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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)
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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/2015-16/03

Dated 4th November 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) here by makes the following rules regulating the method of Recruitment to the posts of Multi Taking staff, Staff Car Driver, Lab Assistant, Office Assistant/Accountant/IT Assistant and Steno Grade 'D' 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 'C' 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 Multi Taking staff, Staff Car Driver, Lab Assistant, Office Assistant/Accountant/IT Assistant and Steno Grade 'D'.

5. Disqualification- No person,-

- (a) who, has entered into or contracted a marriage with a person having a spouse living, or
- (b) 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.

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.

M. Riten Kumar 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 C Employees 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) Multi-Tasking Staff	(2) 02 (Two)	(3) Group 'C'	(4) Rs. 5200-20200 + Rs. 1900 Grade Pay	(5) Not applicable	(6) Between 18 and 25 Years of age	(7) Education qualification (a) Essential: Matriculation from a recognized Institute / Board
Whether age prescribed for direct recruits will apply in the case of promotes	(8) Not Applicable	(9) Method of recruitment	(10) Grade from which recruitment by deputation/ absorption/ short-term contract/ out sourcing is to be made	(11) By direct recruitment	(12) If a DPC exists, what is the composition (for Confirmation)	(13) Circumstances in which UPSC to be consulted in making recruitment
Not Applicable	(9) Two years	(10) By direct recruitment failing which through deputation	(11) (i) By direct recruitment By Written test/Interview as per application received by Advertisement notice and possessing educational qualification as prescribed in column 7. (ii) By Deputation :- By deputation from Candidates holding analogous posts carrying similar pay scale (PB-1, Rs. 5200-20200 + Rs. 1900 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 and fulfilling the educational qualification as prescribed in column 7.	(12) (i) Add. Director/ Joint Director (Admn.), IAHE : Chairman (ii) Joint Director (Trg.) / Deputy Director (Trg.), IAHE : Member (iii) Deputy Director (Admn. & Finance)/ Asstt. Manager (F&A), IAHE : Member	(13) 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) Staff Car Driver	(2) 02 (Two)	(3) Group 'C'	(4) Rs. 5200-20200 + Rs. 1900 Grade Pay	(5) Not applicable	(6) Between 18 and 25 years	(7) Essential: (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least 3 years; and (iv) Pass in 10th standard Desirable: 3 years service as Home Guard/Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the Competent Authority. Note 2. In the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.

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Whether age prescribed for direct recruits will apply in the case of promotes	(8)	Period of probation	Method of recruitment	Grade from which recruitment by deputation/ absorption/ short-term contract/re-employment is to be made	If a DPC exists, what is the composition (for Confirmation)	Circumstances in which UPSC to be consulted in making recruitment
	(9)	(10)	(11)	(12)	(13)	
Not Applicable	Two years	By direct recruitment failing which through deputation	<p>By direct recruitment By Written test / Skill test / Interview as per application received by Advertisement notice and possessing educational qualification and experience as prescribed in column 7.</p> <p>(iii) By Deputation :- By deputation from officers holding analogous posts carrying similar pay scale (PB-1, Rs. 5200-20200 + Rs. 1900 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 and fulfilling the educational qualification and experience prescribed in column 7.</p>	<p>(ii) Add. Director/ Joint Director (Admn.), IAHE : Chairman</p> <p>(ii) Joint Director (Trg.) / Deputy Director (Trg.), IAHE : Member</p> <p>(iii) Deputy Director (Admn. & Finance)/ Asstt. Manager (F&A), 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) Lab Assistant	(2) 03 (Three)	(3) Group 'C'	(4) Rs. 5200-20200 + Rs. 1900 Grade Pay	(5) Not applicable	(6) Between 18 and 25 years	(7) Education qualification (a) Essential: ITI in Civil from a recognized Institute/Board.
Whether age prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment	Grade from which recruitment/ absorption/ short-term contract /outsourcing 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) Not Applicable	(9) Two years	(10) By direct recruitment failing which through deputation	(11) By direct recruitment By Written test/Interview as per application received by Advertisement notice and possessing educational qualification as prescribed in column 7. (iii) By Deputation :- By deputation from Candidates holding analogous posts carrying similar pay scale (PB-1, Rs. 5200-20200 + Rs. 1900 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 and fulfilling the educational qualification as prescribed in column 7.		(12) (iii) Add. Director/ Joint Director (Admn.), IAHE : Chairman (ii) Joint Director (Trg.) / Deputy Director (Trg.), IAHE : Member (iii) Deputy Director (Admn. & Finance)/ Asstt. Manager (F&A), IAHE : Member	(13) 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) Office Assistant/ Accountant/ IT Assistant	(2) 10 (Ten)	(3) Group 'C'	(4) Rs.5200-20200 + Rs. 2400 Grade Pay	(5) Not applicable	(6) Between 18 and 25 years	(7) (i) Education qualification (a) Essential: A bachelor's degree in Science/ Commerce/Arts from a recognized University/Institute. (b) Desirable: Good knowledge of computer applications in office work/ Accounts. (iii) Essential Experience: Three years' experience in the field of training/Accounting/IT /Office work.

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Whether age prescribed for direct recruits will apply in the case of promotees (8)	Period of probation (9)	Method of recruitment (10)	Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract/ out sourcing is to be made (11)	If a DPC exists, what is the composition (12)	Circumstances in which UPSC to be consulted in making recruitment (13)
Not applicable	Two years (in case of Promotion / Direct Recruitment)**	50% by direct recruitment, 30% by Promotion and 20% by Deputation	<p>(i) By direct recruitment By Written test/Interview as per application received by Advertisement notice and possessing educational qualification and experience as prescribed in column 7.</p> <p>(ii) By Promotion :- From amongst the staff working in feeder grade (i.e. Rs. 5200-20200 + Rs. 1900 Grade Pay) for a period of 8 years on regular basis in the Institute and fulfilling experience prescribed in column 7 only.</p> <p>(iii) By Deputation :- By deputation from (a) Candidates holding analogous posts carrying similar pay scale (PB-1, Rs. 5200-20200 + Rs. 2400 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 Candidates working in the pay scale (PB-1, Rs. 5200-20200 + Rs. 1900 Grade Pay & above) for a period of 8 years on regular basis</p> <p>(b) Fulfilling the educational qualification and experience as prescribed in column 7.</p>	<p>(i) Add. Director/ Joint Director (Admn.), IAHE : Chairman</p> <p>(ii) Joint Director (Trg.) / Deputy Director (Trg.), IAHE : Member</p> <p>(iii) Deputy Director (Admn. & Finance)/ Asstt. Manager (F&A), IAHE : Member</p>	(13) 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) Steno Grade 'D'	(2) 06 (Six)	(3) Group 'C'	(4) Rs. 5200-20200 + Rs. 2400 Grade Pay	(5) Not applicable	(6) Between 18 and 25 years	(7) (i) Education qualification (a) Essential: 10+2 from a recognized Institute/Board having in a speed of 35/100 w.p.m. in Typing and shorthand respectively in English and a speed of 30/80 w.p.m in Typing and Shorthand respectively in Hindi. (b) Desirable: Good knowledge of computer applications in office work. (ii) Essential Experience: Three years experience in Secretarial Assistance to the Senior officers.

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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 /Out Sourcing is to be made	If a DPC exists, what is the composition	Circumstances in which UPSC to be consulted in making recruitment
(8) Not applicable	(9) Two years (in case of Promotion / Direct Recruitment)**	(10) 50% by direct recruitment, 30% by Promotion and 20% by Deputation	(11) (i) By direct recruitment By Written test and Skilled test and /or Interview as per application received by Advertisement notice and possessing educational qualification and experience as prescribed in column 7. (ii) By Promotion :- From amongst the Staff working in feeder grade (i.e. Rs. 5200-20200 + Rs. 1900 Grade Pay) for a period of 8 years on regular basis in the Institute and fulfilling the educational qualification & experience prescribed in column 7. (iii) By Deputation :- By deputation from (a) Candidates holding analogous posts carrying similar pay scale (PB-1, Rs. 5200-20200 + Rs. 2400 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 Candidates working in the pay scale (PB-1, Rs. 5200-20200 + Rs. 1900 Grade Pay) for a period of 8 years on regular basis (b) Fulfilling the educational qualification & experience prescribed in column 7.	(12) (iv) Add. Director/ Joint Director (Admn.), IAHE : Chairman (ii) Joint Director (Trg.) / Deputy Director (Trg.), IAHE : Member (iii) Deputy Director (Admn. & Finance) / Asstt. Manager (F&A), IAHE : Member	(13) Not applicable

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

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