

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

National Highways Authority of India (NHAI) invites applications 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 on deputation basis for the post of Manager (Rajbhasha) in Pay Band PB-3 - Rs.15600-39100 with Grade Pay of Rs.6600/- (Pre-revised) [equivalent to Level 11 in Pay Matrix as per 7thCPC] with Central DA.

DETAILS OF ELIGIBILITY CONDITIONS

Sl. No.	Name of the post	Recruitment Criteria	Method of Recruitment
(1)	(2)	(3)	(4)
1	Manager (Rajbhasha)	<p>Essential educational qualification:-</p> <p>(I) Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level; OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level; OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level; OR Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.</p> <p>Desirable:-</p> <p>(i) Knowledge at the level of Matriculation of a recognized Board or</p>	<p>By 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:-</p> <p>i. holding analogous post on regular basis in the pay scale of Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.6600/- (in CDA pattern) or equivalent pay scale in IDA pattern in the parent cadre/ department; or ii. with four years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay scale of Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.5400/- (in CDA pattern) or equivalent pay</p>

	<p>equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p style="text-align: center;">OR</p> <p>(ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p> <p>Essential Experience:- Eight years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-a-versa, preferably of technical or scientific literature.</p>	<p>scale in IDA pattern in the parent cadre/ department; or</p> <p>iii. with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay scale of Pay Band-2 (Rs.9300-34800) with Grade Pay Rs.4800/- (in CDA pattern) or equivalent in IDA pattern in the parent cadre/ department;</p> <p style="text-align: center;">and</p> <p>Possessing the essential educational qualifications and experience stipulated in column 3</p> <p><u>3.Period of deputation</u></p> <p>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 02 years with the approval of Chairman, NHAI. Further, extension beyond 5th 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> <p>Provided that the tenure in respect of officers of CES (Roads) on deputation to NHAI shall be regulated in terms of DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.</p>
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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 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.**
4. **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.**
5. **Candidates working in PSUs should indicate the IDA Pay Scales. Equivalency of CDA vis-à-vis IDA Pay Scales adopted by NHAI is enclosed.**
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. **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.**
10. 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.
11. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
12. Canvassing or bringing influence in any form will disqualify the candidature.
13. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

14. 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 15.02.2021**.

**H.K. Bhatt
DGM (HR&Admn.)-I
Plot No: G – 5&6, Sector – 10
Dwarka, New Delhi – 110075.**

15. 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 NHAI at the earliest. 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.

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 candidates are advised to check the website of NHAI regularly.