



**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**

Brief Employment Notice No : IWAI/SRC/Contrl.12/2017 Dated 21/12/2017

Engagement of one position of Consultant (PR & Marketing), on contractual basis , for a period of two years at IWAI.

Inland Waterways Authority of India (IWAI) invites applications from eligible candidates for engagement to the position of Consultant (PR & Marketing) in IWAI at its Head Office, Noida (U.P.) on purely contractual basis for the period of two years. The last date for receipt of applications is 12/01/2018.

For further details as regards eligibility, the Website of IWAI viz. www.iwai.nic.in may be visited under the head "Vacancy".

**Sd/-
SECRETARY**



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Further details as regards eligibility, responsibilities/duties, etc. of position wise contractual position are as under :

Post code : C9	Consultant (PR & Marketing) – 01 position
Key Responsibilities/Duties	
<ul style="list-style-type: none">▪ Study of objectives, promotional policies and needs of IWAI to develop public relations, strategies that influence public opinion or promote ideas, products and services,▪ Keep vigil on the materials to be posted on social media viz. Facebook, Twitter, & Website, etc.▪ Prepare or edit IWAI's publications/Brochures/annual reports for internal and external audience, including employee newsletters and stakeholders' reports.▪ Respond to requests for information from the media or designate another appropriate spokesperson for information at source.▪ Plan and direct development and communication of informational programs to maintain favorable public and stakeholder perceptions of an IWAI's accomplishments and agenda.▪ Confer with production and support personnel to produce or coordinate production of advertisements and promotions.▪ Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for IWAI.	
Required Education, Experience and Competencies; Remuneration	
Education Essential : <ul style="list-style-type: none">▪ Bachelor degree in Mass Communication, Public Relation or Media	

Desirable :

- MBA or Master’s Degree in a closely related field would be desirable

Experience

- A minimum of 3 years of experience in corporate communications, preferably at a supervisory position in a large setup.
- Prior experience of working with industry is preferred
- Experience of working with Ministries / related projects is highly recommended

Competencies

- Proficiency in written and Spoken English.
- Excellent communication skills and presentation skills.
- Strong collaboration skills and ability to manage brand and /or organizations social presence across platforms
- Effective leadership skills
- Social networking and marketing knowledge.
- Commercially aware and able to act in organization's best interests
- Skills in building and maintaining relationships with internal and external stakeholders
- Strong interpersonal skills, Proficiency in Hindi and English languages.

Remuneration : Rs.85,000 (Rs Eighty five thousand) per month

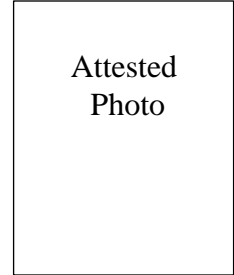
Age Limit : 55 Years as on the closing date of receipt of application.



PROFORMA

APPLICATION FOR THE POSITION OF : _____ **(CONTRACTUAL)**
POSITION CODE : _____

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. Whether worked in any Central/State/UT/
Autonomous body/PSU/Port
Organization/Semi-Govt. with proof :
8. Educational/ Professional Qualification: (Starting from Matriculation or Equivalent onwards)



Sr. No.	Examination Passed	Year	Name of Board / University	Class/Division	% of marks	Main subjects
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9. Experience : (Including present employment)

Sr. No.	Name of Employer	Designation of the post held & nature of appointment	Pay scale/Salary (CDA/IDA)	Date of Joining	Date of leaving and reasons for leaving	Nature of duties performed
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10. Languages known :
11. Any other information such as experience, training, publication etc. in support of suitability for the post :
12. Preference of place of posting :

UNDERTAKING

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

Place:

Date:

SIGNATURE OF THE APPLICANT