

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Government of India)

Head Office : A-13, Sector-1, Noida – 201301

Phone: 0120-2544036 & 2521724, Fax: 0120-2521764 Website: www.iwai.nic.in

The Inland Waterways Authority of India is an autonomous body constituted by the Act of Parliament, Inland Waterways Authority of India Act, 1985 (82 of 1985) under Ministry of Shipping, Government of India, for regulation, development & maintenance of National Waterways.

The IWAI is desirous of engaging professional on short-term contract basis for a period of one year, for the following position.

Name of the post	No. of Post	Eligibility Criteria	Maximum Age Limit	Remuneration (in Rs.)
Chartered Accountant cum Company Secretary	01	The Candidate should have retired from Government organization, Public Sector Undertaking Bank having at-least 10 years' experience in the field of raising of funds through Govt. Institution Bonds & Debt issuance. 2. The candidate should be well versed with the rules & regulations of all compliances and should have handled at least 3 Bonds issues in the last 3 years viz. preparation of reports, balance sheet, reporting, presentation etc. as required from time to time by the SEBI, Registrar, Rating Agency, Ministry of Finance, Ministry of Shipping etc.	64	1,25,000/- (Negotiable based on experience and qualification)

Selection will be based on academic qualifications, merit and experience in the related field and working knowledge. Preference will be given to persons with knowledge of GFR's, FRSR's, Accounting Standards, Taxations, market borrowing through issue of Bonds as per SEBI guidelines.

The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Secretary, IWAI, A-13, Sector-1, Noida-201301 (U.P.) and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 24.08.2016.

The IWAI reserves the right to accept or reject any or all applications and to cancel applications under process at his discretion and his decision shall be final and binding.

SECRETARY

ANNEX-A

Terms of Reference for Engagement of Chartered Accountant cum Company Secretary on purely contract basis in Inland Waterways Authority of India at Head Office, Noida.

A. Qualifications:- Qualified Chartered Accountant from the Institute of Chartered Accountants of India and registered and practicing Company Secretary, under the Institute of Company Secretaries of India (ICSI).

B. Experience:- Not less than 10 years post qualification experience in the executive cadre in the area of Finance & Accounts in a reputed organization/ Bank/ Financial Institution and having experience in the field of raising of sources through Govt. Institution Bonds & Debt issuance also handled at least 3 Bonds issues in the last 3 years. Exposure in one or more of the following areas is required: Resource Mobilization, Forex, Treasury Operations, Raising Resources in Capital Market through IPO and Bonds. Knowledge in all Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis, etc. Knowledge on Accounting Standards, International Financial Reporting Standards (IFRSs) and Indian GAAP and practical knowledge on finalization of accounts and dealing with all audit matters is desirable. Proficiency in use of Computers and Tally Accounting System is desirable.

C. Role of the Chartered Accountant cum Company Secretary:-

He will be responsible for, but not limited to, the following activities and will report to the Chief Accounts Officer for ensuring compliance with various regulatory/accounting requirements.

- Besides compliance of Stock Exchanges/SEBI the compliance is also with Registrar.
- Vetting of documents and Depository Activities.
- Exercising expenditure control, maintenance of project accounts and reporting.
- Preparation of financial statements, report, MIS, presentations, etc. for sending to the SEBI, RBI, Credit Rating Agencies, Investors, Registrar,

Investment Committee, Trustees, Ministry of Shipping, Ministry of Finance etc.

- Scrutiny of bills/ invoices for payment and financial record keeping and document management.
- Assist in the external audits by authorities such as C&AG, Ministry Audit, etc. and handling of audit paras in the audit reports of these authorities.
- Assist in financial appraisals by various authorities, such as SEBI, RBI, Credit Rating Agencies, Investors, Registrar, Investment Committee, Trustees, Ministry of Shipping, Ministry of Finance etc.
- Assist Chief Accounts Officer of IWAI in Accounts and Finance matters of IWAI.
- Any other matter relating to accounts and finance as may be assigned by Chief Accounts Officer.
- Advise on all accounts and financial matters relating to the project.
- Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI on finance and accounts matters.

D. Major responsibility of the Chartered Accountant cum Company Secretary:-

- Acting as Compliance Officer as per the Listing Agreement.
- Responsible to the Investment Committee of the Board as per the Listing Agreement and ensure the compliance of the stipulations by RBI in respect of the requirement of the coverage of the Investment Committee.
- Reporting of Price Sensitive Information to the Stock Exchanges on an ongoing basis.
- Intimating the Stock Exchanges of the Board meetings for considering the financial results, declaration of interest, etc.
- Informing within 15 minutes of the closure of the Board meetings the financial results.
- Filing of Bonds pattern and distribution schedule within the stipulated time.
- Giving Notice for the Book Closures/Record Date.

- Ensure the process of Bonds Transfers and disposal of investors references as conveyer of Bonds Transfer/ Bond holders Grievance Committees and placing the Minutes of the meetings.
- Coordination with RBI, SEBI, Stock Exchanges, Government of India (Ministry of Finance) on relevant issues and organizing meetings as required.
- Maintenance of statutory registers and records.
- Raising of capital – Obtaining requisite permission from the Regulatory Authorities and coordination with various intermediaries.
- Preparation of MIS, follow up of legal matters with legal authorities.
- Formulating requisite Policies for approval of the Board.
- Coordinating the publication and distribution of Annual Report and Accounts, besides Notices, etc.
- Any other matter relating to accounts and finance as may be assigned by Chief Accounts Officer.
- Advise on all matters relating to the mobilization of Extra Budgetary Resources.
- Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI.

E. Reporting and Documentations:-

- Preparation of status/monthly/quarterly reports for the IWAI, SEBI, RBI, Credit Rating Agencies, Investors, Registrar, Investment Committee, Trustees, Ministry of Shipping, Ministry of Finance etc.
- Preparation of Compliance Reports for various stakeholder Ministries and Department of Government of India and the State Government. (as required).
