



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)

Advertisement for filling up Group 'B' and 'C' posts in IAHE on deputation basis

Indian Academy of Highway Engineers (IAHE), Noida is the premium National Training Institute for training of highway professionals and registered society under the administrative control of the Ministry of Road Transport and Highways, Government of India. IAHE proposes to invite applications from employees under the Central Government or State Government or Central/State Public Sector Undertaking for filling up of following Group 'B' and 'C' posts on deputation basis:-

S. No	Post and classification of post	Pay Band and Grade Pay/Pay level	No of post	Educational qualification and experience required	Grade from which deputation is to be made
1.	Personal Secretary (Group 'B')	Rs. 9300-34800+ Grade Pay Rs. 4800/- (Level 8 as per 7 th CPC) +Training Allowance	2 (Two)	Not applicable	(a) Candidates holding analogous posts carrying pay scale (PB 2, Rs. 9300-34800+ Grade Pay Rs. 4800/- in CDA pattern in the Central/State Government or equivalent scale on IDA pattern in Central/State Public Sector Undertaking on regular basis; or From amongst the staff working in the pay scale (PB 2, Rs. 9300-34800+ Grade Pay Rs. 4200/-) for a period of 6 years on regular basis.
2.	Office Assistant/ Accountant/ IT Assistant (Group 'C')	(PB-1) Rs. 5200-20200+ Grade Pay Rs. 2400/- (Level 4 as per 7 th CPC) +Training Allowance	2 (Two)	(i) Educational qualification (a) Essential: A Bachelor's degree in Science /Commerce /Arts from a recognized University /Institute (b) Desirable. Good knowledge of computer application in office work/Accounts. (ii) Essential Experience: 3 years' experience in the field of training/ Accounting/IT/Office Work.	(a) Candidates holding analogous posts carrying pay scale (PB 1, Rs. 5200-20200+ Grade Pay Rs. 2400/- in CDA pattern in the Central/State Government or equivalent scale on IDA pattern in Central/State Public Sector Undertaking on regular basis; or From amongst candidates working in the pay scale (PB1, 5200-20200+ Grade Pay Rs. 1900/-) for a period of 8 years on regular basis (b) Fulfilling the educational qualification and experience as prescribed for the post.

कृपया ध्यान दें: सभी पत्राचार केवल निदेशक को पदनाम द्वारा संबोधित किए जाएं। /Please note: All correspondence should be addressed to the Director by designation

ए-5, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा (यूपी) - 201 301 (भारत) / A-5, Institutional Area, Sector-62, Noida (UP) - 201 301 (India)

दूरभाष/Telephone/ 0120 2975331/2

ईमेल/ Email: director-iahe@gov.in /Website/ वेबसाइट: iahe.org.in

3.	Steno Grade 'D' (Group 'C')	(PB-1 Rs. 5200- 20200+ Grade Pay Rs. 2400/- (Level 4 as per 7 th CPC) +Training Allowance	1 (one)	Essential Qualification: Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University. Skill test in Stenography: The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates) at the speed of 80 w p m. for the post of Stenographer Grade „D“. The matter will have to be transcribed on computer and timing is 50 minutes and 65 minutes for English and Hindi respectively.	(a) Candidates holding analogous posts carrying pay scale (PB-1, Rs. 5200-20200+ Grade Pay Rs. 2400/- in CDA pattern in the Central/State Government or equivalent scale on IDA pattern in Central/State Public Sector Undertaking on regular basis, or From amongst candidates working in the pay scale (PB1, 5200-20200+ Grade Pay Rs. 1900/-) for a period of 8 years on regular basis. (b) Fulfilling the educational qualification and experience as prescribed for the post
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GENERAL CONDITIONS

- Candidates should apply in the prescribed format enclosed at Annexure-I through their cadre controlling authority in the parent Department/ Organization in the format enclosed herewith.
- Application has to be made in the prescribed format which can also be downloaded from website of IAHE www.iahe.org.in
- While forwarding the application, Cadre Controlling Authority in the parent Department/ Organisation must certify the details furnished by candidates and application must be recommended and forwarded by the cadre controlling authority in the parent Department/ Organization along with certified copies of APARs for the last 5 years and the latest vigilance clearance report in format enclosed at Annexure-II.
- The application should reach the Director, IAHE, A-5, Institutional Area, Sector-62, Noida (UP)-201301. Application received after the last date or otherwise found incomplete will not be considered and will stand rejected. Last date of submission of application will be **20.01.2023**.
- The applicant must mention the substantive post in Parent Department and the substantive pay of the post held by them corresponding to the pay scales of Central Government both as per 6th and 7th CPC.
- The Certificate by the Employer/Cadre Controlling Authority forming part of the prescribed application format should be signed by the concerned authority while forwarding the application to IAHE.

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आज़ादी का
अमृत महोत्सव



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
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7. The officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
8. The period of deputation in respect of all posts will be initially for 3 years from date of joining to the post and extendable up to maximum period of 5 years.
9. The maximum age limit for appointment on deputation shall not be exceeded 56 years as on the last date of receipt of an application.
10. The cover containing the application should be super scribed "Application for appointment on deputation basis in IAHE".

कृपया ध्यान दें: सभी पत्राचार केवल निदेशक को पदनाम द्वारा संबोधित किए जाएं।/Please note: All correspondence should be addressed to the Director by designation

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**APPLICATION FOR FILLING OF VARIOUS POSTS ON DEPUTATION
AT INDIAN ACADEMY OF HIGHWAY ENGINEERS (IAHE), NOIDA
(UNDER THE MINISTRY OF ROAD TRANSPORT AND HIGHWAYS)**

Name of the Post applying for _____

Recent
passport size
photograph

1.	Full Name (in Block Letters)			
2.	Father's/Husband's Name			
3.	Date of Birth in Christian era (in dd/mm/yyyy format)			
4.	Contact details (office, Residence & Mobile) along with Fax number, if any	Mobile/Tel. Office:		
		E-mail		
		Fax No.		
5.	Permanent Address (with Pin code)			
6.	Address for communication			
7.	(a) Religion			
	(b) Whether belonging to Minority Community, If yes, please specify			
	(c) Whether physically disabled, if yes, please specify			
8.	(e) Gender: Male/Female			
9.	Details of Educational Qualifications from Matriculation, onward (enclose a separate sheet, duly authenticated by self signatures and enclosed a copy of certificates/mark sheets)			
10.	Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by self signature, if the space below is insufficient.			
	Sl.No.	(1)	(2)	(3)
	a. Name of organisation			
	b. Post held with dates (in dd/mm/yyyy format)			
	c. whether working on			

adhoc, temporary, quasi-permanent or deputation or contract			
d. If-worked on deputation basis, please indicate the post and pay scale held on regular/substantive basis in the parent department			
e. Period of tenure with dates (in dd/mm/yyyy format)			
f. Brief description of duties			
g. Scale of pay and current basic pay (in case the pay scale under CDA pattern has been revised after the 6th CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)			
h. Details of experience in the relevant field (with dates in dd/mm/yyyy format).			
11.	Last Pay Drawn (Please enclose copy)		
12.	Education/Technical Qualification (Please enclose copy of certificate/marksheet)		
13.	P.P.O. No. (Please enclose copy)		
14.	Details of Computer Knowledge)		
15.	Brief particulars of experience (A separate sheet may be annexed)		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event, of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Indian Academy of Highway Engineers (IAIHE). I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature _____

Place:
Date:

(Certificate to be furnished by the employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Ms/Smt. _____ are correct and he/she possesses qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (a) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms. _____.
- (b) His/Her integrity is certified.
- (c) The photocopies of the APARs for the last 5 years i.e. for the year from..... to duly attested are enclosed.
- (d) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (e) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.

(Signature with seal of the authorized signatory on behalf of the employer)