



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
(Ministry of Shipping, Govt. of India)  
Head Office, A-13, Sector -1, Noida – 201301 (U.P.)  
Phone : 0120 – 2474050 & 2544036

**Brief Employment Notice No. IWAI /R /Contrl.9/2019 Dated 29/08/2019**

Inland Waterways Authority of India (IWAI) an Autonomous Body under the Ministry of Shipping, Govt of India intends to engage the following position, purely on Contractual basis, initially for a period of One year and invite application from interested and eligible candidates.

<b>Sl. No. / Position Code</b>	<b>Details of Position</b>	<b>No. of Position</b>
C-39	Consultant (Raj Bhasha)	01

The closing/ last date for receipt of application is 28/09/2019, with application in prescribed proforma, to be addressed to the Assistant Secretary(Rectt.), IWAI, A-13, Sector-1, Noida-201301(UP), enclosing therein the self-attested copies of certificates, testimonials in support of the eligibility criteria as stipulated in the advertisement through registered post / speed post only. For further details as regards Duties/Responsibilities, Educational Qualification, Experience & Remuneration etc. the website of IWAI viz <[www.iwai.nic.in](http://www.iwai.nic.in)> may be visited.

**Sd/-  
SECRETARY**



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C-39	Consultant (Raj Bhasha)	01

2) The ToR and eligibility criteria etc. for the above mentioned position are as detailed below:

**Consultant (Raj Bhasha) - 01 Position**

**Duties / Responsibilities**

- Carrying out all translation works from English to Hindi and vice-versa and vetting thereof.
- Acquainting the officers and staff of the concerned Departments with the Government orders relating to official language and to help them in implementing the same.
- To ensure proper implementation of the provision of the Official Languages Act and the orders pertaining to the Hindi Teaching Scheme and the Official Language policy in their Department and subordinate offices, sections, companies, corporations, etc.
- To assist in the work of the Office of Secretary of the Official Language Implementation Committee of their Department/Office, to prepare the agenda and minutes of the meetings and coordinating the action on the decision in these meetings.
- To make suggestions from time to time for facilitating the progressive use of Hindi and to keep liaison with the other department through proper channel.
- To prepare the reference and help literature to arrange for the training in Hindi Workshops and to assist the officers and staff in learning Hindi and in using Hindi in Official works.
- Any other work as assigned by Secretary / Assistant Secretary (Estt. & Admn.) from time to time.

**Age :** Maximum 65 years as on closing date of receipt of application.

**Remuneration** : Rs. 60,000/- per month.

**Required Educational Qualifications and Experience**

- An officer retired from the level of Section Officer(Level-7of 7<sup>th</sup> CPC) or equivalent worked in Central / State Govt. / PSU / Autonomous body / similar organizations with experience in implementation of Raj Bhasha Policy.
- Graduate in any Hindi or English, Good communications skills both written and verbal and should have experience of Translation from Hindi to English and vice versa.
- Should have at least 15 years' experience of working in Central / State Govt. / PSU / Autonomous Body / similar organizations.

- 3) The closing/ last date for receipt of application is 28/09/2019, with application in prescribed proforma, to be addressed to the Assistant Secretary(Rectt.), IWAI, A-13, Sector-1, Noida-201301(UP), through registered post/ speed post only.
- 4) The applicant must enclose the self-attested copies of certificates, testimonials in support of the eligibility criteria as stipulated in the advertisement, failing which the candidature shall be treated as non-eligible. The decision of the Authority as regard to the eligibility of a candidate or otherwise shall be final and no correspondence in this regard will be entertained.
- 5) **General Terms & Condition :**  
The engagement on contractual basis in IWAI shall be regulated as per the following guidelines:
  - i) Individuals (Non-Government/private/Multinational/consultancy Firms) or Retired Employees from Govt. / Autonomous Bodies with requisite qualifications and experience as prescribed would be eligible for being engaged as consultants. However, the engagement shall not be considered as a case of re-employment.
  - ii) The engagement would be for a fixed period for providing high quality services to IWAI as per offer of Agreement/Letter of engagement.
  - iii) The engagement would be on fulltime basis, unless specified, and they would not be permitted to take up any other assignment during the period of engagement with IWAI.

- iv) Working hours would be from 9:30 am to 6:00pm IST during the working days including half hour lunch break in between.
- v) Attendance will have to be marked in the Bio-Metric System, installed at the IWAI office.
- vi) The Consultants engaged on full-time basis will be required to attend office on all working days and also on holidays, if required, on account of exigencies of work.
- 6) **Confidentiality :**
  - i) Consultant shall not divulge or disclose to any third party any information relating to IWAI or the Project, particularly the operational processes, technical knowhow, security arrangements, administrative/organizational matters, classified data and information, etc. without the approval of Competent Authority. Disclosure of the same shall be construed as a violation of the official Secret Act, 1923 and would be a ground for termination of your engagement with IWAI and for any such action as may be deemed necessary.
  - ii) The consultant shall be responsible and accountable for the services rendered / advice given by him since such advice / service is the result of contractual relations between the consultant and the employer.
  - iii) The consultant may avoid any conflict of interest while discharging contractual obligation and bring, beforehand, any possible instance of conflict of interest to IWAI. Further, the consultant is also expected to undertake an assignment only in the areas of its expertise and where it has capability to deliver efficient and effective advice / service.
  - iv) The consultant shall keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective bidders while rendering any advice to IWAI in regard to selection of technology, determination of design and specification of the subject matter, with bid eligibility criteria, bid evaluation criteria, more of tendering , tender notification etc.

**Sd/-  
SECRETARY**

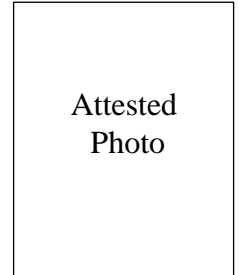
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**PROFORMA**

**APPLICATION FOR THE POSITION OF : CONSULTANT (Rajbhasha)**  
**POSITION CODE : C - 39**

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 and belief.

Place:

Date:

SIGNATURE OF THE APPLICANT