



**INLAND WATERWAYS AUTHORITY OF INDIA**  
**A Statutory Body under**  
**Ministry Of Shipping, Road Transport & Highways,**  
**Govt. of India, Head Office - A-13, Sector-1,**  
**Noida, U. P. - 201 301.**

---

IWAI invites application from the Indian Nationals for filling up the following post on directed recruitment basis.

**Name of the Post:-**

**Stenographer Grade-D :-** 01 (UR) under category VH (Visually Handicapped Blind) in Pay Band-I of Rs.5200 -20200/- + Grade Pay Rs.2400/- on direct recruitment basis.

**EDUCATIONAL QUALIFICATION-**

**STENOGRAPHER - D**

**ESSENTIAL:-**

- i) Matric or equivalent certificate from recognized Board/University
- ii) Speed in short hand at 80 words per minute and speed in typewriting at 30 words per minute.

**Desirable:-**

Degree of recognized University or equivalent.

**Age Limit:-** Not exceeding 25 years on the closing date of application. Age relaxation of years in upper age limit shall be allowed for persons suffering from blindness or low vision in case of direct recruitment.

**GENERAL INFORMATION:-**

1. The Authority is following Central Govt. Rules and orders in service matters. Medical reimbursement are provided as per 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, Farakka, Dhubri, Dibrugarh, Chennai, Vijayawada and Bhubaneswar, however, an employee can be posted anywhere in India against any project or scheme.
3. Mere possession of essential qualifications will not entitle a candidate to be called for 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.
4. Outstation candidates if called for interview shall be given AC 3 Tier Rail fare for to and fro by the shortest routs subject to production of proof of journey such as Railway Ticket No./Bus Ticket, etc.
5. Canvassing in any form shall be a disqualification.

6. Application should be sent either in Hindi or English accompanied by duly signed and photograph, attested copies of certificates of educational qualification, experience, documents in support of claim Physically disability (VH/SC/ST/OBC/Ex-Servicemen/Govt. servants etc.
7. Persons working in Central /State Government/UTs/PSUs/Statutory Bodies or Authority should submit their applications through proper channel. 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.
8. Candidates who have applied earlier in response to advertisement appeared in Employment News Dated 12-18 September, 2015 and 23-29 April, 2016 need not apply.
9. The interested candidates may send their application within 15 days from the date of publication of this advertisement in Employment News in a closed envelope super scribing Application for the post of "....."to Secretary, Inland Waterways Authority of India, A-13, Sector-01, Noida-201301(UP).

## PROFORMA

### APPLICATION FOR THE POST OF STENOGRAPHER GRADE-D

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication  
(with Pin Code, Telephone number & E-mail ID) :
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)



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

11. Experience : (Including present employment)

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:

\* Proof of experience to be included.

### 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:

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.

Signature

Name & Seal of the Employer/Cadre Controlling Authority.

Place :

Date:



**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.**

Inland Waterways Authority of India invites applications for filling up of 01 post of **STENOGRAPHER-D** under **Visually Handicap (VH-Blind) (Un-reserved)** in the Pay Band - I of Rs.5200 - 20,200/- + Grade Pay of Rs.2400/- on **Direct Recruitment basis**. Interested candidate possessing requisite qualifications and experience may submit their applications to Secretary, IWAI, Noida, so as to reach within 15 days from the date of publication of this advertisement in Employment News. Candidates who have applied earlier in response to advertisement appeared in Employment News dated 12-18 September, 2015 and 23-29 April, 2016 need not apply. Complete details and prescribed format of application may be downloaded from the website of IWAI [www.iwai.nic.in](http://www.iwai.nic.in)

**Sd/-  
SECRETARY**