

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

The National Highways Authority of India (NHAI) is responsible for development, maintenance and management of National Highways entrusted to it and for matters connected therewith or incidental thereto.

2. NHAI invites applications for the post of Draftsman on contract basis to work in Design Division of NHAI. Details of post(s) and terms & conditions as well as period of engagement, eligibility, experience etc. are as under: -

A. Name of the posts -

Sr. No.	Name of the posts	No. of posts*	Deployment
a.	Draftsman	One (01)	NHAI HQ, New Delhi

** Number of posts may increase / decrease as per requirement of NHAI.*

B. Eligibility Criteria:

For Educational Qualification, Eligibility Criteria, Age Limit and Experience Please refer to **Appendix-A**

C. Roles and Responsibility of Draftsman:

As a part of the Design Experts Team supporting the Design Division at NHAI HQ, the Draftsman will assist in design-related activities, including but not be limited to, the following:

- Translate preliminary designs and conceptual sketches into precise, technical drawings, including General Arrangement Drawings (GADs) and structural layouts for highway structures, bridges and tunnels.
- Update and refine technical drawings in response to structural review notes, markups, and evolving site conditions provided by officials/experts of Design Division.
- Verify that all drawings strictly adhere to relevant Indian Road Congress (IRC) codes, NHAI circulars, and statutory guidelines.
- Create standardized drawings for structures such as bridges, underpasses and culverts and schematic layouts for different Civil Engineering Systems.
- Systematically organize and manage CAD files, drawing registers, and revision histories to maintain seamless version control.
- Extract structural dimensions and material callouts from drawings to assist quantity surveyors in compiling Bills of Quantities (BOQ) and cost estimates.
- Utilize advanced Computer-Aided Design (CAD) software to produce high-precision 2D /3D drawings adhering to standard layer conventions and styles.
- Analyze geotechnical reports, topographical surveys, and Design Basis Notes to accurately convert complex engineering data into clear visual plans.
- Assist officials/experts of Design Division by delivering urgent modifications in drawings.
- Continuously adopt modern drafting tools and practices to enhance accuracy, improve collaboration, and streamline drawing production.
- Any other work assigned by Member /CGM (T)/ GM (T), Design Division.

D. Duration :-

The period of engagement for the Draftsman shall initially be for up to two years, which may be extended / curtailed based on the requirements of NHAI and satisfactory performance with the approval of the Chairman.

E. Method of Recruitment -

- I. All the applications received in response to the positions advertised will be scrutinized and shortlisted by the Scrutiny / Screening Committee in accordance with eligibility and other conditions prescribed.
- II. The Scrutiny / Screening Committee would recommend the list of eligible candidates (based on eligibility criteria / weightage specified at Appendix - A) for interview by the Interview / Selection Committee. Number of candidates for interview shall be decided by Scrutiny / Screening Committee.

F. Remuneration (per month) -

Remuneration Structure and TA/DA entitlement is as shown in tabulation below. Annual increment @ 5% of the previous year's remuneration shall be granted w.e.f. 1st January or 1st July every year on continuing the services subject to minimum of 06 months service without any break.

S. No.	Name of the Post	Remuneration per Month (Rs.)	Admissibility of TA/DA during site visit
1	Draftsman	75,000.00	Equivalent to Asstt. Manager, NHAI

3. The other terms & conditions of engagement will be in accordance to NHAI Policy Guidelines for engagement of External Professionals and as amended from time to time.
4. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAI. Therefore, the candidates are advised to check the website of NHAI regularly.

NHAI will have the right to terminate the contract at any time, without assigning any reason.

Procedure to apply

- i. Applications are to be submitted online only. The procedure to be followed for filling up the online application is given in the online application portal, which can be accessed at <http://www.nhai.gov.in>. Eligible candidates may apply online on the link provided on the website of NHAI by **16.10.2026 (06:00 PM)**
- ii. It may please be noted that the applications received through post/courier/fax shall not be considered.
- iii. Applications not submitted properly or incomplete applications in any respect, especially without details of work experience and salary details shall be liable for rejection. The candidates are advised to fill out the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile/experience etc. at a later date will not be entertained under any circumstances. All qualifications should have been acquired from Indian Universities/Institutes, recognized by UGC or AICTE (whichever is applicable) or any other appropriate statutory authority in India.
- iv. The crucial date for determination of eligibility shall be the last date prescribed for receipt of applications.
- v. Mere submission of applications shall not give the candidates any right to be called for selection.

Important Terms & Conditions

- i. The persons engaged shall provide full-time services to NHAI during their period of engagement and they would not be permitted to take up any other assignment during the period of their engagement with the NHAI. The person will be engaged on contract basis under the prevailing guidelines/rules, for a fixed period and no claim, whatsoever, shall be admissible for regularization / absorption in NHAI.
- ii. TA/DA shall neither be admissible to the personnel at the time of joining the assignment on appointment nor at the time of relieving on its completion (or otherwise).
- iii. The candidates engaged will be required to attend office or visit field on all working days and also on holidays, if required, on account of exigencies of work.
- iv. NHAI shall have the right to terminate the contract at any time, without assigning any reason. However, the contract may be terminated by either of the parties any time after serving one month's advance notice or payment/recovery of one month's salary in lieu of notice during the subsistence of the contract.

Other Terms & Conditions

- i. Canvassing or bringing influence in any form will disqualify the candidature.
- ii. NHAI reserves the right to raise/relax the eligibility conditions, depending on the response and/or requirement.
- iii. NHAI reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased/decreased depending upon organizational requirements.
- iv. NHAI reserves the right to cancel/restrict/enlarge/modify/reopen/alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- v. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of NHAI and will not be published in the newspapers. Therefore, the candidates are advised to check the website of NHAI regularly.

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1. Draftsman

S. No.	Description	Requirement	Weightage
1	Educational Qualification		Not Having Essential Educational Qualification - Not Eligible
	Essential	(i) Passed a recognized High School Examination and Draftsman ITI Certificate Course OR Diploma in Civil Engineering OR Graduate in Civil Engineering or equivalent AND (ii) Proficient in Computer-Aided Design (CAD) Software	25 marks
	Desirable	-	-
2	Essential Experience		
	Professional Experience	Minimum 5 years	i. Not having 5 years' experience - Not Eligible ii. Having 5 years' experience - 15 Marks Two marks shall be awarded for every additional year experience after 5 years' experience up to a maximum of 10 marks.
	Experience in drafting drawings of structures, tunnels etc.	Minimum 3 years	i. Not having 3 years' experience - Not Eligible ii. Having 3 years' experience - 30 Marks Two marks shall be awarded for every additional year experience after 3 years' experience up to a maximum of 20 marks.
3	Age Limit	Maximum 45 years as on the last date of submission of application	

DECLARATION

I have carefully gone through the vacancy circular/advertisement, and I solemnly declare and undertake that all the information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of the selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my service/engagement will stand cancelled / terminated without assigning me any reason. I will produce the original documents in support of the information furnished when so ever required by the employer. I also certify that there is no conflict of interest with any concessionaires / stakeholders / staff associated with NHAI.

Date: _____
Place: _____

Signature of the Candidate
Name of the Candidate: _____