

**Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways)
A-5, Sector-62, Noida-201309, UP**

F.No.IAHE/Admin/09/Recruitments/2020-21

Dated, 5th August, 2020

Office Memorandum

Subject: Engagement of Retired Government Officials at the level of Under Secretary as Consultant on contract basis.

Indian Academy of Highway Engineers (IAHE), a society under the administrative control of Ministry of Road Transport and Highways, proposes to engage 1 (one) Retired Secretarial Central Government/State Government / PSUS / Autonomous bodies / Statutory bodies officers / employees for secretarial work (Non-Technical) as Consultant at Under Secretary Level as per the circular attached herewith.

2. DOPT, MORTH, NHAI, NHIDCL and IRC are requested to publish this circular on their website for wider circulation.

Enclosure: As above.


(Dinesh Kumar Sharma)
Joint Director,
For Director

To,

1. Department of Personnel & Training,
(Shri Chandra Shekhar, Under Secretary)
CS-1 Division, 2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
2. Shri Rajesh Malik,
Under Secretary to the Govt. of India,
Ministry of Road Transport and Highways,
Transport Bhawan,
No.1, Parliament Street,
New Delhi-110001
3. Chief General Manager (Admin),
NHAI, Sector-10, Dwarka, New Delhi
4. General Manager (Admin)
NHIDCL, PTI Building,
No.1, Parliament Street, New Delhi-110001
5. Secretary General,
Indian Roads Congress,
RK Puram, New Delhi
6. IAHE Website

**Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways)
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F.No.IAHE/Admin/09/Recruitments/2020-21

Dated, 5th August, 2020

CIRCULAR

Subject: Engagement of 01 (one) Retired Secretarial Central Government/ State Government/ PSUS/ Autonomous bodies/ Statutory bodies officers/employees for secretarial work (Non-Technical) as Consultant at Under Secretary Level on contract basis.

It is proposed to engage 1 (one) retired Government employee at Under Secretary Level to work as full time Consultant at Indian Academy of Highway Engineers, a society under the administrative control of Ministry of Road Transport and Highways, A-5, Sector-62, Noida-201309, UP.

2. Willing and eligible retired officers of the Central Government/ State Government/ PSUS/ Autonomous bodies/ Statutory bodies may send their bio-data as per Annexure attached (Overleaf) to the Director, IAHE on or before 24th August, 2020 (till 11:00 AM). The eligibility, terms and conditions and remuneration are as follows:

Eligibility:

- i. Must have retired from Central Government/ State Government/ PSUS/ Autonomous bodies/ statutory bodies at Under Secretary Level.
- ii. Must be well acquainted with the functioning of Government/Ministries.
- iii. Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters etc.
- iv. Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and up to 70 years could be with the approval of Director, IAHE keeping in view his/her good health appropriate for the work and level of expertise (in rare cases)

Terms & Conditions:

- i. The Initial engagement of a person as Consultant shall be for the period of one year. After expiry of initial term, engagement may be extended, based on requirement of the IAHE and performance of Consultant concerned, with the concurrence of the competent authority for a maximum period of one year at a time and not more than 3 terms excluding initial period of engagement. Relaxation may be given in deserving cases.
- ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.
- iii. The Consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy.
- iv. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical

Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.

- v. The consultant will have to mark his attendance in Attendance System.
- vi. Working hours shall be from 9.00 am to 5.30 pm. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- vii. Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. "No work no pay" will be applicable during the period of contract, if more than prescribed leave will be taken.
- viii. The Consultant shall not be entitled to any TA/DA for joining the appointment.
- ix. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice
- x. Recruitment is only for IAHE.
- xi. Decision of selection committee will be final and binding on all candidates.

Remuneration:

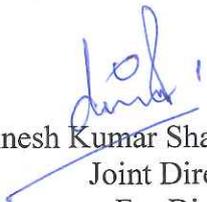
The consolidated consultancy fee to be paid would be Rs.55,000/- per month (Emoluments: Rs.55,000/-+ Conveyance Allowance: Rs.6,500/- per month).

3. The Application in the prescribed format enclosed as Annexure-I should reach physically on or before 24.08.2020 by 11:00 AM to:

Director,
Indian Academy of Highway Engineers (IAHE)
A-5, Sector-62, Noida-201309, UP
Email: director.iahe@gmail.com

4. DOPT, MORTH, NHAI, NHIDCL and IRC may give this Circular wide publicity among their staff and bring it to the notice to their Attached/Subordinate Offices.

Enclosure: as above.


(Dinesh Kumar Sharma)
Joint Director,
For Director

To,

- 1) NIC for uploading on e-office portal as well as this Ministry's website.
- 2) Department of Personnel and Training (Kind Attention: Under Secretary, CS Division), Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on its website.
- 3) Shri Rajesh Malik, Under Secretary to the Govt. of India, Ministry of Road Transport and Highways, Transport Bhawan, No.1, Parliament Street, New Delhi-110001
- 4) Chief General Manager (Admin), NHAI, Sector-10, Dwarka, New Delhi
- 5) General Manager (Admin), NHIDCL, PTI Building, No.1, Parliament Street, New Delhi
- 6) Secretary General, Indian Roads Congress, RK Puram, New Delhi
- 7) IAHE Website

Application Format for Engagement of Consultant in IAHE, Noida

1.	Name	Photograph			
2.	Father's Name /Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	E-mail id with Telephone/Mobile No.				
6.	Date of Retirement and the post from which retired(enclose copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
11.	Details of Experience (Add a separate Sheet if required)				
	Organization/Institute	Period		Nature of Work	Remarks
		From	To		

Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that In the event of any information being false/ Incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Ministry of Road Transport & Highways in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature
Full Name of the applicant

Place:
Date: