whether the present pay scale in which you are working in your parent department has been granted under Modified Assured Career Progression Scheme (MACP), ACP, Time Scale, Personal Upgradation, Financial Upgradation, In-situ upgradation, Adhoc-promotion or any other similar scheme of your parent department

: Yes / No

(b) If yes, please specify the substantive pay scale of the post held by you along with name of the substantive post

: _____

17. If working or belonging to the Public Sector Undertaking, please indicate

:

(a) The status of PSU. Whether Schedule A, B, C, D, etc.

: _____

(b) The Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.)

: _____

(c) The grades and designations along with pay scales of the posts which are below you in the officers/ Executive cadre

: _____

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(d) The grades and posts along with pay scales which are above you in the officers/ Executive cadre upto the Board level

: _____

18. If working in Department, other than specified in Sl.No.17 above, please indicate

:

(a) The designations along with pay scales of the posts which are below you in the officers/ Executive cadre

: _____

(b) The grades and posts along with pay scales which are above you in the officers/ Executive cadre upto top management level / head of the organization level

: _____

19. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with the DA pattern applicable

: _____

20. Total emoluments per month drawn **(Please indicate the detailed break-up and also enclose a self-attested copy of the latest pay slip)**

: _____

21. Please indicate the present rate of DA and the date (in dd/mm/yyyy format) from which it is applicable

: _____

22. Age of retirement applicable in parent Department

: _____

23. Your date of retirement in the parent department

: _____

24. Contact details of the officer(s) in personnel / HR / Admn. Deptt. who could be contacted regarding the ACRs / NOC / Vigilance / Discipline clearance, etc. **(if there are different officers dealing with these matters, please indicate their complete details, separately)**

Name : _____
Designation : _____
Address (with PIN code) : _____
Tel.No./ Fax No. : _____
E-mail ID : _____
Website : _____

25. Details of computer knowledge: Language(s) known and application software used

: _____

26. Additional information, if any, which you would like to mention in support of your suitability for the post (This among



other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above prescribed in the vacancy circular / advertisement) [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : _____

27. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards /scholarship / official appreciation, (iii) Affiliation with the professional bodies / institutions / societies, and (iv) Any other relevant information) [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : _____

28. Languages known (Read, write, speak and understand) : _____

29. Whether applied for the similar post in NHA in the last one year, if so, please indicate the post applied for, date of advertisement and date of interview, if any : _____

30. Details of earlier service in NHA : _____

S.No.	Name of post	Nature of employment (Deputation/ Regular/ Contract)	Tenure / period with dates in dd/mm/yyyy format		Scale of pay	Place(s) of posting	Nature of duties/ work(s) handled
			From	To			

DECLARATION

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons there for.

Date : _____

Signature : _____

Place: _____

Name : _____

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VERIFICATION
(To be completed by the parent department)

It is certified that the particulars given by the candidate in his/her application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete. In case of selection, it is confirmed that the officer shall be relieved within the time frame stipulated by NHAI.

2. **Integrity Certificate:** It is certified that integrity of the officer is beyond doubt.
3. **Vigilance/ Disciplinary Clearance Certificate:** Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer.
4. **No Penalty Certificate:** Certified that no minor or major penalty has been imposed on the officer during the last ten years **OR** list of major/ minor penalties imposed on the officer during the last 10 years is as under:-

Sl. No.	Nature of penalty (Major/ Minor)	Type of penalty	Date of imposition of penalty	Period of currency of penalty along with date until the penalty is valid	Remarks, if any

Date : _____

Place : _____

Signature : _____

Name : _____

Designation : _____

Address : _____

Tel.No. _____

Official seal : _____

Important conditions:

1. The Department/Organization concerned while forwarding the application should:
 - (a) enclose **attested** copies of Annual Confidential Reports for the last six years along with a discipline/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 candidates in their application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for.
 - (c) certify the position/status of the candidate in the hierarchical structure of the organization along with respective grades and pay scales.

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2. Applications not submitted **strictly** in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for summary rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile/ experience, etc. at a later date will not be entertained under any circumstances.
3. **Candidates 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.**
4. **Candidates belonging to SC / ST / Minority Communities are especially welcome and should apply in large numbers.**
5. **Wherever the pre-revised pay scale(s) have been mentioned in the application, the corresponding revised pay scales should also be indicated. Similarly, wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.**
6. If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.
7. **The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.**
8. **The candidates who apply for the post in respect to the vacancy circular shall not be allowed to withdraw the candidature subsequently. Once a candidate applies for being considered and is considered and selected by NHAI, he/she should not decline the appointment. If he/she declines the appointment, his/her candidature shall not be considered for any further appointment by NHAI for a period of two years from the date of cancellation of offer of appointment.**
9. **Candidates who are more than 56 years of age as on the last date for receipt of applications need not apply. Those candidates who are due to retire from their parent cadre within two years, as on last date for receipt of applications also need not apply.**
10. Internal/regular candidates of NHAI, who fulfill the eligibility conditions prescribed for internal candidates in the advertisement as per the Regulations, 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 NHAI 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.
11. Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization, shall ordinarily not exceed 3 years.
12. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
13. Canvassing or bringing influence in any form will disqualify the candidature.
14. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

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15. Duly filled-in applications, along with the requisite information / documents stated in above paras, may be sent by Registered/Speed Post, through proper channel wherever applicable, to the following address, so as to reach latest by _____. **These details can also be seen in the Employment News dated _____.** However, if the candidate anticipates delay in forwarding of his/her application from parent department, he/she should submit an advance copy of the application before the last date prescribed for the receipt of applications. Applications routed through proper channel from the parent department along with requisite information/ documents should reach NHAI at the earliest.

16. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHAI website: **www.nhai.org**. **The envelope containing the application should be super-scribed with the name of the post applied for.**

17. **Corrigendum or Addendum to this advertisement, if any, shall be published only on the website of NHAI. Therefore, the candidates are advised to check the website of NHAI regularly.**

Address for Communication:

Shri/Smt. _____, _____, _____, National Highways Authority of India, G-5 & 6, Sector-10, Dwarka, New Delhi-110 075
