



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)
A-5, Institutional Area, Sector-62, NH-24 Bypass, Noida-201301, UP, India
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All communications to this office
should be addressed to the Director
by designation and not by name

IAHE/Admin/19/RRs-IAHE Post/2015-16/02

Dated 19th October 2015

Office Order

In exercise of the powers conferred by the Rules of the Highway Training Institute (now IAHE) of the Memorandum of Association of Highway Training Institute (now IAHE), the Governing Body (GB) of the Indian Academy of Highway Engineers (IAHE) hereby makes the following rules regulating the method of Recruitment to the posts of Assistant Manager (Finance/Accounts), Assistant Manager (Administration), Assistant Manager (Estates & Hostel), Assistant Manager (Library), Assistant Manager (Laboratory) and Assistant Manager (IT) in the Indian Academy of Highway Engineers (IAHE), namely :-

1. **Short title and commencement-** (1) These rules may be called the Indian Academy of Highway Engineers (Group 'B' posts), Recruitment Rules, 2015.

(2) They shall come into force on the date of issue of this Office Order.

2. **Application-** These rules shall apply to the posts specified in Column 1 of the Schedule annexed to these rules.

3. **Number of posts, classification and Pay band and Grade pay or scales of pay-** The number of the said posts, their classifications and pay band and grade pay or pay scales attached thereto, shall be as specified in Columns (2) to (4) of the said schedule.

4. **Method of recruitment, age limit, and other qualification, etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 13 of the said Schedule for the posts of Assistant Manager (Finance/Accounts), Assistant Manager (Administration), Assistant Manager (Estates & Hostel), Assistant Manager (Library), Assistant Manager (Laboratory) and Assistant Manager (IT).

5. **Disqualification-** No person,-

- who, has entered into or contracted a marriage with a person having a spouse living, or
- who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Governing Body of IAHE may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these rules.

RK Singh

6. **Power to relax-** Where the Governing Body of IAHE is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing and in consultation with the Ministry of Road Transport & Highways, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

RK Singh

(M.Riten Kumar Singh)
Joint Director

Enclosure: Schedule

Copy To,

1. All members of the Governing Body of IAHE.
2. PS to the President of the Society (Hon'ble Minister, RT&H).
3. PPS to the Chairman of Governing Body of IAHE (Secretary, RT&H)
4. Director IAHE
5. All Group B Officers of IAHE
6. Office Record

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (Finance/Accounts)	1 (One)	Group 'B'	(PB-2) Rs. 9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	(i) Education qualification (a) Essential: Bachelor of Commerce from a recognized University/Institute. (b) Desirable: Master's Degree in Commerce / CA / ICWA/ MBA (Finance) from a Recognized University/ Institute. (ii) Essential Experience: 7 years experience in Finance/Accounts Department of Government of India / Government undertaking or an Autonomous Body

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Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years (in case of Promotion / Direct Recruitment)**	By promotion/ direct recruitment / deputation/ Absorption/short-term contract (for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/ Short Term Contract:- By Written test/Interview as per application received by Advertisement notice and possessing essential qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from (a)Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) 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 pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay) (CDA pattern)for a period of 5 years on regular basis And (b)Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p> <p>(iii) By Promotion :- From amongst the staff holding the post of Accountant in the pay scale of PB-1, Rs 5200- 20200 + Rs. 2400 Grade Pay or above (CDA pattern) for a period of 16 years on regular basis in the Institute and fulfilling the educational qualification and essential experience as prescribed in column 7.</p>	<p>(i)Director, IAHE : Member</p> <p>(ii)Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii)Joint Director, IAHE: Member</p>	Not applicable

Note: **Two Years Probation Period for promoted candidates till the present Bye Laws of IAHE are amended.

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Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (Admn.)	1 (One)	Group 'B'	(PB-2) Rs.9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	<p>(i) Education qualification</p> <p>(a) Essential: Bachelors Degree from a recognized University/Institute</p> <p>(b) Desirable: PG Diploma/Degree in Business administration/Human Resource Development or a Degree in Law from a recognized University/Institute or Equivalent.</p> <p>(ii) Essential Experience : Seven years' experience in Establishment/ Administration matters in a Government Department / Government undertaking /an Autonomous Body</p>

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Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
No	Two years (in case of Promotion / Direct Recruitment)**	By promotion/ direct recruitment / deputation/ Absorption/short-term contract (for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/Short Term Contract :- By Written test/Interview as per application received by Advertisement notice and possessing essential educational qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from (a)Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) in CDA pattern in the Central / State Government / Central Public Sector Undertaking on regular basis Or From amongst the Staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay) (CDA Pattern) for a period of 5 years on regular basis And (b)Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p> <p>(iii) By Promotion :- From amongst the staff holding the post of Office Assistant in the pay scale of PB-1, Rs 5200- 20200 + Rs. 2400 Grade Pay or above (CDA pattern) for a period of 16 years on regular basis in the Institute and fulfilling the educational qualification and essential experience as prescribed in column 7.</p>	<p>(i)Director, IAHE : Member</p> <p>(ii)Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii)Joint Director, IAHE : Member</p>	Not applicable

Note: **Two Years Probation Period for promoted candidates till the present Bye Laws of IAHE are amended.

RK Singh

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (Estates & Hostel)	01 (One)	Group 'B'	(PB-2) Rs. 9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	<p>(i) Education qualification</p> <p>(a) Essential: Bachelors Degree in Civil Engineering from a recognized University</p> <p>(b) Desirable: Masters Degree in any subject of Civil Engineering from a recognized University</p> <p>(ii) Essential Experience: Three years' experience in the field of Highway/ Bridge/ Building Maintenance.</p>

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Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition (for confirmation)	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
No	Two years (in case of Direct Recruitment)	By direct recruitment / deputation/ Absorption/short-term contract(for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/Short Term Contract :- By Written test/Interview as per application received by Advertisement notice and possessing essential educational qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from (a)Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) in CDA pattern in the Central / State Government / Central Public Sector Undertaking on regular basis</p> <p style="text-align: center;">Or</p> <p>From amongst the Staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay) (CDA Pattern) or a period of 5 years on regular basis</p> <p>And (b) Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p>	<p>i)Director, IAHE : Member</p> <p>(ii)Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii)Joint Director, IAHE : Member</p>	Not applicable

RK Singh

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (Library)	1 (One)	Group 'B'	(PB-2) Rs.9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	<p>(i) Education qualification</p> <p>(a) Essential:</p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute ; and</p> <p>(ii) Three years professional experience in a Library under Central/State Government/ Autonomous or Statutory organization/ PSU/University</p> <p style="text-align: center;">Or</p> <p>Recognized Research or Educational Institution.</p> <p>(b) Desirable:</p> <p>Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>Diploma in Computer Application from a recognized University or Institute.</p> <p>ii) Essential Experience:</p> <p>Three years experience in Library of a Institute.</p>

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Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
No	Two years (in case of Promotion / Direct Recruitment)**	By promotion/ direct recruitment / deputation/ short-term contract (for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/Short Term Contract:- By Written test/Interview as per application received by Advertisement notice and possessing essential educational qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from (a) Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) in CDA pattern in the Central / State Government/ Central Public Sector Undertaking on regular basis</p> <p style="text-align: center;">Or</p> <p>From amongst the staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay) (CDA Pattern) for a period of 5 years on regular basis</p> <p style="text-align: center;">And</p> <p>(b) Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p> <p>(iii) By Promotion :- (a) From amongst the staff holding the post of Office Assistant in the pay scale of PB-1, Rs 5200- 20200 + Rs. 2400 Grade Pay or above (CDA pattern) for a period of 16 years on regular basis in the Institute</p> <p style="text-align: center;">Or</p> <p>Staff working in the scale of PB-2, Rs. 9300-34800 + Rs. 4600 Grade Pay or above for a period of 2 years on regular basis</p> <p style="text-align: center;">And</p> <p>(b) Fulfilling the educational qualification and essential experience as prescribed in column 7.</p>	<p>(i) Director, IAHE : Member</p> <p>(ii) Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii) Joint Director, IAHE: Member</p>	Not applicable

Note: **Two Years Probation Period for promoted candidates till the present Bye Laws of IAHE are amended.

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Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (Laboratory)	01 (One)	Group 'B'	(PB-2) Rs. 9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	<p>(i) Education qualification</p> <p>(a) Essential: Bachelors Degree in Civil Engineering from a recognized University.</p> <p>(b) Desirable: Masters Degree in any subject of Civil Engineering from a recognized University.</p> <p>(ii) Essential Experience: Three years experience in the field of Highway/Bridge/ Teaching/ Training.</p>

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Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition (for confirmation)	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years (in case Direct Recruitment)	By direct recruitment / deputation/ short-term contract (for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/ Short Term Contract:- By Written test/Interview as per application received by Advertisement notice and possessing essential educational qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from</p> <p>(a) Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) in CDA pattern in the Central / State Government / Central Public Sector Undertaking on regular basis</p> <p style="text-align: center;">or</p> <p>From amongst the Staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4600 Grade Pay)(in CDA Pattern) for a period of 2 years on regular basis</p> <p style="text-align: center;">or</p> <p>From amongst the Staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay)(in CDA Pattern) for a period of 5 years on regular basis</p> <p style="text-align: center;">And</p> <p>(b) Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p>	<p>(i) Director, IAHE : Member</p> <p>(ii) Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii) Joint Director, IAHE : Member</p>	Not applicable

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Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Selection or Non-Selection	Age Limit for direct recruits	Education and other qualification required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Manager (IT)	01 (One)	Group 'B'	(PB-2) Rs. 9300-34800 + Rs. 4800 Grade Pay	Not applicable	35 Years	<p>(i) Education qualification</p> <p>(a) Essential: Bachelors Degree in the Computer Science / Computer Engineering / IT Engineering from a recognized University.</p> <p>(b) Desirable: Masters Degree in any subject of Computer Science / Computer Engineering / IT Engineering from a recognized University.</p> <p>(ii) Essential Experience: Three years experience in the field of Computer Science & IT sector.</p>

RK Singh

Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract is to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
No	Two years (direct promotion/ recruitment) **	By promotion/ direct recruitment / deputation/ short-term contract (for an initial period of 11 months extendable for another two terms with break between the terms)	<p>(i) By direct recruitment/Short Term Contract :- By Written test/Interview as per application received by Advertisement notice and possessing essential educational qualification and essential experience as prescribed in column 7.</p> <p>(ii) By Deputation :- By deputation from (a)Officers holding analogous posts carrying similar pay scale (PB-2, Rs. 9300-34800 + Rs. 4800 Grade pay) in CDA pattern in the Central / State Government / Central Public Sector Undertaking on regular basis</p> <p style="text-align: center;">Or</p> <p>From amongst staff working in pay scale (PB-2, Rs. 9300-34800 + Rs. 4200 Grade Pay & above) (CDA Pattern) for a period of 5 years on regular basis</p> <p>(b)Fulfilling the essential educational qualification and essential experience prescribed in column 7.</p> <p>(iii) By Promotion :- From amongst the staff holding the post of IT Assistant in the pay scale of PB-1, Rs 5200- 20200 + Rs. 2400 Grade Pay or above (CDA pattern) for a period of 16 years on regular basis in the Institute and fulfilling the educational qualification and essential experience as prescribed in column 7.</p>	<p>(i)Director, IAHE : Member</p> <p>(ii)Chief Engineer, M/o RT&H (as nominated by Ministry) : Member</p> <p>(iii)Joint Director, IAHE : Member</p>	Not applicable

Note: **Two Years Probation Period for promoted candidates till the present Bye Laws of IAHE are amended.