

NATIONAL HIGHWAYS AUTHORITY OF INDIA

(Ministry of Road Transport & Highways)

1. Online applications are invited for Direct Recruitment on All India Competitive Examination basis for the following posts:-

Post Code	Name of post & Pay Level	Group of Post	Max. Age (in years)	Current/Backlog	UR	OBC (NCL)	SC	ST	EWS	Total Vacancies#	PwBD*
1/25	Deputy Manager (Finance & Accounts) Level-10 (Rs.56,100-1,77,500)	A	30	Current	5	2	1	1	-	9	1
2/25	Library & Information Assistant Level-6 (Rs.35,400-1,12,400)	B	30	Current	1	-	-	-	-	1	
3/25	Junior Translation Officer Level-6 (Rs.35,400-1,12,400)		30	Current	1	-	-	-	-	1	
4/25	Accountant Level-5 (Rs.29,200-92,300)	C	30	Current	12	7	4	2	4	42	2
				Backlog	-	-	9	4	-		
5/25	Stenographer Level-4 (Rs.25,500-81,100)		28	Current	5	3	2	-	1	31	2
				Backlog	-	11	6	3	-		

- Note: The number of posts advertised may increase or decrease as per requirements of the Authority.

SC: Scheduled Castes; ST: Scheduled Tribes; OBC: Other Backward Classes; NCL: Non-Creamy Layer; EWS: Economically Weaker Sections; UR: Unreserved; PwBD: Persons with Benchmark Disabilities.

* Number of posts earmarked under Persons with Benchmark Disability (PwBD) categories are as under:-

Sl. No.	Group of the post	Name of the post	No. of Vacancies under PwBD Category	Category of Benchmark Disabilities
1.	Group-A	Deputy Manager (F&A)	01	01 post shall be filled by any of the following 03 categories of Benchmark disability: <u>1st Category</u> (i) Blind (B) / Low Vision (LV) <u>3rd Category</u> (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy) <u>4th Category</u> (iv) Autism Spectrum Disorder (ASD) (M-Mild) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
2.	Group-C	Accountant	02	02 posts shall be filled by any of the following 04 categories of Benchmark disability, subject to the restriction of reservation to one post for each disability: <u>1st Category</u> (i) Blind (B) / Low Vision (LV) <u>2nd Category</u> (ii) Deaf(D)/ Hard of Hearing (HH) <u>3rd Category</u> (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy) <u>4th Category</u> (iv) Autism Spectrum Disorder (ASD) (M-Mild) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
3.	Group-C	Stenographer	02	02 posts shall be filled by any of the following 04 categories of Benchmark disability, subject to the restriction of reservation to one post for each disability: <u>1st Category</u> (i) Blind (B) / Low Vision (LV) <u>2nd Category</u> (ii) Hard of Hearing (HH)

Sl. No.	Group of the post	Name of the post	No. of Vacancies under PwBD Category	Category of Benchmark Disabilities
				3rd Category (iii) One arm (OA)/one leg (OL)/Both Leg (BL)/One Arm and One Leg (OAL)/Both leg and one Arm (BLOA)/Cerebral Palsy (CP)/Leprosy Cured (LC)/Dwarfism (Dw)/Acid Attack Victims (AAV) 4th Category (iv) Autism Spectrum Disorder (ASD) (M-Mild)/Specific Learning Disability (SLD)/Mental Illness (MI) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above

The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of result.

Only online applications will be accepted. Applications received by post/by hand/by e-mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

The Candidate Must Be a Citizen of India or a subject of Nepal or Bhutan. Provided that a candidate who is a subject of Nepal or Bhutan shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

IMPORTANT DATES	
TIME LINES	
Opening Date for Online Registration of Application	30.10.2025 (10:00 AM)
Last Date for submission of Online Application	15.12.2025 (06:00 PM)

NOTE:

- (i) The crucial date for determination of eligibility for posts to be filled through direct recruitment shall be the last date, including extended date, if any, prescribed for the receipt of online applications.
- (ii) Before filling up online registration form, please refer to instructions for online registration & submission of application and instructions given in the main instruction page on the on-line application link. The application form shall be filled in by the candidates in English language only.
- (iii) The process of registration of application will be complete only when the prescribed application fee (wherever applicable) is deposited with the bank through online mode on or before the last date prescribed for receipt of online applications.
- (iv) Dates of CBTs and other stages of recruitment process shall be intimated time to time through the official website of NHAI (<https://nhai.gov.in>).
- (v) Queries related to online application form should be made at following:-

Helpdesk Tab	Provided in the online Application Portal
Helpdesk Number	+91-9513252099 from 10:00 am to 18:00 Hrs. (except Sundays and Gazetted Holidays)

2. RESERVATION:-

- i. Reservation for SC/ST/OBC (NCL) Central List/EWS/PwBD will be applicable as per Govt. of India rules and guidelines, notification and amendments, etc. issued from time to time.
- ii. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) in the prescribed proforma from the Competent Authority, for availing such reservation.
- iii. A person seeking appointment on the basis of reservation to OBC (NCL) Central List must ensure that he/she possesses the caste/community certificate (applicable for Central list only) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the last date for receipt of online applications. The OBC candidates applying for this post should submit OBC (Non-Creamy Layer) certificate issued during the Financial Year (FY) 2025 - 2026 [issued on or after 01.04.2025].
- iv. Caste certificate in prescribed proforma has to be produced by the candidate seeking reservation as SC/ST/OBC (NCL) Central List from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC (NCL) Central List. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government for that State.
- v. SC, ST, OBC (NCL) Central List, EWS candidates, who are selected on their own merit without relaxed standards/concession (except fees), will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC (NCL) Central List and EWS candidates.
- vi. SC, ST, OBC(NCL) Central List and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration (cut of marks) etc., irrespective of his/her merit position, will be counted against reserved vacancy and not against unreserved vacancies.
- vii. The candidate seeking benefit of reservation must possess valid caste certificate in the prescribed format, by DoPT, issued by authority competent to issue such certificate in the State on the closing date of application. In case the caste or income certificate is not in the prescribed format, the candidature will not be eligible for availing reservation benefit for appointment.
- viii. A candidate will be eligible to get the benefit of the Economically Weaker Section (EWS) reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) 2024-2025 [issued on or after 01.04.2025].

ix. **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):-**

- a) Only following categories of PwBD candidates are identified suitable for following posts:-

Sl. No.	Name of the Post	Physical Requirements	Category of Benchmark Disabilities
1.	Deputy Manager (F&A)	Sitting, Standing, Bending, Manipulation by Fingers, Reading & Writing, Seeing, Hearing, Communication	(i) Blind (B) / Low Vision (ii) Deaf(D)/ Hard of Hearing (HH) (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy) (iv) Autism Spectrum Disorder (ASD) (M-Mild) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
2.	Library & Information Assistant	Sitting, Standing, Kneeling & Crouching, Reading & Writing, Seeing, Hearing, Communication, Manipulation by Fingers	(i) Low Vision (LV) (ii) Deaf(D)/ Hard of Hearing (HH) (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ Both Legs Arms (BLA)/ Both leg & one arm (BLOA)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) (iv) Autism Spectrum Disorder (ASD) (M-Mild) /Specific Learning Disability (SLD) / Mental Illness(MI) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
3.	Junior Translation Officer	Sitting, Standing, Walking, Bending, Reading & Writing, Seeing, Hearing Communication, Manipulation by Fingers	(i) Blind (B) Low Vision (LV) (ii) Deaf(D)/ Hard of Hearing (HH) (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ One Arm and One leg (OAL)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV)/ Muscular Dystrophy (MDy) (iv) Autism Spectrum Disorder (ASD) (M-Mild, MoD-Moderate) /Specific Learning Disability (SLD)/ Mental Illness(MI) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
4.	Accountant	Sitting, Standing, Bending,	(i) Blind (B) / Low Vision

Sl. No.	Name of the Post	Physical Requirements	Category of Benchmark Disabilities
		Manipulation by Fingers, Reading & Writing, Seeing, Hearing, Communication	(ii) Deaf(D)/ Hard of Hearing (HH) (iii) One arm (OA)/ Both Arms (BA)/ one leg (OL)/ Both Leg (BL)/ Cerebral Palsy (CP)/ Leprosy Cured (LC)/ Dwarfism (Dw)/ Acid Attack Victims (AAV) / Muscular Dystrophy (MDy) (iv) Autism Spectrum Disorder (ASD) (M-Mild) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above
5.	Stenographer	Sitting, Standing, Walking, Bending, Reading & Writing, Seeing, Hearing, Communication	(i) Blind (B) / Low Vision (LV) (ii) Hard of Hearing (HH) (iii) One arm (OA)/one leg (OL)/Both Leg (BL)/One Arm and One Leg (OAL)/Both leg and one Arm (BLOA)/Cerebral Palsy (CP)/Leprosy Cured (LC)/Dwarfism (DW)/Acid Attack Victims (AAV) (iv) Autism Spectrum Disorder (ASD) (M-Mild)/Specific Learning Disability (SLD)/Mental Illness (MI) (v) Multiple disability (MD) involving more than one Benchmark Disability of (i) to (iv) above

- b) Definition of Specified Disabilities is provided in the Schedule of Persons Rights of Persons with Disabilities Act, 2016. Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate: Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer prescribed proformas for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act, 1995 (since repealed) shall continue to be valid for the period specified therein.
- c) 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, PwBD 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.
- d) **Special Note for all Candidate(s) seeking reservation/relaxation benefits:** All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC (NCL)/ PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility

prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice., on the last date of the receipt of online application.

3. Service Bond:

- (a) All selected candidates in Group 'A' Post, at the time of their joining the post in the Authority, will have to execute a Service Bond for an amount of **Rs.5.00 lakhs** for serving National Highways Authority of India (NHAI) for a minimum period of **03 years from the date of their joining NHAI**. In the event of their resigning from the service of the Authority before the expiry of the bond period OR in case of termination of their service on account of their misconduct within three years of their joining NHAI, such candidates will be liable to pay an amount of **Rs.5.0 lakhs** to NHAI.
- (b) All selected candidates in Group 'B' and Group 'C' Posts, at the time of their joining the post in the Authority, will have to execute a Service Bond for an amount of **Rs.3.00 lakhs** for serving National Highways Authority of India (NHAI) for a minimum period of **03 years from the date of their joining NHAI**. In the event of their resigning from the service of the Authority before the expiry of the bond period OR in case of termination of their service on account of their misconduct within three years of their joining NHAI, such candidates will be liable to pay an amount of **Rs.3.0 lakhs** to NHAI.
- (c) It is clarified that NHAI does not entertain transfer of service bonds in case of selected candidates, who are working in any other Government Organization. Therefore, no request/query in this regard will be entertained.

4. ESSENTIAL QUALIFICATION AND AGE LIMIT FOR THE ADVERTISED POSTS: -

Name of the post	Group	Essential qualifications and age limit
Deputy Manager (Finance & Accounts)	A	Essential Educational Qualifications: - Master of Business Administration (Finance) {MBA (Finance)} through regular course from a recognised University or Institute. Age: 30 Years
Library & Information Assistant	B	Essential Educational Qualifications: - Bachelor in Library Science from a recognised University or Institute. Age: 30 Years
Junior Translation Officer	B	Essential Educational Qualifications: - (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree Level. or Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree Level. or Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree

Name of the post	Group	Essential qualifications and age limit
		Level. or Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree Level. or Master's degree of a recognised university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree Level. and (ii) Recognised Diploma or Certificate Course in translation from Hindi to English and vice-a-versa or two years experience of translation work from Hindi to English and vice-a-versa in Central or State Government offices, including Government of India undertaking. Desirable Educational Qualification: - Knowledge at the Level of Matriculation of a recognised Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. Age: 30 Years
Accountant	C	Essential Educational Qualifications: - i. Bachelor's Degree from a recognised University or Institute; and ii. Intermediate in Chartered Accountant (CA); or Intermediate in Cost and Management Accountant (CMA). Age: 30 Years
Stenographer	C	Essential Educational Qualifications: - (i) Bachelor's Degree from a recognised University or Institute and (ii) Dictation of 05 minutes at the speed of 80 words per minute in shorthand (English or Hindi) and transcription time (on computer only) shall be 50 minutes for English and 65 minutes for Hindi. Age: 28 Years

Note-1: -The candidate should possess essential qualification at the time of online application submission. The candidate appearing in final year or whose result of final examination is awaited are NOT eligible to apply.

NOTE-2: The Educational Qualification Certificates/Degree should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notice, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters with date of declaration of result of each semester should be submitted. In case of non-availability of date in any of these certificates, then a certificate from the Institution/University to

this effect (indicating date of declaration of result) should be uploaded along with the online application.

NOTE-3: The candidate must possess Qualifications from a University/ Institute incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956 or duly recognized by the relevant Statutory Bodies like UGC/AICTE, etc. for the relevant period when the candidates acquired the Qualification.

NOTE-4: In case of the candidates possessing such Degrees/Diplomas/Certificates awarded through Distance Learning/Part Time/Correspondence Mode of Education, such candidates shall also produce approval given to the University/Institute that the above Degree/Diploma/ Certificates are recognized for employment in Central Government by the relevant Statutory Bodies for the relevant period at the time of Document Verification.

NOTE-5: The condition in NOTE-4 is not applicable for the post of Dy. Manager (F&A), where the essential educational qualification prescribed is Master of Business Administration (Finance) {MBA (Finance)} through regular course from a recognised University or Institute.

5.1 AGE: -

(i) The candidate(s) must have attained the minimum age of 18 years as on last/prescribed date for receipt of applications. The permissible relaxation in upper age limit for claiming age relaxation is as follows: -

Sl. No.	Category of Persons	Extent of age relaxation for Group 'C' posts	Extent of age relaxation for Group 'A' and 'B' posts
(a)	Scheduled Caste/ Scheduled Tribe	5 years	
(b)	Other Backward Classes	3 years	
(c)	Persons with Benchmark Disabilities (i) SC/ST (ii) OBC (iii) UR / General	(i) 15 years (ii) 13 years (iii) 10 years	
(d)	Departmental candidates who have rendered at least three years continuous regular service under NHAI	Upto the age of 40 years for UR / EWS. Upto the age of 43 years for OBC. Upto the age of 45 years for SC / ST candidates.	5 Years

5.2 Maximum age shall be reckoned as on the last date, including extended date, if any, for receipt of online applications.

5.3 Candidate(s) should note that the Date of Birth as recorded in the Class 10th /Matriculation/Secondary Examination Certificate or marks sheet of Matriculation or equivalent Examination issued by Central/State Board will be valid.

5.4 Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PwBD category candidates.

6. PROCESSING FEE: -

Candidate(s) will have to make the payment of Processing Fees through the on-line mode as under: -

Unreserved / OBC / EWS	Processing fees of Rs.500/- for each post.
For SC/ ST/ PwBD	NIL

- (a) In addition, applicable charges (if any) will also be borne by the candidates.
- (b) SC/ST/PwBD candidates are exempted from payment of Processing Fee whether Post is reserved for them or not. However, they have to indicate their SC/ST/PwBD category in the online Application Form and upload the requisite Certificate. If Processing Fees is not paid by the non-exempted candidates, the application will be treated as incomplete and will be rejected.
- (c) NHA will accept Fee through ONLINE mode only. Fee submitted by any other mode like money order, demand draft, IPO etc. will not be accepted.
- (d) Fee once paid will not be refunded/adjusted under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Examination Fee.
- (e) Candidates applying for more than one Post have to submit a separate Application Form along with the prescribed Fee for each post. **However, the candidates will do so at their own risk as the schedule of Examination (CBT) for any two posts may coincide.**
- (f) Candidates who are not exempted from Fee payment must ensure that their Fee has been deposited with NHA. Such applications which remain incomplete due to non-receipt of Fee for any reason whatsoever will be **SUMMARILY REJECTED** and no request for consideration of such Applications and Fee payment after the period specified in the advertisement shall be entertained.

7. Instructions and procedures for filling up Online Application Form:-

A. General Instructions:-

- (i) Before starting to fill up the application through online mode, the candidate should keep ready the valid Email ID & Mobile Number, scanned copy of the recent Passport size color Photograph, scanned Signature, Details/documents regarding his/her educational qualifications as per the eligibility criteria (from class 10th/Matriculation onwards) and relevant documents pertaining to Category as applicable (UR, OBC (NCL), SC, ST, PwBD).
- (ii) Candidates should ensure that the same photograph is used throughout this recruitment process.
- (iii) Category [General (UR)/OBC(NCL)/SC/ST/PwBD] once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible.

B. How to Apply:-

- (i) Candidate has to fill the details to receive the User ID and Password.
- (ii) Candidate will receive the User ID and Password on the registered email address and / or on the registered mobile number. Overseas candidates will receive both User ID and Password on registered email address.
- (iii) Candidate can login with the User ID and Password to complete the application form for NHAI.
- (iv) Candidate must provide Correct Name, Date of Birth, Mobile Number and Email Address as these details cannot be changed once the registration is completed.
- (v) The application for this post contains 2 step process.
Step-1 - Registration and profile creation.
Step-2 - After receiving the login with credentials on the registered email ID, completion of Application form and online fee payment.
- (vi) **Uploading of Documents:-** Upload scanned images of Qualification documents, Photograph and Signature. The Photo and Signature should be in JPG/JPEG format only and the Qualification documents in JPG/JPEG/PDF format. Size of Photo must be between 100 KB to and 200 KB or as stated in the online portal. The Signature size should be between 80 KB and 150 KB or as stated in the online portal. Further, the size of documents must be between 100KB to 1 MB or as stated in the online portal.
- (vii) **Processing Fee Payment:-** Candidates need to pay Processing Fee and other charges (GST and Processing Charges) as applicable via online Payment Gateway. Amount once paid will not be refunded in any case/circumstances. The candidate will be redirected to Payment Gateway to make the online payment of application fee. Post successful payment of application fee, the candidate will be able to take printout/download the complete application form containing payment details. NHAI will not be responsible for failed/multiple/duplicate payments arising out of technical/network errors.
- (viii) **Printing of the Submitted Application Form:-**
On successful submission of the Application Form, the candidate should print his/her Application Form by clicking the "Print Form" Button and saving/printing it in PDF form. Please keep the printout of the application form for future references. More than one application should not be submitted by any candidate for any particular post. In case of multiple applications for any one post, only the last application will be considered. For technical queries/clarifications regarding filling up of the online application, please feel free to contact the Helpdesk Number available on the application portal.

8. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE: -

8.1 In case of Persons with Benchmark Disabilities in the category of **Blindness, Locomotor Disability (both arms affected - BA) and Cerebral Palsy**, the facility of scribe shall be given, if so desired by the candidate.

8.2 In case of remaining category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma attached at **Annexure VIII**.

8.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure IX**.

8.4 The facility of scribes will be provided to the PwBD/PwD candidates only if he/she has opted for the same in the online application form.

8.5 The candidate will have the discretion of opting for his/her own scribe or to avail the facility of scribe provided by the NHAI/Recruitment agency. Appropriate choice in this regard will have to be given by the candidate in the online application form.

8.6 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-X**. The candidates with disabilities (PwD) eligible for scribe as per Para 8.3 above and opting for own scribe shall also be required to submit details of his/her own scribe at the time of examination as per proforma at **Annexure-X**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-X**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

8.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

8.8 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 8.1, 8.2 and 8.3 above.

8.9 The candidates referred at Para 8.1, 8.2 and 8.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

8.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

8.11 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

8.12 The PwBD/PwD candidates who have availed the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time as and when the same are required by NHAI. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8.13 The candidate shall be responsible for any misconduct on the part of the Scribe brought by him/her during the CBT.

9. THE SCHEME OF EXAMINATION:-

(i) **Deputy Manager (Finance & Accounts):** There will be Two Tier examination i.e. CBT followed by an interview. On the basis of performance in CBT, the candidates will be called for

interview/Personal Interaction in the ratio of 1:5 for category-wise vacancies. Intimation to this effect will be uploaded on the website “nhai.gov.in” in due course. The scheme of examination is as given below:

Test	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Tier-I Part -I	A -Logical Reasoning/General Mental Ability/Intelligence Test	10	10	02 hrs
	B - Quantitative Abilities	10	10	
	C - General Knowledge	10	10	
	D - General Verbal Ability - English Language	10	10	
Tier-I Part-II	Domain Specific Questions Commerce & Business Studies, Economics, Accounting, Financial/Cost Accounting, Budgeting, Annual Accounts, Taxation, Auditing, Investments and Financial Management, Store & Inventory Management, Financial Markets, Banking.	80	80	
Total		120	120	
Tier-II	Interview Interview shall be conducted by NHAI as per extant Regulations.	-	15	-
Total Marks (CBT + Interview)			135	

(ii) **Library & Information Assistant:** There will be one tier examination (CBT). The scheme of examination is as given below:

Test	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Part -I	A -Logical Reasoning/General Mental Ability/Intelligence Test	15	15	02 hrs
	B - Quantitative Abilities	15	15	
	C - General Knowledge	15	15	
	D - General Verbal Ability - English Language	15	15	
Part-II	Domain Specific Questions Library, Information and Society, Modern Libraries, Library Legislation, Library Development and Policy, Resource Sharing and Networks, Library Profession, Library Management, Library House Keeping Operations, Computerization/Automation, Software, Information Service, Documentation Centre and Information systems, Information Sources, Information Technology, Data Processing, Fundamentals of communication, Reference Service, Information processing (Classification), Notational System, Mapping of Knowledge in Classification Schemes, Colon Classification, Document Classification, Subject Cataloguing, Collection Development.	60	60	
Total		120	120	

(iii) **Junior Translation Officer:** There will be one tier examination (CBT). The scheme of examination is as given below:

Test	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Part -I	A - General Knowledge	20	20	02 hrs
	B - Logical Reasoning/General Mental Ability/Intelligence Test and Quantitative Abilities	20	20	
Part-II	Domain Specific Questions History of Hindi and English Literature and Its Development Popular Hindi and English Novel, Play, Story, Essay, Critics and Poetry, Hindi and English Grammar and its usages, Modern Hindi and English Literature and Its Analysis, Art and Skills of Translation, Comparative Literature	80	80	
Total		120	120	

(iv) **Accountant:** There will be one tier examination (CBT). The scheme of examination is as given below:

Test	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Part -I	A -Logical Reasoning/General Mental Ability/Intelligence Test	10	10	02 hrs
	B - Quantitative Abilities	10	10	
	C - General Knowledge	10	10	
	D - General Verbal Ability - English Language	10	10	
Part-II	Domain Specific Questions Financial Accounting, Accounting Standards, Indirect & Direct - Tax Management, MIS, Costing Techniques, Auditing, Cost & Management Accounting, Financial Management, Management Science, Operation & Project Management Control, Computer Applications in Business, Security Analysis and Investment Management, Management Control System etc.	80	80	
Total		120	120	

(v) **Stenographer:** There will be Two- Tier examination i.e. CBT followed by Skill test in Stenography. The scheme of examination is as given below:

Tier	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Tier -I	A -Logical Reasoning/General Mental Ability/Intelligence Test	30	30	02 hrs
	B - General Knowledge	30	30	
	C - General Verbal Ability - English Language	60	60	
Total		120	120	

Tier	Component Of the Test	Number of Questions	Total Marks	Duration of the Test
Tier-II	Skill Test in Stenography	Time Duration	Time Duration (in minutes) for the candidates eligible for scribe as per Para 8.1, 8.2 and 8.3 above	
	Dictation of 05 minutes at the speed of 80 words per minute in shorthand (English or Hindi) and transcription time (on computer only) shall be 50 minutes for English and 65 minutes for Hindi.			
	English	50 minutes	70 minutes	
	Hindi	65 minutes	90 minutes	

10. CRITERIA FOR SHORTLISTED AND FINAL SELECTION OF THE CANDIDATE: -

i) For Group 'A', 'B' and 'C' posts

NAME	MINIMUM QUALIFYING MARKS
Minimum qualifying marks in CBT Examination for all Group 'A', 'B' and 'C' posts	UR - 40% OBC(NCL)/EWS- 35% SC/ST/PwBD - 30%
Maximum percentage of errors allowed (i.e., minimum qualifying standards) in Skill Test for the post of Stenographer.	UR - 7% OBC(NCL)/EWS/SC/ST/PwBD - 10%
Skill Test is mandatory, but only qualifying in nature.	

Note 1: NHAI reserves the right to increase/decrease the shortlisting Criteria/Cut-off marks for second stage/final stage/skill test/interview, as per availability of candidates, as the case may be.

Note 2: The cut off marks' criteria may increase/decrease subject to number of candidate(s) qualifying for the final stage i.e., Skill Test for Group-C post in the ratio of 1:10 of advertised post.

11. Cities of Examination: The CBT will be conducted in following cities:-

- (i) Ahmedabad-Gandhinagar
- (ii) Bengaluru
- (iii) Bhopal
- (iv) Bhubaneswar
- (v) Chandigarh
- (vi) Chennai
- (vii) Dehradun
- (viii) Delhi & NCR
- (ix) Gangtok
- (x) Goa
- (xi) Guwahati
- (xii) Hyderabad
- (xiii) Jaipur

- (xiv) Jammu
- (xv) Kolkata
- (xvi) Lucknow
- (xvii) Mumbai
- (xviii) Patna
- (xix) Puducherry
- (xx) Raipur
- (xxi) Ranchi
- (xxii) Shimla
- (xxiii) Srinagar
- (xxiv) Thiruvananthapuram
- (xxv) Vijayawada

(Note: NHAI reserves the right to change or delete any of the above-mentioned Cities that may have been opted by any candidate in his/ her Online Application Form, at a later stage due to logistic reasons and may allot another City to him/her from his/ her choices of Cities or any other city, out of the cities, as mentioned above).

- (i) The cities/centers of examination may be decided though the preferences/options submitted by candidates and availability of sufficient candidates for the opted station/city. While every effort shall be made to allot a Centre in one of the cities opted by the candidate, the NHAI reserves the right to allot a Centre in the City other than that of Candidate's choice anywhere in India. The NHAI has the right to conduct the examination at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions. In case the number of candidates in any of the notified City is very less for running the Examination Centre or any other specific reason, the Authority at its discretion may not conduct the Examination in that City and the Candidates who had opted that city as 1st Choice may be allotted Examination Centre in other city opted as 2nd or 3rd choice or any other city. Further, the NHAI reserves the right to modify/cancel the city/center opted by candidates due to administrative reasons, if any. Decision of the NHAI will be final. Under no circumstances, the City/Centre once allotted shall be changed.
- (ii) The city/ cities of examination for Skill Test will be informed to the shortlisted candidates separately.
- (iii) Request for change of Date, Examination Centre and Shift will NOT be allowed under any circumstances.

12. MARKING SCHEME: - In CBT, one (01) mark shall be awarded to every correct answer and 0.25 marks shall be deducted for every incorrect answer. Unanswered questions will not be given any marks. There will be only one correct response for each question.

There is no provision of re-evaluation in examination. No request in this regard will be entertained for whatsoever reasons.

13. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES: -

- a. **Active E-MAIL ID & Mobile Number:** Candidates should have their own active personal E-mail ID and Mobile Number. It should be kept active during the period of this entire Recruitment process. Registration number, Password, e-Admit Card for CBT, Call Letter

for Document Verification or any other important communication will be sent only on the same registered E-mail ID of candidate (candidates should also check E-mail in spam/junk box message) or/and through SMS. NHAI will not be responsible for bouncing back of any E-mail & undelivered SMS sent to the candidates.

- b. Candidates are advised to visit NHAI website on regular basis to get the updates. Responsibility of receiving and downloading of information/communication etc. will be that of the candidate. NHAI will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate and no correspondence in this regard will be entertained.
- c. The candidates are, therefore, requested to check regularly their E-mail for any communication from NHAI. NHAI will not entertain any request for change of Mobile Number and E-mail ID address at any stage. **Please note that the e-Admit Card for any stage of selection process will not be sent by Post.**
- d. Candidates are advised to report at the allotted Examination Centre, at least one and a half hour before commencement of the examination. **Since, the biometric authentication will be done at the examination centers, so the candidates are advised to reach the examination center well in time so as to save time loss in attempting their examination.** In case the candidate reaches the examination center beyond the prescribed time, he/she will not be allowed to enter in the examination hall.
- e. **Banned items:** Calculator, Mobile phone, Bluetooth, Pen drive, Headphone, Earplug, Laptop, I-Pad, Digital Diary, Digital Watch, Wrist watches, Book/Notes, Wallet/Purse, Metallic Wears including ornaments, Bangles, Belt, Bracelets or any other electronic/communication devices etc. are strictly prohibited inside the Examination Centre. If any candidate is found in possession of any of these banned item(s), during CBT, his/her candidature will be cancelled besides taking legal action. As such, the candidates are advised in their own interest not to bring any of the banned items to the Examination Centre. If any candidate comes with the above restricted item, he/she shall not be allowed to appear in the Examination unless he/she keeps it outside the premises of Examination Centre. There is no facility for safe keeping of the personal belongings of candidates outside the Examination Hall and NHAI will not be responsible for any loss.
- f. The candidate must show, on demand, the Admit Card for admission in the examination room/hall. The Examination Centre Staff on duty is authorized to verify the identity of candidates and may take steps to verify and confirm the identity credentials. Candidates are scheduled to extend their full cooperation. A candidate who does not possess the valid Admit Card shall not be entitled for examination under any circumstances.
- g. A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allotted seat only. In case, a candidate changes room/hall or the seat on his/her self-volition rather than the one allotted, the candidature of such candidate stand cancelled. No plea would be entertained at any stage.
- h. The candidate should ensure that the question paper appear on the screen in CBT is as per his/her applied post indicated in the Admit Card. In case, candidate in receipt of question paper meant for different post than applied post, the same may be brought to the notice of the Invigilator concerned immediately before proceeding further filling up.

- i. A candidate may approach the Centre Superintendent/Invigilator in the room for any assistance, first aid emergency or any other information during the course of examination.
 - j. For those who are unable to appear on the scheduled date of examination for any reason, re-examination shall not be held under any circumstances.
 - k. Note: Candidates shall appear at their own cost at the Centre on date and shift as indicated in their Admit Card. Under no circumstance the Centre and shift provided in the Admit Card shall be changed. **Further, no TA/DA will be paid to the Candidate(s) by NHAI for appearing in the CBT/ Skill Test / Interview / Physical Document Verification/ Joining (post selection).**
14. Candidates **MUST** bring the following documents on the day of examination at the Examination Centre. Candidates who will not bring these will not be allowed to sit in the examination.
- a. Printed copy of Admit Card downloaded from NHAI website.
 - b. One passport size photograph (same as uploaded on the Online Application Form) should be taken for pasting on the specific space in the attendance sheet, if required, at Centre during the examination
 - c. Any one of the authorized photo IDs (must be the original, valid, and non-expired) - Driving License/Voter ID/Passport/Aadhaar Card (With photograph).
 - d. PwBD certificate issued by the authorized medical officer, if claiming the relaxation under PwBD category
 - e. PwBD Certificate regarding physical limitation in an examination to write as per prescribed proforma, if claiming the relaxation under PwBD category.
 - f. Letter of Undertaking for using Own Scribe as per proformas attached, if claiming the relaxation under PwBD category.
15. **ROUGH WORK:-** All calculations/writing work are to be done only in the Rough Sheet to be provided at the Examination Centre in the examination Room/Hall and on completion of the test, candidates must hand over the Rough Sheets to the Invigilator on duty in the Room/Hall.
16. **UNFAIR MEANS:-**
- Unfair Means practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to the following:
- (i) At the time of CBT/Skill examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or bringing outside influence on the examination process, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support for his/her candidature by any other means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the NHAI in accordance with applicable Law, Regulation & Rules, etc.
 - (ii) If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or misrepresented/ suppressed any material information in the application form, for securing appointment in the NHAI, his/her service will be terminated forthwith at any stage in service i.e., during probation period or after confirmation of the service in the NHAI.
 - (iii) Canvassing in any form will be treated as disqualification.

- (iv) Being in possession of any item or article which has been prohibited or can be used for unfair practices including any stationery item (any kind of Paper/ Stationery/Textual material/ printed/ written material), communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;
- (v) Using someone else to write examination (impersonation) or copying;
- (vi) Breaching examination rules or any direction issued by NHAI in connection with examination from time to time;
- (vii) Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (viii) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the Examination Centre;
- (ix) Threatening/intimidation any of the officials connected with the conduct of the examination or threatening any of the candidates;
- (x) Using or attempting to use any unfair means in connection with the examination;
- (xi) Manipulation and fabrication of online documents viz. Admit Card, Self- Declaration, etc.;
- (xii) Forceful entry/exit from Examination Centre/Hall;
- (xiii) Use or attempting to use of any electronic device (Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices etc.) after entering in the Examination Centre;
- (xiv) Affixing/uploading of wrong /morphed /blank photographs/signatures on the Application Form/Admit Card/Proforma;
- (xv) Creating obstacles in smooth and fair conduct of examination.
- (xvi) Any other malpractices declared as Unfair Means by NHAI.
- (xvii) Found at any time in future that the candidate has used/uploaded the photograph, signature and certificate(s) of someone else in his/her Application Form/Admit Card or he/she has tampered his/her Admit Card, these acts of the candidate shall be treated as Unfair Means (UFM) practices on his/her part and he/she shall be proceeded with necessary actions under the applicable provisions.
- (xviii) Creating disturbance in smooth conduct of the examination at examination center/venue.

17. PUNISHMENT FOR USING UNFAIR MEANS / PRACTICES: -

- (i) During the course of, before or after the examination if a candidate indulges in any of the above or similar practice, he/she shall be deemed to have used unfair means and booked under UNFAIR MEANS (U.F.M.) case shall be disqualified & debarred. The candidate shall also be liable for criminal prosecution action and/or any other action as deemed fit under relevant provisions, including provisions of the Public Examination (Prevention of Unfair Means/ Act, 2024 (as amended from time to time). The result of the candidate(s) who indulge in unfair means / practices will be cancelled and will not be declared.
- (ii) Such candidate will be liable to legal/criminal prosecution, as well as the following actions:-
 - Disqualification from the Recruitment Process,
and /or
 - Debarment of either permanently or for a specified period from any Exam/Recruitment conducted by NHAI,
and /or
 - Discharge/removal/dismissal from service, if the act of misconduct comes to notice after appointment to the service of NHAI.

18. CHOICE OF MEDIUM OF QUESTION/EXAM PAPERS: -

Medium of Examination will be bilingual i.e., both in Hindi and English.

19. DISPLAY OF ONLINE ANSWER SHEET AND ANSWER KEY: -

The answers attempted by the candidates in the CBT and the Answer Keys of examination will be displayed on website of NHAI for which a public notice will also be issued on the website <https://nhai.gov.in>. The candidates may download the same within the stipulated time as notified in the Public Notice. The Answer Keys are likely to be displayed for two to three days to provide an opportunity to the candidates to challenge the answer(s) with a nonrefundable prescribed fee of Rs.500/- per question as processing charges, in case they are not satisfied with any of the answer(s). The challenges received against the provisional answer keys within stipulated time will be placed before the subject expert for finalization of answer keys. Challenges without payment of fee and those submitted on any other medium (viz. email/letter/representation, etc.) will not be considered. The subject experts will examine all the challenges received and then the final answer keys will be prepared by them. The decision of subject experts on the challenges shall be final and no further communication will be entertained. The candidates will not be informed individually about the status of their challenges. The result will be declared according to the final answer keys prepared by the subject experts. In case the objection raised is found to be correct, the Fee Paid against such valid objections shall be refunded to the candidate after deduction of applicable Bank charges. The refund will be made to the account from where the candidate has made the online payment.

NO GRIEVANCE / REPRESENTATION WITH REGARD TO ANSWER KEY(S) AFTER DECLARATION OF RESULT WILL BE ENTERTAINED.

20. GENERAL CONDITIONS: -

- (1) The Authority reserves the right to fill or not to fill or partially fill any of the above vacancies due to administrative reasons and also reserves the right to cancel/ restrict / modify/ alter the recruitment process, if required.
- (2) The Authority reserves the right to short-list the candidates based on merit, experience, written and/or skill test, as the case may be.
- (3) The Authority reserves the right to change/amend the examination scheme, if so required, any time before the examination.
- (4) NHAI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- (5) The Service conditions will be applicable as per the prevalent National Highways Authority of India (Recruitment, Seniority and Promotion) Regulations, 2024 & its subsequent amendments and including instructions of Govt. of India from time to time.
- (6) **Selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India in any of the offices of the Authority, as these post(s) carry all India transfer liability.**
- (7) The candidature of the candidate bringing outside influence for seeking posting will be summarily cancelled.
- (8) The applicants must fulfil the essential requirements/qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the minimum essential qualifications

laid down for various posts. No enquiry seeking clarification as to eligibility will be entertained.

Note: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for CBT Examination /Skill Test/Interview, as the case may be.

THE CANDIDATES SHOULD, THEREFORE, MENTION HIS/HER ALL QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATION.

- (9) There is no provision of re-evaluation/re-checking in MCQ Examination. No correspondence in this regard shall be entertained.
- (10) The Authority reserves the right to cancel/withdraw/delete any question/questions from the question paper and the marks scored shall be prorated out of the maximum marks.
- (11) The number of vacancies for the post(s) included in this recruitment notification are tentative and may increase or decrease as per administrative requirement.
- (12) The recruitment shall be in accordance with the recruitment rules notified/Advertisement issued by NHAI.
- (13) Qualification acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only and necessary certificates should also be produced at the time of interview/document verification/Selection as the case may be. All the educational qualifications mentioned should be from a University/Institute/Board recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date for submitting the online Applications. Proper documents from Board/University for having declared the result on or before the last date for submitting the online applications have to be submitted as and when asked for. The date of passing the examination which is reckoned for eligibility will be the date of passing mentioned on the mark sheet/provisional certificate.
- (14) Candidate(s) claiming experience has to produce Certificate(s) in the prescribed proforma from the Head(s)/Authorized person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s) in dd/mm/yyyy format.
- (15) The cut-off date/crucial date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be last date for receipt of online applications. Before applying, applicants must satisfy themselves about their eligibility as on the crucial date.
- (16) The Reservation policy of Govt. of India applicable for direct recruitment on all India basis will be followed.
- (17) Candidates are required to apply through "Online" mode only for the post(s) as per the advertisement/vacancy circular. The Application Form in any other mode will not be entertained.
- (18) The Authority reserves the right to fix criteria viz screening test/qualification/experience etc. to short-list the candidates to be called for CBT/Skill Test /interview due to administrative reasons.
- (19) Verification of documents shall be carried out by NHAI before appointment of the candidates.
- (20) The candidate must have certificates of minimum required essential qualification(s) at the time of submission of online application.

- (21) Candidates also note that their candidature will remain provisional, even after successful completion of process, till the genuineness of the document related to Education, Experience, Caste etc. are verified from the issuing Authority.
- (22) At any stage of the recruitment process, including after recruitment or joining, if any of the following is detected that, furnished wrong information, submitted fabricated/tempered documents or has suppressed relevant information or uploaded non-human or irrelevant photograph, said application will liable to be removed, disqualified, prosecuted and debarred for future appointment in NHAI and her/his application/appointment will be rejected forthwith.
- (23) If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or misrepresented/suppressed any material information in the application form, for securing appointment in the Authority, his/her service will be terminated forthwith at any stage in service i.e. during probation period or even after confirmation of the service in the Authority, without assigning any reasons thereof.
- (24) More than one application should not be submitted by any candidate for any particular post. In case of multiple applications for any one post, only the last application will be considered.
- (25) A candidate may apply for more than one post if he/she is eligible. In such cases, the candidate will have to pay the requisite fee separately for each post as applicable. However, in case the CBT for one or more posts is conducted on same date or same time, no request for change of date or time will be entertained and NHAI shall not be responsible for this. In such case, the candidate has to decide about which post he/she would like to appear. Further, the fee paid for the other post(s) shall not be adjusted/refunded in any circumstances.
- (26) Candidates must read carefully the instructions contained in the online application format/vacancy circular/information bulletin on the website for filling up the Application Form. Candidate not adhering with the instructions will liable to be summarily rejected.
- (27) NHAI will not entertain request for editing/modifying/altering any information entered / filled by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up correct details in the Application Form.
- (28) In case any discrepancy or variation in the translated version of this advertisement in Hindi in that case, the text provided in the English version shall be treated as final.
- (29) The Confirmation Page of the online Application Form will be generated only after successful payment of processing fee by the candidate. In case, the confirmation page is not generated after payment of fee, the candidate may have to approach the concerned Bank/Payment Gateway. NHAI shall not be responsible for any refund under these circumstances.
- (30) Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active and in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. NHAI shall not be responsible for any non-communication/ mis-communication.
- (31) Candidates shall appear at their own cost at the Examination Centre on the date, shift and time indicated on their Admit Cards.
- (32) Candidates are advised to visit NHAI's website and check their e-mails/SMSs regularly for latest updates. Authority will not provide updates to candidates by replying to their e-mails regarding the conduct of examination.

- (33) Any candidate found to be misleading by providing inaccurate information will be debarred from taking this recruitment examination and his/her candidature for any post will automatically be treated as rejected.
- (34) The candidates will be called to participate in the selection process based on the information provided by them in their online applications. The responsibility to ensure that they fulfil the eligibility lies on the candidates only. Therefore, the candidates before applying for the posts, must ensure their eligibility for the post(s) applied for.
- (35) The list of short-listed candidates for recruitment to all the posts included in this recruitment notification will be displayed on the NHA website. No separate correspondence will be entertained in this regard.
- (36) NHA may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/ her candidature shall be summarily rejected / cancelled.
- (37) Mere qualifying Stage-I/Interview/Skill Test will not confer any right of appointment unless the Authority is satisfied that the candidate is suitable in all respects and fulfils the required conditions/criteria of the recruitment & rules to the post(s).
- (38) The candidate's response sheet in CBT and other related papers/documents of examination in respect of this recruitment shall be kept as record for one month only from the date of publication of result.
- (39) Selected candidates will initially be on probation as per the applicable rules, which can be extended at the discretion of the Competent Authority. During the period of probation an employee directly recruited shall be liable to be discharged from service without assigning any reason by giving him a notice of 30 days or pay and all allowances in lieu thereof. The requirement of one month notice may be waived off by the Appointing Authority based on merits of the case.
- (40) The application printout will be required to be submitted at the time of interviews/ document verification along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Non-Creamy Layer, Physical disability & Economically Weaker Section (EWS), etc. as applicable.
- (41) The name of the candidate and his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the Class 10 marks sheet/certificate.
- (42) The e-Admit Card would be issued to the candidates through the NHA website subject to the fulfillment of the eligibility conditions and receipt of prescribed processing fee.
- (43) Candidate should please note that Admit Cards will not be sent by post.
- (44) The candidates have to appear in the examination at the given Examination Centre on the date and shift/timing as indicated in his/her e-Admit Card only.
- (45) **For technical queries/clarifications regarding filling up of the online application, the candidates can contact the Grievance portal/Helpdesk No +91-9513252099 from 10:00 am to 18:00 Hrs. (except Sundays and Gazetted Holidays).**
- (46) The candidates are advised to read the instructions on the Admit Card carefully and strictly follow them during the examination.
- (47) The requests for any correction in the particulars (name/photo/signature/category) shown on admit card will not be entertained. However, in case of any other discrepancy related to date of examination, details of examination center/city etc., the candidate can contact the Grievance portal available on the application portal. All such queries shall be entertained till the date specified on the NHA website. The emails sent on other email-IDs will not be entertained.
- (48) Candidate must not mutilate the Admit Card or change any entry made therein.

- (49) Candidates are advised to preserve their Admit Cards in good condition for future reference.
- (50) No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- (51) Mere issuance of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
- (52) Decision of the Authority in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of CBT/ Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
- (53) Authority may, at its discretion, hold re-examination/re-interview wherever necessary in respect of a center / venue / specified post or candidate(s) due to administrative reasons.
- (54) **Appointment of selected candidates is subject to his/her being declared medically fit as per the medical standards prescribed by NHAI.**
- (55) Authority will not be responsible for inadvertent error at any stage of recruitment process and reserves right to correct such errors in future, if noticed. In case of any inadvertent errors in the Recruitment Process which may be detected at any stage, even after the issue of appointment letter, the NHAI reserves the right to correct such error.
- (56) Candidates who wish to be considered against vacancies reserved / or seeking age-relaxation must submit the requisite/ relevant certificate from the competent authority, in the prescribed format at the time of submission of online applications. Otherwise, their claim for EWS/SC/ST/OBC(NCL)/PwBD status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. The certificates should be as per the prescribed proformas.
- (57) **RESOLUTION OF TIE CASES:** In case of direct recruitment made by the Authority, the merit of candidates having same rank in the merit list shall be determined on the basis of the date of birth, the person born earlier shall be placed higher in the merit list. If date of birth of such candidates is also same, the merit shall be determined in the order of first letter in English alphabet of their initial names.
- (58) The candidates may raise their legal dispute arising out of this Recruitment notice, if any to the exclusive jurisdiction of the courts of Delhi only.
- (59) No interim enquiry or correspondence will be entertained.
- (60) Applications under RTI Act, 2005: Any Application even under RTI Act seeking information will not be entertained till the completion of the entire Recruitment process.
- (61) **Information on website only:** Any further information/corrigendum/addendum/ details regarding Applications or applicants/any other information regarding schedule of Examinations or Admit Card / Call Letter for Document Verification/ notices/ results / panels shall be posted on the official website of NHAI (<https://nhai.gov.in>) only and no separate notification shall be issued in the print media (Press). Thus, the candidates are advised to keep themselves updated by frequently checking the official website of NHAI.
- (62) No compensation will be paid in respect of any injury sustained during any stage of the Recruitment process.
- (63) **The candidates are required to submit/upload the following documents along with the online application form as per format and size, as indicated in para 7 of the advertisement:-**
- (i) Photograph - colour passport size photograph
 - (ii) Signature - Scanned copy of signature

- (iii) Class -X Certificate indicating date of birth in only 'pdf' image types
- (iv) Class-XII or equivalent Certificate in only 'pdf' image types
- (v) Caste/Category Certificate in support of SC/ST/OBC(NCL)/EWS (as per prescribed format attached) in only 'pdf' types (if applicable).
- (vi) Disability Certificate for PwBD Candidates (as per prescribed format attached) in only 'pdf' types (if applicable).
- (vii) A certificate in support of passing in essential educational qualification(s) in only 'pdf' image types.
- (viii) Certificate to be produced by NHAI Employees for claiming Age concession in only 'pdf' image types (If applicable).
- (ix) A certificate in support of essential experience (if applicable).
- (x) A Certificate of eligibility issued by Govt of India [in case of subject of Nepal/Bhutan only]

21. INSTRUCTIONS FOR DOCUMENT VERIFICATION:

- i) Based on candidates' merit in CBT, the number of candidates called for Document Verification will be equal to the number of vacancies (Cate / Community-wise).
- ii) A reserve list may or may not be made for contingencies as decided by NHAI. The reserve list shall be valid for a period of one year or initiation of next recruitment cycle, whichever is earlier. It shall be utilized to offer appointment, in the order of merit in the select or reserve list panel. In case any empaneled candidate of the merit list fails to join within the stipulated period or resigns during the validity period of the reserve list, the reserve list may also be utilized to fill up that vacancy. Any new vacancy created during the validity of the panel will not be filled from the reserve list of candidates, except for the vacancies created due to superannuation or death of employee or repatriation of deputationist or resignation. However, operation of the reserve list, if any, will be entirely an administrative prerogative of NHAI and any claim/request of candidate for going down the Merit List or operate the Reserve List, against any shortfall in the Main Panel will not be entertained.
- iii) NHAI will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of filling up of Online Application Form or at the time of CBT etc. and therefore, candidature will be accepted only **provisionally**. The candidates are advised to go through the requirements of Educational Qualification, Age etc. and satisfy themselves that they are eligible for the Post(s). Verification of eligibility, documents, certificates, age, educational qualification and other aspects of candidature will be done at the time of Document Verification (DV).
- iv) After scrutiny of the certificates/documents of Essential Qualification/Caste/Category etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled. Hence, it is necessary that only accurate, complete and correct information is furnished by the candidates. Furnishing of wrong/false information or suppression of any information at any stage will render the candidate disqualified and such candidates, even if appointed, their services will be liable to be terminated without any notice.
- v) **Identity verification:** If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, he/she will not be allowed to appear for Document Verification and his/her candidature will be liable to be cancelled.
- vi) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste and other Certificates etc. and being declared fit in the Medical Fitness Test conducted by the Medical Authorities as per requirements of NHAI.
- vii) Candidates should ensure that they bring all the necessary documents at the time of Document Verification. In the event of failure of candidate to submit any of the required

documents, candidature of such candidate shall be liable to be rejected. No additional time will be given and the candidature of candidates not producing their original certificates/testimonials on the date of verification will be liable to be cancelled. Indicative list of documents to be produced at the time of Document Verification is given below:-

- a) Matriculation/Secondary (10th) Examination Certificate and Marksheet for verification of Date of Birth (DoB).
- b) Certificate for SC/ST/OBC(NCL)/EWS/PwBD candidates issued by Competent Authority in the prescribed format.
- c) OBC(NCL) candidates are required to submit a valid OBC-NCL certificate certifying “Non-Creamy Layer” status issued on or after 01.04.2025 to get the benefit of OBC-NCL reservation.
- d) EWS candidates require to submit the valid Income and Asset Certificate issued on or after 01.04.2025 at the time of Document Verification to get the benefit of EWS reservation.
- e) Final Certificate issued by the respective University/Institute/Board of ITI/Diploma/Degree (As per prescribed qualification).
- f) Mark Sheets of all semesters/years of ITI/Diploma/Degree course (as per prescribed qualification) issued by the respective University/Institute/Board.
- g) If any College/University/Institution/Board has awarded grades (CGPA/OGPA/CPI/DGPA or letter grade) instead of marks, then the candidate should provide percentage conversion formula from the Institute in original.
- h) The specialization should be clearly mentioned in the degree/certificate. In case, it is not mentioned, the candidate must bring a certificate from the College/University/Institution/Board duly signed & stamped by the Competent Authority clearly stating the specialization in which the candidate has acquired the said Degree/Diploma/ITI, wherever applicable.
- i) In case where Provisional Degree/Marksheet is issued, candidate has to submit a certificate from the College/University/ Institution/Board duly signed & stamped by the Competent Authority in regard to non-issue of Original Degree Certificate and certifying the particulars of the Provisional Degree.
- j) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- k) Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.
- l) Candidates who are employed on regular basis in Government/Semi Government/Public Sector Undertaking/Autonomous Bodies, etc. are required to produce a “No Objection Certificate” from their present employer in original at the time of Document Verification, failing which candidature of the candidate is liable to be cancelled. Departmental/Regular employees of NHAI are not required to produce “No Objection Certificate” but shall produce Vigilance and AIPR Clearance.

WARNING

Beware of touts and job racketeers and other unscrupulous elements trying to deceive by false promises of securing job in NHAI either through influence or by use of unfair and unethical means and do not fall in their trap. The Recruitment process of NHAI is absolutely transparent & fair and candidates are selected purely on the basis of merit. Candidates are advised to consult only the official website of NHAI i.e. <https://nhai.gov.in> and beware of FAKE websites put up by unscrupulous elements/touts.



**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____
son/daughter of _____ of village/town _____ in
District/Division _____ in the State/Union Territory _____
belongs to the _____ Community which is recognized as a backward
class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated _____
*. Shri/Smt./Kumari _____ and/or his/her family ordinarily
reside(s) in the _____ District/Division of the _____
_____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India,
Department of Personnel & Training OM No. 36012/22/93- Estt. (SCT,) dated
08.09.1993**.

Date _____

District Magistrate/

Deputy Commissioner

Seal of Office

* The Authority issuing the Certificate may have to mention the details of Resolution
of Government of India, in which the Caste of candidate is mentioned as OBC

** As amended from time to time

Note: The term ordinarily reside(s) used here will have the same meaning as in
section 20 of the Representation of the People Act, 1950.

FORMAT FOR SC/ST CERTIFICATE (The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Srimati/Kumari* _____ son/daughter of _____ of _____ village/town* _____ in _____ District/Division* _____ of the state/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* Under:

*The Constitution Scheduled Castes Order 1950.

*The Constitution Scheduled Tribes Order 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act 1960, the Punjab Re- organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

*The Constitution (Jammu and Kashmir) * Scheduled Castes Orders, 1956

*The Constitution (Andaman and Nicobar Islands) * Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

*The Constitution (Dadra and Nagar Haveli) * Scheduled Castes Order, 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

*The Constitution (Scheduled Caste) Order (Amendment) Act 2007

2. % Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Srimati/Kumari* _____ Father/Mother of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by _____ the dated _____.

3.% Shri/Srimati/Kumari and/or* his/her family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory** of _____.

Place. _____

Signature _____

Date _____

Designation _____

(With seal of Office)

*Please delete the words which are not applicable

@ Please quote specific residential order.

% Delete the paragraph which is not applicable.

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate / Taluka Magistrate/Executive Magistrate
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally reside(s).

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**GOVERNMENT OF _____
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)**

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ Son/daughter/wife of _____ permanent resident of _____ Village/Street, _____ Post Office _____ District _____ in the State/Union Territory Pin Code _____, whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her 'family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His / her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport Size
Attested Photograph
of the applicant

Signature with seal of Office _____
Name _____
Designation _____

*Note 1: Income covered all sources i.e., salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

**The form of certificate to be produced by NHAI Employees for claiming Age concession
(Letter Head of the Institution/Issuing Authority)**

It is certified that *Shri/Smt./Km. is an employee of NHAI holding the post of _____ in the Pay Level _____ as per 7th CPC with 03 years regular service in the grade as on closing date of receipt of Applications Forms for _____ (name of examination). His/Her date of joining in NHAI on the post of _____ on regular basis is w.e.f. _____. His/Her Employee / ERP ID is _____.

Paste here recent colour
Passport Size Photograph
of size 3.5 cmx 4.5cm
(The colour photograph
should not be more than 3
months old.

The photograph should be
signed and stamped by the
Competent Authority.

Name of the Competent Authority #

Stamp of the Competent Authority

Place:

Date:

(*Please delete the words which are not applicable.)

(# - The certificate should be signed and issued by GM (HR/Admn.)/ DGM (HR/Admn.) of NHAI HQ handling the cadre of the employee concerned, with the approval of the Appointing Authority).

FORM-V**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport
size Attested
Photograph
(Showing face
only) of Person
with disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum_____
son/ wife/ daughter of Shri _____ Date of Birth _____
Age _____ Years, Male/Female _____ Registration No. _____ Permanent
Resident of House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____ , whose photograph is
affixed above, and am satisfied that:

(A) He/she is a case of:

*Locomotor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____ % (in figure) _____ percent (in words) permanent
locomotor disability/dwarfism/blindness in relation to his/ her _____ (part
of body) as per guidelines (to be specified).

(1) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

**Signature and Seal of Authorized Signatory of
notified Medical Authority)**

**Signature/Thumb impression of the person
in whose favour disability certificate is issued**

FORM-VI
CERTIFICATE OF DISABILITY
(IN CASES OF MULTIPLE DISABILITIES)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No:

Date:

Recent Passport size
 Attested Photograph
 (showing face only) of the
 Person with disability

This is to certify that we have carefully examined Shri/Smt./Kumari _____
 son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____,
 Age _____ years, Male/Female.....Registration No. _____ Permanent
 Resident of House No. _____ Ward/Village/Street _____ Post Office
 _____ District _____ State _____, whose photograph is affixed above and
 are satisfied that:

(A) He/She is a case of **Multiple Disability**. His/Her extent of permanent physical
 impairment/disability has been evaluated as per guidelines (_____ number and date of
 issue of guidelines to be specified) for the disabilities ticked below and shown against the
 relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures:percent In words percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

a. Not necessary,
or

b. is recommended/afterYear months, and therefore this certificate shall be valid till (DD/MM/YYYY)

@ e.g., Left/Right/both arms/legs;

e.g., Single eye/both eyes;

£ e.g., Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person
in whose favour disability certificate is issued

FORM-VII
CERTIFICATE OF DISABILITY
(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No:- Date:-.....

Recent Passport Size
Attested Photograph
(Showing face only) of
the person with
disability

This is to certify that we have carefully examined Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age ____ years, Male/Female _____ Registration No _____ Permanent Resident of House No. _____ Ward/Village/Street _____ Post office _____, District _____, State _____, whose photograph is affixed above and I am satisfied that He/She is a case of _____ **Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____ number and date of issue of guidelines to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Hemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - e.g., Left/Right/both arms/legs

- e.g., Single eye/both eyes

€ - e.g., Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing signature

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of
the Chief Medical Officer/Medical
Superintendent/ Head of Government Hospital,
in case the Certificate is issued by a medical
authority who is not a government servant (with
seal)}

Signature/thumb impression of the person in
whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr./Ms./Mrs. _____ (Name of the candidate with disability), a person with _____ (Nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ (Village /District/State) and to state that he / she has physical limitation Which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist / PMR).

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing

1. This is to certify that, we have examined Mr./Ms./Mrs. _____ (name of the candidate), S/o/D/o _____, a resident of _____ (Village /PO/PS/District/State), aged _____ years, a person with _____ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

Signature & Name	Signature & Name	Signature & Name	Signature & Name	Signature & Name
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available) *	Occupational therapist (if available) *	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer...Chairperson				

Place:

Date:

Name of Government Hospital/Health Care Centre with Seal

*The Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the district)".

LETTER OF UNDERTAKING FOR USING OWN SCRIBE**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

1. Name of the Candidate _____
2. Roll No _____
3. Name of Center _____
4. Qualification of Candidate _____
5. Disability Type _____
6. Name of the Scribe _____
7. Aadhar No. of Scribe _____
8. Date of Birth of the Scribe _____
9. Father's Name of the Scribe _____
10. Address of the Scribe:

(a) Permanent

Address _____

(b) Present Address _____

11. Educational Qualification of the Scribe _____
12. Relationship, if any, of the Scribe to the Candidate _____

13. DECLARATION:

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the NHAI regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

**Left thumb impression of the
Candidate in the box given above**

(Signature of the Scribe)

**Left thumb impression of the
Scribe in the box given above**

Signature of the Invigilator

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old.