



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.**

Inland Waterways Authority of India invites applications for filling up of the post of **Secretary** in the Pay Band - IV of Rs. 37,400 - 67,000/- + Grade Pay of Rs. 8,700/- on **Deputation basis** initially for a period of three Years, which may be extended for another two years.

Interested candidates possessing requisite qualifications and experience may submit their applications to Secretary, IWAI, Noida so as to reach within 45 days from the date of publication of this advertisement i.e. 15th December, 2012. **Candidates who have applied earlier against the advertisement issued in the month of July, 2012 need not apply again.** Complete details and prescribed format of application may be downloaded from the website of IWAI **www.iwai.nic.in**

**Sd/-
SECRETARY**



INLAND WATERWAYS AUTHORITY OF INDIA

A Statutory Body under

Ministry Of Shipping

**Govt. of India, Head Office - A-13, Sector-1,
Noida, U. P. - 201 301.**

No. 3-IWAI/Estt./02/2009

Dated: 30.10.2012

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 on deputation basis for a period of three years which may be extended for another two years.

Name of the Post:-

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

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 establishment works in a Govt. Office or Public body or a commercial organization of repute.

Desirable :-

- i) A degree in law,
- ii) Master of Business Administration,
- iii) Graduate from Institute of Company Secretaries of India.

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

GENERAL INFORMATION:-

1. The Authority is following the Central Govt. Rules & orders in service matters. Leased accommodation and Medical reimbursement are provided as per rules of the Authority.
2. The post has all India transfer liability; However the post of Secretary is operated at the Head Quarter of the Authority in Noida.
3. Mere possession of essential qualifications will not entitle a candidate to be called for interview. 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 interview shall be paid AC 3 Tier Rail Fare to and fro by the shortest route subject to production of proof of journey.
5. Canvassing in any form shall be a 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 / Govt. Servants, 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. The interested candidates may send their application within a period of 45 days from the date of publication of this advertisement in a closed envelope superscribing "Application for the post of "Secretary" to the Secretary, Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.)

SECRETARY

PROFORMA

APPLICATION FOR THE POST OF SECRETARY

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. Marital status :
8. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
9. Whether working in any Central/State/UT/Autonomous body/PSU/Port organization/Semi-Govt. :
10. Educational/ Professional Qualifications: (Starting from Matriculation or equivalent onwards)



Sr. No.	Examination Passed	Year	Name of Board/ University	Class/ Division	% of marks	Main subjects
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11. 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
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12. Languages known :

13. Any other information such as experience, training, publication etc. in support of suitability for the post:

UNDERTAKING

14. 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

No. -

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:

