



Indian Academy of Highway Engineers
(A Central Autonomous Body under Ministry of Road

Transport & Highways, Govt. of India)

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)

Website: iahe.org.in

Special Recruitment Drive For Filling Up Two Backlog Vacancies In Group 'C' Posts In 'Scheduled Caste' Category

Advertisement No.IAHE-13(20)/2018-SD Dated: 12.07.2018

Indian Academy of Highway Engineers invites applications in the prescribed format from eligible SC candidates for filling up following **two backlog vacancies** by direct recruitment:

S.No	Post	Level (7 th CPC) Pay Band + Grade Pay	Qualification (Recognized Institutions) & Experience	No of Post(s)
1.	Training Assistant	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Basic knowledge in computer application Essential Experience: 3 years (cumulative) Establishment matters / IT / Office work / Accounting etc. preferably in Govt. / Undertaking / Autonomous / Recognized Body	1 (SC)
2.	Executive Assistant (Hostel & Swachhta Mission)	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Basic knowledge in computer application Essential Experience: 3 years (cumulative) Hostel management / Estates / Accounting etc. preferably in Govt. / Undertaking / Autonomous / Recognized Body	1(SC)

The application form along with general information and instructions are available on the website of the IAHE www.iahe.org.in. Applicants are not required to deposit any fee. Separate application form should be submitted for each post. The filled-in application form should be addressed to the "The Director, Indian Academy of Highway Engineers, A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)" in an envelope superscribing "APPLICATION FOR THE POST OF _____ (as applicable). The last date of receipt of applications is 02.08.2018.

Addl. DG & Director (IAHE)



Indian Academy of Highway Engineers

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SPECIAL RECRUITMENT DRIVE FOR FILLING UP TWO BACKLOG VACANCIES IN GROUP 'C' POSTS IN 'SECHULED CASTE' CATEGORY

Indian Academy of Highway Engineers (IAHE) is *not for profit*, a prestigious Government Society for training of Highway Professionals. Applications are invited for filling up following two backlog vacancies in Group 'C' posts at IAHE, Noida by Direct Recruitment:

S. No	Post	Level (7th CPC) Pay Band + Grade Pay	Qualification (Recognized Institutions) & Experience	No of Post(s)
1.	Training Assistant	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Basic knowledge in computer application Essential Experience: 3 years (cumulative) Establishment matters / IT / Office work / Accounting etc. preferably in Govt. / Undertaking / Autonomous / Recognized Body	1 (SC)
2.	Executive Assistant (Hostel & Swachhta Mission)	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Basic knowledge in computer application Essential Experience: 3 years (cumulative) Hostel management / Estates / Accounting etc. preferably in Govt. / Undertaking / Autonomous / Recognized Body	1 (SC)

2. **Age limit:** 18-33 years as on 01.08.2018. **Upper Age relaxation in case of Ex-serviceman** of SC category and 8 years after deduction of Military Service rendered from actual age in case of Ex-Serviceman of SC category.

3. **Examination Fee:**

There is no fee.

4. Candidates are warned that they will be dealt in accordance to the prevailing statutes in case he/she fraudulently claims SC/ST/OBC/ Ex-Serviceman status.

5. **Meritorious Candidates (Sports/Cultural field)** in the relevant category shall be given due weightage as per Govt. directives.

6. **Selection procedure:**

Selection will be made from amongst the shortlisted eligible candidates based on essential qualifications and experience (7-10 times of the no. of posts) through written (bilingual question paper except English language and comprehension paper) exam (70 marks, each question is allotted one mark for correct answer). The duration of examination will be sixty minutes

7. **Probation Period:** 2 years from date of joining of Service.

8. **Last date of receipt of application** is 2nd August 2018 (Thursday). Last date for receipt of application from candidates residing in far flung areas will be 7th August 2018 (Tuesday).

9. **Terms & Conditions:**

- (i) Only Indian nationals need to apply.
- (ii) The IAHE reserves the right to fill in or otherwise of the advertised post.
- (iii) **Applicants must fill-in all the parts of the application form.** Incomplete application and application not in the prescribed form and application without self-certified copies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. A list of enclosures must be furnished as indicated in the application form.
- (iv) **Canvassing in any form will be a disqualification.**
- (v) Any change of address for correspondence should be communicated to the Director, IAHE giving reference of the Advertisement and post(s) applied for.
- (vi) The filled-in application form should be addressed to the "The Director, Indian Academy of Highway Engineers, A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)" in an envelope superscribing "APPLICATION FOR THE POST OF _____ (as applicable)
- (vii) Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
- (viii) The IAHE reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
- (ix) Applicants may attach additional sheet(s), wherever necessary, quoting the serial number.

10. **Check list:**

Duly filled-in application form with Self-certified copies of the Birth Certificate; Relevant PwD Category; Academic Certificates; Three Referees and any other document(s) in support of your candidature.

11. The detailed advertisement is also available on the website of the IAHE www.iahe.org.in

Director, IAHE

Application Form

Applicant must Paste here recent passport size photograph
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Application for the posts of “ _____

1. Name (in Block letters): _____

2. Mother’s /Father’s/Husband Name: _____

3. Sex (Male/Female): _____

4. Date of Birth: _____
(As recorded in Matriculation Certificate- **Attach¹ Self Certified Copy**)

5. Citizenship/Nationality: _____

6. Category-SC/Ex-serviceman of SC Category
_____ **(Attach² Self Certified copy of Certificate** in case of SC/Ex-Serviceman)

7. Marital Status _____

8. Permanent and Correspondence Address _____

With Telephone/Mob. No. _____

& E-mail ID _____

9. Academic Qualification (beginning with Matriculation with percent of marks obtained, subjects & Institution passed from) (**Attach³ Self Certified copies of certificates**)

Examination Passed	Subjects	Years of Passing	% of Marks/Grade	Name of Board/University

10. Other Qualifications/ **Meritorious Candidates (Sports/Cultural field) in relevant category (Attach⁴ Self Certified certificates, if any)**

11. Details of Experience, if any (**Attach⁵ Self Certified certificates**)

12. A set of 2 names of referees⁶ along with their postal address, e-mail address, fax number, office and residence telephone numbers etc

i.	
ii.	

13. Declaration:

I hereby undertake that the statements made in the application are true, correct and complete to the best of my knowledge and belief. I undertake that any of the information/claim if found to be incorrect/false and or any document found bogus at any stage, my candidature shall stand automatically cancelled and shall be liable for the punishment under the relevant laws.

Signature:
Name:
Date: