

#### 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

Phone: 0120-2544036 & 2474050, Fax: 0120-2521764

#### Brief Employment Notice no: IWAI/ R&T/ 4/2018 Dated 04/06/2018

IWAI invites application from the Indian Nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up the post of Secretary on deputation basis for a period of three years which may be extended for another two years.

Sl.No./ Post code	Name of post	Pay-scale	No of post	Method of recruitment
D.6	Secretary	Level 13 of 7 <sup>th</sup> CPC i.e. pre-revised 6 <sup>th</sup> CPC Pay Band of Rs. 37,400 - 67,000/- + Grade Pay Rs.8,700/- on deputation basis.	01	Deputation basis for 03 years

Interested candidates possessing requisite qualifications and experience may send their applications to Assistant Secretary (R&T), IWAI, A-13, Sector-1, Noida-201301(UP); so as to reach within 45 days from the date of publication of this advertisement in Employment News, or by 30/07/2018, whichever is later. Complete details of the Circular dated 04/06/2018 and prescribed format of application may be seen under the head "vacancy" in the website of IWAI www.iwai.nic.in.

Sd/-SECRETARY



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Phone: 0120-2544036 & 2474050, Fax: 0120-2521764

#### No. 12-IWAI/Estt.R&T/08/2018

Dated 04/06/2018

#### **CIRCULAR**

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### **Eligibility conditions:**

Officers under the Central/State Govt./Port Organization/Semi-Govt. body/Public Sector Undertakings:

- a) (i) Holding analogous post; OR
  - (ii) With 5 year's service in the post in the PB-III Rs.15,600-39,100/- + Grade Pay of Rs. 7,600/- or equivalent, and
- b) Possessing the following educational qualifications and experience:-

**Essential:** Degree from a recognized University or equivalent with 15 years experience in a responsible senior position out of which, at least 05 years in the next below level, in administration and establishment works in a Govt. Office or Public body or a commercial organization of repute.

#### Desirable:

- i) A degree in law, (ii) Master of Business Administration,
- iii) Graduate from Institute of Company Secretaries of India.

**Age Limit:-** Not exceeding 56 years on the closing date of application.

### **GENERAL INFORMATION:-**

- 1. The Authority is following the Central Govt. Rules & orders in service matters. Leased accommodation and Medical reimbursement are provided as per rules of the Authority.
- 2. The post has all India transfer liability; However the post of Secretary is operated at the Head Quarter of the Authority in Noida.
- 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 paid AC 3 Tier Rail Fare to and fro by the shortest route subject to production of proof of journey.
- 5. Canvassing in any form shall be a disqualification.
- 6. Application should be sent either in Hindi or English duly signed with photograph, attested copies of certificates of educational qualifications, experience, documents in support of claim of SC / ST / OBC / Ex Serviceman / Govt. Servants, etc.
- 7. Persons working in Central/State Governments/UTs/PSUs/ Statutory or Autonomous Bodies should submit their application 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. Those candidates need not to apply or submit a fresh application, who have already applied for the above post in response to earlier advertisement vide Employment Notice No. IWAI/SRC/2/2018 dated 06/03/2018.
- 9. Copies of APAR's, for the past 5 years (from 2012-2013 onwards) along with vigilance clearance and Integrity certificate are also required to be enclosed.
- 10. The interested candidates may send their application, within a period of 45 days (last date of submission/receipt of application : 15/07/2018), from the date of publication of this advertisement in Employment News, in a closed envelope super scribing "Application for the post of Secretary on deputation basis" to the Assistant Secretary (R&T), Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

			Sd/-
	SEC	CRETA	ARY
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## **PROFORMA**

POST CO		FOR THE PO	: D.6	IAKY (On D	eputation Ba	isis)
1. Name in	full (in Block	Letters)	:			
2. Father's/Husband's Name			:			
3. Address for communication (with Pin Code, Telephone number & Email ID)			:			Affix Attested Photograph
4. Permane	ent Address		:			
5. (a) Date	of Birth (in C	hristian era)	:			
(b) Age	as on closing	date of applica	tion:			
6. National	ity		:			
7. Whether	belongs to So	C/ST/OBC/Ex-	-Serviceman/PH	[:		
10. Educati	on/Semi-Govt ional/Professi		: ions (kindly inc	ite/UT/Auton		dy/PSU/Port
S. No	Name of	Designation Designation	Pay scale/	Date of	Date of	Nature of
5.110	Employer	of The post held & nature of appointment	Salary(CDA/IDA)	Joining	Leaving and Reasons for leaving	Duties performed
12. Langua	iges known		:			
I he best of my advertisem	for the post reby solemnly knowledge ent and I am	Uy declare that the and belief. I well aware that	experience, tra : INDERTAKING the information have carefully at the Curriculus by the Selection	G given above gone throug m Vitae duly	is true and c h the vacanc supported by	orrect to the cy Circular / cy documents
			Signature	of the candid	ate	

Date.....

Address.....

# .....

# **CERTIFICATE**

(To be filled in by the parent office / Department)

- 01. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- 02. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
- 03. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
- 04. Photocopies of complete and upto date ACR /APAR dossier of the officer for the last five years, from 2011-12 onwards duly attested, on each page enclosed.
- 05. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature
Name & Designation of the Head of the Department /
Authorized Signatory with seal
Telephone Number