



Inland Waterways Authority of India
(Ministry of Shipping, Government of India)
Head Office : A-13, Sector-1, Noida-201301(U.P.)
Phone : 0120 – 2474050, 2522312 & 2544036, Fax : 0120-2521764

Brief Employment Notice No : IWAI/R&T/Contrl.-1/2019 Dated 15/01/2019

Engagement of one position of Consultant (Administration), for Head Office Noida on contract basis, for a period two years, extendable by another one year, at IWAI.

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.

For carrying out works dealing various service matters, Grievances, various correspondence with Ministries & Govt. agencies, it is proposed to engage one Consultant (Admin.) purely on Contractual basis, initially for the period of two years, extendable by another one year, for Head Office, Noida, and invite application from interested and eligible candidates. The maximum age limit, as on the closing date of receipt of application is 65 years. The last date for receipt of application is 15/02/2019, with application in prescribed proforma, to be addressed to the Assistant Secretary (R&T), IWAI, Noida.

For further details as regards eligibility, ToR etc. please visit IWAI Website www.iwai.nic.in.

**Sd/-
SECRETARY**



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Employment Notice No : IWAI/R&T/Contrl.-1/2019 Dated 11/01/2019.

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2) For carrying out works dealing various service matters, Grievances, various correspondence with Ministries & Govt. agencies etc., it is proposed to engage a Consultant (Admin.) purely on Contractual basis for the period of two years for Head Office, Noida, and invite application from interested and eligible candidates, as per eligibility criteria & ToR details mentioned below:

Position code	Position Name	Requisite eligibility criteria and experience, responsibilities, and remuneration.
C.29	Consultant (Administration)	<p>Eligibility criteria :</p> <ol style="list-style-type: none">Retired officers at the level of Section Officer and above from the Ministries of Central/State Government. OR Worked as Consultant in any Ministry of Central / State Government for at least two years.The candidate should be well versed with the rules & regulations in dealing with the Administrative matters.Preference will be given to candidate having additional experience in the areas of Administration, Establishment matters along with working knowledge of computer. <p>Responsibilities:</p> <ul style="list-style-type: none">Dealing with the Parliament Question / Parliament matters and allied related matters; preparation of draft reply of parliamentary questions and other related correspondence with the Ministry and other Government departments.Any other duties as may be assigned. <p>Remuneration : Rs. 60,000 per month . Maximum age : 65 year as on the closing date of receipt of application</p>

3) The curriculum vitae containing information on the credential in relation to the qualifications and experience, should be addressed to the Assistant Secretary (R&T), 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 15/02/2019.

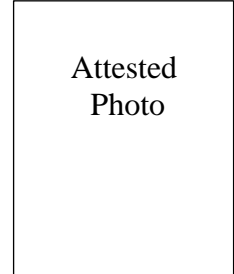
4) IWAI reserves the right to accept or reject any or all applications and to cancel applications under process at his discretion and his decision shall be final and binding.

Sd/-
SECRETARY

PROFORMA

APPLICATION FOR THE POSITION OF : _____ **(CONTRACTUAL)**
POSITION CODE : C.29

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

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

10. Languages known :
11. Any other information such as experience, training, publication etc. in support of suitability for the post.

UNDERTAKING

12. 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