



INLAND WATERWAYS AUTHORITY OF INDIA

A Statutory Body under
Ministry of Shipping, Govt. of India
Head Office : A-13, Sector -1, Noida, U. P. – 201301.

No.-3-IWAI/Estt./12/2012

Dated: 24.07.2013

CIRCULAR

IWAI invites application from the Indian National for filling up the following posts on direct recruitment basis.

1. Junior Accounts Officer : - 01 post (OBC) in the Pay band of Rs.9,300-34,800 + Grade Pay of Rs.4,200/- on direct recruitment basis.

Essential: - Degree of a recognized University with SAS Commercial Examination or equivalent with 3 years experience of Cash, Commercial accounting and Budget work; or Degree from a recognized University with Inter ICWA/Inter CA.

Age Limit: - Not exceeding 30 years on the closing date of application.

GENERAL INFORMATION:-

1. The Authority is following Central Govt. rules and orders in service matters. Leased accommodation and medical reimbursement are provided as per the rules of the Authority.
2. The post has all India transfer liability. As present, the Authority has field offices at Patna, Kochi, Kolkata, Guwahati, Varanasi, Bhagalpur, Allahabad and Farakka. However, an employees can be posted anywhere in India against any project or scheme.
3. Age limit will be reckoned as on closing date for receipt of applications. Applicant belonging to OBC/ Ex. Servicemen shall be given age relaxation as per instructions issued by Govt. of India from time to time.
4. Mere possession of essential qualifications will not entitle a candidate to be called for Test/interview. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.

5. Outstation candidates if called for interview shall be paid AC 3 Tier Rail Fare for to and fro by the shortest route subject to production of proof of journey such as Railway Ticket No./ Bus Ticket, etc.
6. Canvassing in any form shall be a disqualification.
7. Application should be sent either in Hindi or English accompanied by duly signed photograph, attested copies of certificates of educational qualifications, experience, documents in support of claim SC/ST/OBC/Ex Servicemen/Govt. Servants.
8. Persons working in Central/State Government /UTs/PSUs/Statutory or Authority Bodies should submit their applications through proper channel alongwith Vigilance Clearance. If any delay is anticipated, advance copy of the application may be sent so as to reach before the closing date. Incomplete application or applications received after the due date are liable to be rejected.
9. The interested candidates may send their application within a period of 45 days i.e. 07.10.2013 in a closed envelope super scribing “**Application for the post of Junior Accounts Officer**” to Secretary, Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.)

PERFORMA

APPLICATION FOR THE POST OF _____

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication
(with Pin Code & Telephone number) :
4. Permanent Address :
5. (a) Date of birth (in Christian era) :
(copy of DOB certificate to be enclosed) :
(b) Age as on closing date of application :
6. Nationality :
7. Marital status :
8. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
9. Whether working in any Central/State/UT/Autonomous body/PSU/Port organization/Semi-Govt. :
10. Educational/ Professional Qualifications: (Starting from Matriculation or equivalent onwards)

Attested
Photo

S. No.	Examination Passed	Year	Name of Board/ University	Class/ Division	% of marks	Main subjects
--------	--------------------	------	---------------------------	-----------------	------------	---------------

11. Experience : (Including present employment)0

S. No.	Name of Employer	Designation of the Post held & nature of appointment	Pay scale/ Salary(CD A/ IDA)	Date of Joining	Date of leaving and reasons for leaving	Nature of duties performed
--------	------------------	--	------------------------------	-----------------	---	----------------------------

12. Languages known :

13. Any other information such as experience, training, publication etc. in support of suitability for the post:

UNDERTAKING

14. I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Place:

Date:

No. -

SIGNATURE OF THE APPLICANT

To be certified by the Employer

Certified that the particulars furnished by the officer are correct as per the record held in this office and no vigilance/disciplinary case is either pending or contemplated against the officer.

No.

Date:

Signature

Name & Seal of the Employer/
Cadre Controlling Authority