



**Indian Academy of Highway Engineers**  
A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)  
Website: [iahe.org.in](http://iahe.org.in)

Advertisement No. IAHE-13(1)/2018

dt. 04.04.2018

**SPECIAL RECRUITMENT DRIVE FOR FILLING UP THE POSTS OF “TELEPHONE OPERATOR-CUM-RECEPTIONIST” AND “OFFICE ASSISTANT” UNDER PERSONS WITH DISABILITIES (PwDs) CATEGORY IN CONFIRMATION OF THE JUDGEMENT OF HON’BLE SUPREME COURT IN THE MATTER OF UNION OF INDIA AND Anr. Vs. National Federation of Blind and Ors.**

Indian Academy of Highway Engineers (IAHE) is *not for profit*, a prestigious Government Society for training of Highway Professionals. Applications are invited from candidates belonging to Persons with Disabilities (PwDs) Category for filling up the posts of “Telephone Operator-Cum-Receptionist” and “OFFICE ASSISTANT” at IAHE, Noida by Direct Recruitment as under:

Sl. No.	Post	Level (7 <sup>th</sup> CPC) Pay Band+ Grade Pay	Type of Disabilities and Number of Vacancies		
			Blindness and Low Vision	Autism*	Deaf & Hard of hearing
1.	Telephone Operator-Cum-Receptionist	Level-2 (Rs 5200-20200)+ Rs 1900	1	-	-
2.	Office Assistant	Level-2 (Rs 5200-20200)+ Rs 1900	-	1	-
3.	Office Assistant (Data Entry Operator)	Level-2 (Rs 5200-20200)+ Rs 1900	-	-	1

\*Includes intellectual disability, specific learning disability and mental illness.

2. Age limit 18-27 years as on 31.03.2018 (relaxation of 10 years for candidates of General Category, 15 years in case of SC/ST, 13 years in case of OBC category & 3 years/6 years/8 years after deduction of Military Service rendered from actual age in case of General/OBC/SC&ST Ex-Serviceman respectively).

3. Examination Fee: No fee shall be charged from the Applicants belonging to PwDs Category.

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

## 5. **Qualification:**

(a) Telephone Operator-Cum-Receptionist:

**Essential:** 10+2 or equivalent from recognized Board / University

**Desirable:** Diploma in Telephone Operation and fluency in English and Hindi;

**Meritorious Candidates (Sports/Cultural field) in the Blindness and Low Vision Category** shall be given due weightage as per Govt. directives.

(b) Office Assistant:

**Essential:** 10+2 or equivalent from recognized Board/University.

Minimum typing speed 35 WPM in English or 30 WPM in Hindi on computer.

**Desirable:** Basic knowledge in computer;

**Meritorious Candidates (Sports/Cultural field) in the Autism\* Category** shall be given due weightage as per Govt. directives.

(c) Office Assistant (Data Entry Operator):

**Essential:** 10+2 or equivalent from recognized Board/University.

Minimum typing speed 35 WPM in English or 30 WPM in Hindi on computer.

**Desirable:** Basic knowledge in computer;

**Meritorious Candidates (Sports/Cultural field) in the Autism\* Category** shall be given due weightage as per Govt. directives

## 6. **Selection procedure:**

(a) Telephone Operator-Cum-Receptionist:

Selection will be made from amongst the shortlisted eligible candidates (upto 15-20 times of the no. of posts) whose applications are found to be received duly by due date in accordance to the checklist stated at serial no.10 below.

(b) Office Assistant and Office Assistant (Data Entry Operator):

Selection will be made from amongst the shortlisted eligible candidates (15-20 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) & typing skill test (English or Hindi) (10 minutes passage) on computer. The merit list of successful candidates will be prepared on the basis of written test & qualifying typing skill. However, candidates seeking exemption from typing test shall be considered only provided such a candidate submits a certificate in a prescribed format from the Competent Medical Authority. The written exam will consist of objective type – multiple choice questions in 3 sections {general awareness (20 questions); general intelligence & reasoning (20 questions) and English language & comprehension (30 questions)} with negative marking of 0.25 marks for each wrong answer. The duration of examination will be sixty minutes.

(c) The assessment of the Competent Authority shall be final and IAHE is not bound to entertain any correspondence in this regard.

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

8. **Last date of receipt of application** is 15.05.2018 (15<sup>th</sup> May, 2018, Tuesday). Last date for receipt of application from candidates residing in far flung areas will be 21.05.2018 (21<sup>st</sup> May, 2018, Monday).

## 9. Terms & Conditions:

- (i) The definition of disabilities for reservation under the category is as per “***The Rights of Persons with Disabilities Act, 2016***”.
- (ii) Only Indian nationals need to apply.
- (iii) The IAHE reserves the right to fill in or otherwise of the advertised post.
- (iv) For Person with Disability, the minimum degree of disability is 40% of relevant disability.
- (v) **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.
- (vi) **Canvassing in any form will be a disqualification.**
- (vii) Any change of address for correspondence should be communicated to the Director, IAHE giving reference of the Advertisement and post(s) applied for.
- (viii) 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 TELEPHONE OPERATOR-CUM-RECEPTIONIST (BLINDNESS AND LOW VISION)*” OR “*APPLICATION FOR THE POST OF OFFICE ASSISTANT (AUTISM\*)*” OR “*APPLICATION FOR THE POST OF OFFICE ASSISTANT (DATA ENTRY OPERATOR) IN THE “DEAF & HARD OF HEARING” CATEGORY*”
- (ix) Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
- (x) 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.
- (xi) 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 invariably.*

11. The detailed advertisement is also available on the website of the IAHE [www.iahe.org.in](http://www.iahe.org.in)

Director, IAHE

Applicant must  
Paste here recent  
passport size  
photograph

**Application for** the posts of “*Telephone Operator-Cum-Receptionist (Blindness And Low Vision)*”/ “*Office Assistant (Autism\*)*” / *Office Assistant (Data Entry Operator) in the “Deaf & Hard of Hearing” category*

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- **Attach<sup>1</sup> Self Certified Copy**)
5. Citizenship/Nationality: \_\_\_\_\_
6. Category-General/SC/ST/OBC/Ex-Serviceman  
\_\_\_\_\_  
(**Attach<sup>2</sup> Self Certified copy of Certificate** in case of SC/ST/OBC/Ex-Serviceman)
7. PwD Category: (**Attach<sup>3</sup> Self Certified Copy**) \_\_\_\_\_
8. Marital Status \_\_\_\_\_
9. Permanent and  
Correspondence Address \_\_\_\_\_  
With Telephone/Mob. No.& \_\_\_\_\_  
E-mail ID \_\_\_\_\_
10. Academic Qualification (beginning with Matriculation with percent of marks obtained, subjects & Institution passed from) (**Attach<sup>4</sup> Self Certified copies of certificates**)

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

11. Other Qualifications/ **Meritorious Candidates (Sports/Cultural field) in relevant category (Attach<sup>5</sup> Self Certified certificates, if any)**

---

12. Details of Experience, if any **(Attach<sup>6</sup> Self Certified certificates)**

---

13. A set of 2 names of referees<sup>7</sup> along with their postal address, e-mail address, fax number, office and residence telephone numbers etc

i.	
ii.	

14. Declaration:

I hereby declare that I have understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Signature:  
Name:  
Date: