



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

Advertisement No. IAHE-13(2)/2018

Dated: 04.04.2018

RECRUITMENT FOR FILLING UP “VACANCIES” IN GROUP ‘C’ POSTS

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 the vacancies in Group ‘C’ posts at IAHE, Noida by Direct Recruitment as under:

SNo	Post	Level (7 th CPC) Pay Band + Grade Pay	Qualification (Recognized Institutions) & Experience	No of Post(s)	ST	SC	OBC	General
1.	Stenographer Grade 'D'	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent and Minimum typing speed 35 WPM in English or 30 WPM in Hindi on computer in typing and shorthand respectively Desirable: Basic knowledge in computer Essential Experience : 3 years Secretarial Assistance	2	-	-	1	1
2.	Stenographer Grade 'D'	Level -2 (Rs 5200-20200) + Rs 1900	Essential: 10+2 or equivalent and Minimum typing speed 35 WPM in English or 30 WPM in Hindi on computer in typing and shorthand respectively Desirable: Basic knowledge in computer	2	-	-	1	1
3.	Stenographer (Rajbhasha) Grade 'D'	Level -2 (Rs 5200-20200) + Rs 1900	Essential: 10+2 or equivalent and Minimum typing speed 30 WPM in Hindi on computer in typing and shorthand Desirable: Basic knowledge in computer	1	1	-	-	-
4.	Office Assistant (Accounts)	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Knowledge of Cash, Accounts, Budget work and basic knowledge in computer Essential Experience : 3 years Accounting Work	2	-	1	-	1
5.	Office Assistant (IT)	Level -4 (Rs 5200-20200) + Rs 2400	Essential: Graduation Degree or equivalent Desirable: Basic knowledge in computer Essential Experience : 3 Years' Experience in the field of IT/Computer Science	2	-	1	-	1
6.	Multi - Tasking Staff (MTS)	Level -2 (Rs 5200-20200) + Rs 1900	Essential: 10+2 or equivalent	2	-	-	-	2
7.	Staff Car Driver	Level -2 (Rs 5200-20200) + Rs 1900	Essential: Secondary School and Valid Driving License (HMV) Essential Experience : 3 Years Driving	1	-	-	-	1
8.	Lab Assistant	Level -2 (Rs 5200-20200) + Rs 1900	Essential: ITI in Civil	2	-	-	1	1

2. **Age limit:**18-27 years as on 01.08.2018 (upper age relaxation of 5 years for candidates of SC/ST Category and 3 years for the candidates of OBC category respectively). **Upper Age relaxation in case of Ex-serviceman** of 10 years for candidates of General Category, 15 years in case of SC/ST, 13 years in case of OBC category and 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:**

(i) Rs 100/- is the Application Fee to be paid by the Applicants belonging to General and OBC Category through **Non-Refundable** Demand Draft drawn in favour of "Indian Academy of Highway Engineers" payable at Noida (UP).

(ii) There is no fee for SC/ST/ Ex-Serviceman/Persons with Disabilities (PwDs)

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 (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) and typing & shorthand skill (English or Hindi) (10 minutes passage) on computer for the post(s) at Serial No 1, 2 & 3 (only typing skill) in the table above. The merit list of successful candidate will be prepared on the basis written test & qualifying typing and/or shorthand skill as applicable.

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) for the post(s) at Serial No 4, 5, 6 & 8 in the table above. The merit list of successful candidate will be prepared on the basis written test for the post(s) at Serial No 4, 5, 6 & 8.

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.

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

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

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-General/SC/ST/OBC/Ex-Serviceman

(**Attach² Self Certified copy of Certificate** in case of SC/ST/OBC/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: