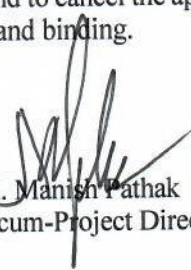


No. IWAI/FV/NW-1/18/3/2018
PROJECT MANAGEMENT UNIT
(Freight Villages Project)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office: A-13, Sector-1, Noida-201 301

Inland Waterways Authority of India (IWAI), a statutory body under the Ministry of Shipping, Government of India is setting up Freight Villages at Varanasi (Uttar Pradesh) and Sahibganj (Jharkhand). A Project Management Unit (PMU) has been set up in the IWAI Head Office in Noida, Uttar Pradesh to assist IWAI in preparation, pre-appraisal activities and in execution of the said project. Project Implementation Units (PIU) are also proposed to be set up at the IWAI Offices at Varanasi & Sahibganj for field level management and monitoring of the Project activities. IWAI is desirous of engaging a Specialist (Human Resources & General Administration) in the PMU on a monthly consolidated remuneration of Rs.60,000/- on short-term basis for the project period, initially for a period of two years, extendable for further period of the Project as per requirement:

2. Terms of Reference (ToR) for the above position are attached. The selected candidate shall be engaged purely on short-term contract basis for the delivery of services. The professional will be required to work on full-time basis and will not be permitted to take up any other assignment during the engagement in the PMU. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on similar projects.
3. The consolidated remuneration includes all taxes payable and no reimbursement will be made.
4. 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-cum- Project Director, (FVP) and must reach in a sealed envelope at the abovementioned address by post or by hand on or before **28th February**.
5. IWAI, reserves the right to accept or reject any or all applications and to cancel the applications under process at its discretion and the decision in this regard shall be final and binding.


Col. Manish Pathak
Secretary-cum-Project Director (FVP)

Terms of Reference for the position of Specialist (Human Resources & General Administration)

Sl. No.	Description	Requirement
A	Position	Specialist (Human Resources and General Administration)
B	No of Positions	01
C	Remuneration	Rs.60,000/- per month (consolidated)
D	Educational Background & Experience	Graduate from a recognised University or institute.
E	Age	Not more than 65 years as on the last date of receipt of applications.
F	Work Experience	<p>Officers, who held posts not below the grade of Section Officer or equivalent under the Central Government prior to their retirement from service OR Officers who held equivalent posts under the State Governments prior to their retirement from service and possessing the following experience/expertise:</p> <ul style="list-style-type: none"> • Expertise in preparation of Agenda Notes for Board meetings, SFC/EFC/DIB/PIB Memoranda, Note for Cabinet and its Committees. • Thorough knowledge of the rules and regulations of the Central Government prescribed processes and procedures in regard to recruitment, personnel management, administration, project management etc. • Experience of handling Parliament related matters. • Experience of handling RTI Matters. • Experience of handling court cases and legal issues • Proficiency in use of Computers. • Good communication skills in English and Hindi.
G	Job Description	<ul style="list-style-type: none"> • Preparation of proposals for selection of Domain Experts and Support Staff. • Personnel management of the domain experts and contractual personnel in the PMU and PIUs. • Preparation of proposals for obtaining approvals of the Competent Authorities, including preparation of Agenda Notes for consideration of IWAI Board, PIB/DIB/SFC/EFC Memoranda, Note for Cabinet and its Committees and all follow up action emanating from such proposals. • Provide administrative support for effective and efficient execution of the Project. • Timely preparation of prescribed reports and returns. • Maintenance and safe custody of records. • Procurement of stores for the PMU and their safe custody. • Any other duties as may be assigned by the competent authority from time to time.