



**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 – 2474050 & 2544036

**Brief Employment Notice No. IWAI/Rectt./02/2019 Dated 04/07/2019**

Inland Waterways Authority of India (IWAI) invites applications from Indian nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up the below mentioned post on deputation basis for a period of three years as detailed below :

Sl. No./ Post Code	Name of Post	Consolidated Pay/Pay- Scale	No. of Post (*)	Method of Recruitment / Posting Place
1 / D.18	Personal Assistant	Level 6 in the Pay Matrix as per 7 <sup>th</sup> CPC (Pre-revised Pay Band –III of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)	02	<u>Transfer on Deputation</u>

(\*) Number of Post is tentative and may increase or decrease as per requirement of Authority.

Interested candidates possessing requisite qualifications and experience may send their applications to Assistant Secretary (R&V), IWAI, Noida; so as to reach within 45 days from the date of publication of this advertisement in Employment News, or by 20/08/2019 whichever is later. Complete details of the Employment Notice No. IWAI/Rectt./02/2019 dated 04/07/2019 / Circular dated 04/07/2019 and prescribed format of application may be seen under the head “vacancy” in the website of IWAI [www.iwai.nic.in](http://www.iwai.nic.in).

Sd/-  
**SECRETARY**



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No. 12-IWAI/Estt.R&T/15/2018

Dated 04/07/2019

**CIRCULAR**

Inland Waterways Authority of India (IWAI) invites application from Indian nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up the below mentioned post on deputation basis for a period of three years located in Head Office Noida, as detailed below :

Sl. No./ Post Code	Name of Post	Consolidated Pay/Pay-Scale	No. of Post (*)	Method of Recruitment / Posting Place
1 / D.18	Personal Assistant	Level 6 in the Pay Matrix as per 7 <sup>th</sup> CPC (Pre-revised Pay Band –III of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)	02	<u>Transfer on Deputation</u>

(\*) Number of Post is tentative and may increase or decrease as per requirement of Authority.

2) The details of eligibility criteria, age-limit etc of the aforesaid posts, proposed to be filled up on deputation basis, are as detailed below:

D.18	Personal Assistant - 02
<b>Eligibility Criteria :</b> i). Officers under the Central/State Governments. a) (i) Holding analogous posts (ii) with 5 years service in the Level 4 of 7 <sup>th</sup> CPC. b) Possessing educational qualification prescribed for direct recruitment as under:  <b>Essential Qualification :</b> i) Matriculation or equivalent Certificate from a recognised Board/University. ii) Speed in shorthand 120 w.p.m. iii) Speed in Typewriting 40 w.p.m.  <b>Desirable:</b> i) Degree of recognised University. ii) 2 years experience in Government Office or Corporations/Registered firms.  <b>Age Limit:</b> Not exceeding 56 years on the closing date of application.	

## GENERAL INFORMATION

1. The Authority is following Central Govt. Rules & Regulations in service matters. Leased accommodation and medical reimbursement are provided as per rules of the Authority.
2. The post has all India transfer liability.
3. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. 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 the interview shall be paid 3<sup>rd</sup>AC rail fare as per their entitlement for to and fro journey by the shortest route subject to production of proof of journey.
5. Canvassing in any form shall be ground for 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 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. Copies of APAR's, for the past 5 years (from 2013-2014 onwards) along with vigilance clearance and Integrity certificate are also required to be enclosed.
9. The interested candidates may send their application, within a period of 45 days from the date of publication of this advertisement in Employment News or by 20/08/2019 whichever is later, in a closed envelope superscribing "**Application for the post of Personal Assistant on deputation basis, against Circular dated 04/07/2019 / Employment Notice No. IWAI/Rectt./02/2019 dated 04/07/2019**" to the Assistant Secretary (R.&V.) , Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

Sd/-  
**SECRETARY**



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**PROFORMA**

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT (ON DEPUTATION BASIS)**

**POST CODE : D.18**

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication (with Pin Code, Telephone number & Email ID) :
4. Permanent Address :
5. (a) Date of Birth (in Christian era) :  
(b) Age as on closing date of application :
6. Nationality :
7. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
8. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi-Govt. :
9. Educational/Professional Qualifications (kindly indicate and enclose copy)
10. Experience: (including present employment)

Self Attested  
Photograph

Sl. No.	Name of Employer	Designation of the post held & nature of appointment	Pay scale/ Salary(CD A/ IDA)	Date of Joining	Date of Leaving and Reasons for leaving	Nature of Duties performed

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

**UNDERTAKING**

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief. I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date.....

Address.....

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**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 up to date ACR /APAR dossier of the officer for the last five years, from 2013-14 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**