



National Institute for Training of Highway Engineers (NITHE)
(Ministry of Road Transport & Highways, Govt. of India)
A-5, Institutional Area, Sector-62, NH-24 Bypass, NOIDA-201301 (UP)

NITHE, an 'Apex Institute of Excellence', solely dedicated to the training of Highway Engineers of Central Govt, State Governments, Public & Private Sector organisations working in the highway sector, invites applications for appointment to following posts:

S.No.	Name of Post	Pay Scales/Remuneration	Basis of Appointment	Post
1.	Core Faculty (Roads)	Rs.30,000/- fixed*	Contract Basis (Part time)	1 Post
2.	Core Faculty (Bridges)	Rs.30,000/- fixed*	Contract Basis (Part time)	1 Post
3.	Assistant Director	Rs.8000-275-13500 pre-revised	Deputation / Regular Basis	2 Posts
4.	Administrative-cum-Estate Officer	Rs.6500-200-10500 pre-revised	Regular Basis	1 Post
5.	Computer Centre Assistant	Rs.4500-125-7000 pre-revised	Regular Basis	1 Post
6.	Accountant-cum-Cashier	Rs.4500-125-7000 pre-revised	Regular Basis	1 Post
7.	Personal Assistant	Rs.4500-125-7000 pre-revised	Regular Basis	1 Post
8.	Accountant	Rs.4000-100-6000 pre-revised	Regular Basis	1 Post
9.	Training Assistant	Rs.4000-100-6000 pre-revised	Regular Basis	1 Post
10.	Stenographer	Rs.4000-100-6000 pre-revised	Regular Basis	1 Post
11.	Assistant (P&A, S&P, H&E)	Rs.4000-100-6000 pre-revised	Regular Basis	1 Post

1&2. Core Faculty (Roads) and Core Faculty (Bridges): One post each on contract basis.

Job requirements : (a) Faculty will be the Course Co-ordinators, (b) Give 6 hrs. of lecture every week in training programmes, (c) Preparation of course schedules, content development and suggesting/deciding other guest faculty based on the feed back, (d) Development of training material, audio-visual aids, training modules, training packages including new technologies in highways, (e) Oversee delivery of lectures by other guest faculty, (f) Do proper course evaluation and analysis of evaluation, (g) Assist in institutionalising the training, (h) Organising training at different locations, (i) Assist the Director in organising various training programmes, seminars, workshops, other training related events, (j) Advise for training and campus development, (k) Any other assignment assigned by the Director from time to time, etc.

- (i) Period of Contract One year (yearly renewable part-time contract)
- (ii) Minimum Qualification
 - a. Age - 45 years to 65 years
 - b. Master's Degree in Civil Engineering subjects
 - c. Total experience of 20 years out of which 15 years in roads
- (iii) *Remuneration Rs.25,000/- per month fixed
- (iv) *Conveyance Rs. 5,000/- per month fixed
- (v) Duration 3 days in a week
- (vi) Working hrs. 09:00 to 17:30 hrs. or flexi time decided with mutual convenience

3. **Assistant Director:** Two posts on deputation / regular basis, however, preference will be given to the candidates on deputation. **Job requirements:** The Assistant Director will assist the academic activities of the institute in organising training programmes, looking after the computer centre and developing training related software (a) Delivering lectures and assisting lab practice during the training programmes, (b) Acting as Course Co-ordinator, (c) Development of audio-visual training material, (d) Development of training related software.

Qualification and Experience: (a) Degree in civil engineering or equivalent, (b) Three years experience in the relevant field. Presently working at least in next lower pay scale of Rs.6500-10500, (c) He should have done courses related to fundamentals of computer languages and computation techniques. **Desirable:** (a) Experience of conducting trainings, development of training modules in road sector, (b) Development of packages/software for training of highway engineers (c) Experience in CAD/CAM in highway projects.

4. **Administrative-cum-Estate Officer: Job requirements:** Assist senior officers of the Institute in personnel, administrative & establishment matters including matters relating to running & maintenance of various services & facilities in the campus, liaison with local bodies/authorities, keeping files & records, etc.

Qualification and Experience: Graduate from a recognised University. Five years experience in Central/ State Government/Autonomous Body/PSU in Administration and establishment matters and overall upkeep and maintenance of office building etc. & liasoning with local bodies. **Desirable:** Good knowledge of computer applications in office works.

5. **Computer Centre Assistant: Job requirements:** Assist Program Co-ordinator, Course Director and Faculty members for conducting courses, look after all the training activities, designing quality training material, reports, AV presentations, data entry, upkeep and maintenance of equipment, liason with various agencies for training, organising off-campus programmes, etc. **Qualification and Experience:** B.Sc. or Diploma in Civil Engineering/Technology of three years full time duration with minimum two years experience in computer applications. **Desirable:** Experience of training in road sector.

6. **Accountant-cum-Cashier: Job requirements:** Assist Finance-cum-Accounts Officer in his day to day works relating to accounts, finance, handling cash, budget, audit, Income Tax, TDS, etc. of the institute. **Qualification and Experience:** Degree in Commerce from a recognised University. Five years experience of accounting, book keeping, finance, cash handling, IT/TDS, budgeting and auditing works preferably in Govt. organisation and should have undergone training in finance and accounts. **Desirable:** Knowledge of computer applications in accounting & office works.

7. **Personal Assistant: Job requirements:** Secretarial assistance to the Director like fixing appointments, attending telephone calls, messaging, handling correspondences, making agenda & minutes of various meetings, keeping files & records, etc. **Qualification and Experience:** Graduate from a recognised University having a speed of 40/100 wpm in Typing and Shorthand respectively in English. Two years' experience in stenographic work. **Desirable:** Good knowledge of computer applications in office works.

8. **Accountant: Job requirements:** Assist Finance-cum-Accounts Officer in his day to day work and handling works relating to accounts, budget, audit, Income Tax, TDS, etc. of the institute. **Qualification and Experience:** Degree in Commerce from a recognised University. Experience of accounting and book keeping preferably in Govt. organisation and should have undergone training in cash and accounts. **Desirable:** Knowledge of computer applications in accounting & office works.
9. **Training Assistant: Job requirements:** Assist Programme Co-ordinator, Course Director & Faculty to conduct the courses and look after all the training related activities including lodging and boarding arrangements, etc. **Qualification and Experience:** 10+2 from a recognised institute/board. Should have good communication skills required for coordination with various officials of the institute and outside for conducting training programmes of the institute. **Desirable:** Good knowledge of computer applications in office works.
10. **Stenographer: Job requirements:** Secretarial assistance to the senior officers of the institute. **Qualification and Experience:** 10+2 from a recognised institute/board having a speed of 40/100 w.p.m. in Typing and Shorthand respectively in English. **Desirable:** Good knowledge of computer applications in office works.
11. **Assistant (Hostel & Estate, Personnel & Administration, Store & Purchase): Job requirements:** Assist Administrative-cum-Estate Officer in the day to day work. **Qualification and Experience:** 10+2 from a recognised institute/board with two years experience in the next lower grade in matters relating to administration, stores & purchase. **Desirable:** Knowledge of basic computer applications in office works.
12. **General Information:** (i) Interested and eligible candidates are requested to apply in the format indicated below. Candidates who applied earlier in Aug, 2008 need not apply again. (ii) The appointment for the post of Assistant Director shall be initially for a period of 03 years which may be extended for another term of 02 years for the candidates on deputation. (iii) The appointment for the post of Core Faculty shall be initially for a period of one year which may be renewed every year upto 65 years of age upon rendering satisfactory services. (iv) Usual allowances as per the rules of the Institute shall be given. For the post of Core Faculty no other allowances over and above fixed remuneration shall be given. (v) All appointees to above positions on regular basis may avail campus accommodation as per rules of the Institute. Core Faculty and incumbents joining on deputation basis may also avail of campus accommodation. (vi) The completed applications addressed to the **Director, NITHE, A-5, Institutional Area, Sector-62, NH-24 Bypass, NOIDA-201301 (UP)** alongwith attested photocopies of certificates / testimonials and demand draft of Rs.100/- in favour of NITHE, should reach through registered post on or before **28.05.2010 by 17:00 hrs.** (vii) Employees working in government/semi-government/autonomous organisations should send their applications through proper channel by the last date. Advance copies are also acceptable but No Objection Certificate and ACRs of last five years should be submitted before date of interview. Incomplete applications and those received late will be rejected summarily and no correspondence will be entertained. (viii) Age of candidates for regular appointment should not be more than 35 years for all above positions which is relaxable for SC/ST/OBC candidates, as per the rules. (ix) Only short-listed candidates shall be called for interview/written test and no TA/DA shall be admissible. (x) The Institute reserves its rights to cancel any or all the applications without assigning any reason.
13. **Application format (A4 size):** (1) Name of the post applied for, (2) Name of the Candidate, (3) Father's/ Husband's Name, (4) Date of Birth, (5) Permanent Address, (6) Mailing Address, (7) Phone Numbers (Office and Residence) along with Fax number, if any, (8) Whether belonging to SC/ST/OBC, (9) Details of Educational Qualifications; a. Examination passed, b. Year of passing, c. Name of the Institute, d. University/ Board, e. Total aggregate/percentage of marks obtained and Division, f. Remarks (if any), (10) Details of Experience (in chronological order): a. Name of the organisation, b. Position held, c. Period of tenure with dates, d. Brief description of duties, e. Pay, Scale of Pay and Total emoluments drawn, f. Details of experience in Roads/Bridges/Highways (Date wise), (11) Details of computer knowledge/Experience: (i) General, (ii) Languages known, (iii) Experience in CAD/CAM in highway projects, (12) Experience in development of training packages/software for highway projects/Experience as Trainer/Faculty specially in highway sector, (13) Signature of candidate, (14) Two recent photographs (passport size) one should be pasted on the application form, (15) Demand draft of Rs.100/- in favour of NITHE (No fee for SC & ST candidates and for Core Faculty applicants).
- I hereby declare that all the information & statements furnished above is true and complete to the best of my knowledge and belief. Date : Place : Signature:
- The Department/Organisation concerned should also enclose copies of Annual Confidential Reports (ACRs) for the last five years while forwarding the applications on deputation.