



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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NHAI/ Policy Guidelines/ Application format for advertisement of vacancies/ 2018

Policy No. 1.13.39, Dated the, 18th July, 2018

Sub: Standard Application Format for advertisement of vacancies for various posts in NHAI.

In supersession of the Policy Circular No.11041/217/2007-Admn. (Admn./Finance- 106/2013) dated 12.03.2013, it has been decided to modify the existing application format for advertisement of various posts in NHAI circulated vide ibid circular.

2. A copy of the revised Standard Application Format is enclosed as an **Annexure**.
3. In order to ensure uniformity in advertisement issued by NHAI, all officers of HR/Admn. Division are directed to use this format in all the future advertisements.
4. This issues with the approval of Competent Authority.

M
19/07
(V.K. Sharma)

Chief General Manager (Coord.)

To,

- i) All NHAI [through Web Admn.] and hosting on NHAI website
- ii) Hindi Officer for translation in Hindi

APPLICATION FOR THE POST OF _____

1. Mode of recruitment viz. Promotion / Deputation / Direct Recruitment / Contract (whichever applicable, please specify) : _____
2. Name of the Candidate (in Block letters) : _____
3. Father's/Husband's Name : _____
4. (a) Date of Birth in Christian era (in dd/mm/yyyy format) : _____
- (b) Age as on last date for receipt of applications : Years Months Days
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 SC/ST/OBC, if yes, please specify : _____
- (c) Whether physically disabled, if yes, please specify : _____
- (d) 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. Type of organization (i.e. Central / State Govt, Central / State PSU or University or Autonomous Body, others (please specify))					
c. Post held and period of tenure with dates (in dd/mm/yyyy format)	Post Held				
	From				
	To				
d. Whether permanent / regular or adhoc or temporary or quasi-permanent or deputation or contract basis (Please specify)					
e. Scale of Pay (Please indicate Grade Pay, if pre-revised pay scale)/Level in Pay Matrix and current basic pay					
f. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
g. Nature of duties highlighting experience required for the post applied for					

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
Essential Education Qualification:		
Desirable Education Qualification:		
Essential Experience:		
Desirable Experience:		

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

a) The date of initial appointment	b) Period of appointment on deputation / contact	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with cadre clearance, vigilance clearance and Integrity certificate.			

13. (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), Assured Career Progression Scheme, Time Scale, Personal Upgradation, Financial Upgradation, In-situ Upgradation, Non Functional Upgradation, Non-functional Grade, 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 post : _____

14. 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 alongwith pay scales of the posts which are below you in the officers / Executive cadre : _____

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

15. If working in Department, other than specified in Sl. No. 14 above, please indicate :

(a) The designations alongwith pay scales of the posts which are below you in the officers / Executive cadre : _____

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

16. 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 (Please enclose a self-attested copy of the latest pay slip) : _____

17. Total emoluments per month now drawn:

Basic Pay in the PB / Pay Matrix	Grade Pay / Level in Pay Matrix	Total Emoluments

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

19. Age of retirement applicable in parent department : _____

20. Your date of retirement in the parent department : _____

21. 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 : _____

22. Additional Information, if any, which would you like to mention in support of your suitability for the post (Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient) : _____

23. 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 : _____

DECLARATION

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. Mere submission of application does not confirm the candidature and the candidature shall remain provisional till the verification / certification of the details furnished by the candidate.

Date : _____

Place: _____

Signature : _____

Name : _____

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 NHA.

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 alongwith 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 **five** 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 alongwith respective grades and pay scales.
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 / ladies are especially welcome and should apply in large numbers. Other things being equal, persons with disabilities will be preferred even if vacancy is not reserved for them.**
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. **Candidates working in PSUs should indicate the IDA Pay Scales.** Equivalency of CDA vis-à-vis IDA Pay Scales adopted by NHAI is enclosed.
7. 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.
8. **The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.**
9. **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.**
10. **In case of selection on deputation basis, 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 closing date for receipt of applications also need not apply.**
11. Internal/ regular officers of NHAI, who fulfill the eligibility conditions prescribed for internal / regular 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.
12. 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 5 years.

13. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
14. Canvassing or bringing influence in any form will disqualify the candidature.
15. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.
16. 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 _____**. 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 application. Applications routed through proper channel from the parent department along with requisite information/documents should reach NHAJ at the earliest.
17. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHAJ website: www.nhai.org. The envelope containing the application should be superscribed with the name of the post applied for.
18. **Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAJ and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAJ regularly.**
