



**INLAND WATERWAYS AUTHORITY OF INDIA**  
**Ministry of Ports, Shipping and Waterways**  
**Govt. of India, Head Office - A-13, Sector-1,**  
**Noida, U. P. - 201 301.**

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**No. IWAI-12035/3/2022-Admn**

**Dated: 15.02.2022**

**CIRCULAR**

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, IWAI on transfer deputation/transfer initially for a period of three years w.e.f 01.07.2022 for posting at IWAI, Head Office, Noida.

**Name of the Post:-**

**Secretary:-** 01 post (on deputation basis) in Pay Band of Rs. 37,400 - 67,000/- + Grade Pay Rs.8700/- on transfer on deputation/transfer.

**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.15600-39,100/- + Grade Pay of Rs. 7600/- 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/or establishment works (HR) in a Govt. Office/PSU or Public body or a commercial organization of repute.

**Desirable :-**

- i) A degree in law,
- ii) Master of Business Administration/PG Diploma in HR Management.

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

## **GENERAL INFORMATION**

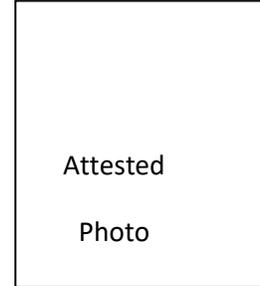
The Authority is following Central Govt. Rules & Regulations in service matters. Medical reimbursement is provided as per rules of the Authority.

1. The post has all India transfer liability.
2. 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.
3. 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.
4. Canvassing in any form shall be ground for disqualification.
5. Application should be sent either in Hindi or English duly signed with photograph, attested copies of certificates of educational qualifications, experience, etc., failing which the application shall be liable to be rejected.
6. 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 or applications not received through proper channel are liable to be rejected.
7. Copies of APAR's, for the past 5 years (from 2015-2016 onwards) along with vigilance clearance and Integrity certificate are also required to be enclosed.
8. Interested candidates possessing requisite qualifications and experience may send their applications to Assistant Secretary (Admn. & Rectt.), IWAI, Noida; so as to reach within 45 days from the date of publication of this advertisement in Employment News in a closed envelope superscribing "Application for the post of Secretary, IWAI on transfer on deputation/transfer, against Employment Notice No.IWAI-12035/3/2022-Admin Rectt Dated 08.02.2022" to the Assistant Secretary (Admn. & Rectt.), Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

**Sd/-**  
**SECRETARY**

**PROFORMA**  
**APPLICATION FOR THE POST OF SECRETARY**  
**(On transfer on deputation/transfer)**

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 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)



S. 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**

13. 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

**To be certified by the Employer**

Certified that the particulars furnished by the officer are correct as per the record held in this office and no vigilance/disciplinary case is either pending or contemplated against the officer.

Signature

Place:

Name & Seal of the Employer / Cadre Controlling Authority

Date: