



Inland Waterways Authority of India
(Ministry of Shipping, Government of India)

Head Office : A-13, Sector-1, Noida-201301
Phone : 0120-2544036 & 2521724, Fax : 0120-2521764

Employment Notice No : IWAI/PR2/PMU/2017 Dated 29.6.2017

Engagement of Expert one position each of Consultant (MIS), Consultant (Engineer), Consultant (Procurement Specialist), Consultant (Admn & Finance), and Data Executive on contract basis , for a period of two years at IWAI.

Inland Waterways Authority of India (IWAI) an Autonomous Body under the Ministry of Shipping, Govt of India intends to engage Consultants purely on Contractual basis initially for a period of Two years for below mentioned position for setting up of Project Management Unit (PMU) for North Eastern Region (NER) for IWT Projects and invite application from interested and eligible candidates. The last date for receipt of application is **30.07.2017**.

S.No.	Details of Position of Consultant	No of position
1	Consultant (MIS Expert)	1
2	Consultant (Engineer)	1
3	Consultant (Procurement Specialist)	1
4	Consultant (Admn & Finance)	1
5	Data Executive	1

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

Sd/-
SECRETARY

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4	Consultant (Admn & Finance)	1
5	Data Executive	1

Further details as regards eligibility, terms of reference; duties and responsibilities, etc. of position wise contractual position are as under :

1. Consultant (MIS Expert)

- (i) Develop a clear understanding of the Project objectives and activities.
- (ii) Prepare a conceptual model that is comprehensive in satisfying the targeted users' information needs and connected nationally to databases and the Internet to provide access to multi-users at different levels.
- (iii) Design, develop, test and deploy a web-based database, based on open source software and other technology solutions (including mobile applications and GPS tools where appropriate), technical specifications, user and technical documentation. This should include definition of user roles and controlled access to respect data protection and confidentiality.
- (iv) Provide technical support and capacity building on web-database development and maintenance.
- (v) Develop Standard Operating Procedures (SOPs) for the river/ other web-based database management and operations and train government officials on the SOPs.
- (vi) Develop and implement proper backup/restoration, data validation and security procedures to ensure river / other data integrity and availability of data.
- (vii) Provide training to counterpart staff in reporting and analysing data, assuring data consistency, giving statistical information and mapping of collected data.
- (viii) Implement training to Database users and administrators and define minimum requirement for staff that will manage the web-based database.

- (ix) Prepare a strategy and program of work for building project stakeholder information capacity for the river / other data.

2. **Consultant (Engineer)**

- (i) Preparation of ToR and Bidding documents for Hiring of consultants for preparation of Detailed Project Report (DPR), including Marketing Study and Business Development Strategy.
- (ii) Preparation of ToR and Bidding documents for Hiring of consultants for EIA, SIA, EMP study.
- (iii) Assist in hiring of Consultants and implementation agencies.
- (iv) Co-ordination during site assessment etc.
- (v) Check the feasibility and adequacy of Civil Engineering Designs suggest by the consultant and propose latest engineering practices.
- (vi) Provide evaluation, oversight and co-ordination during preparation of DPRs by the consultants.
- (vii) General training of IWAI officials and the contractors on Civil work process and practices – class-room and on-site (including preparation of training material).
- (viii) Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project.
- (ix) Preparation of status/ monthly/ quarterly reports for the IWAI on civil works; preparation of compliance / completion reports of each phase; and review of reports submitted by the contractors and / or supervision consultants.
- (x) Co-ordination with other departments and agencies.
- (xi) Monitoring and documentation of the project related activities.
- (xii) Any other duties as may be assigned.

3. **Procurement Specialist**

- (i) Preparation of ToR and Bidding documents for Hiring of consultants for EIA, SIA and EMP study.
- (ii) Preparation of ToR Bidding documents for Hiring of consultants for preparation of Detailed Project Report (DPR), including Market Study and Business Development Strategy.
- (iii) Assist in hiring of Consultants and implementation agencies.
- (iv) Co-ordination during site assessment etc.
- (v) Provide evaluation, oversight and co-ordination during preparation of DPRs by the Consultant.
- (vi) Compilation of data, report preparation and coordination with monitoring agencies.
- (vii) General training of IWAI officials and the contractors on Procurement Processes and practices – class – room and on-site (including preparation of training material).
- (viii) Preparation of checklists/ guidelines for sustainability of practices/ long term usage by IWAI.
- (ix) Supervision and monitoring for ensuring compliance of prescribed procurement processes.

- (x) Preparation of status/ monthly/ quarterly reports for the IWAI and the World Bank on procurement aspects; Preparation of compliance / completion reports of each phase.
- (xi) Review of reports submitted by the contractors and / or supervision consultants.
- (xii) Co-ordination with other departments and agencies.
- (xiii) Any other duties as may be assigned.

4. **Consultant (Admin. & Finance)**

- (i) Maintaining financial information at PIU level, reporting the financial information to PMU in order to ensure organizational effectiveness and efficiency. Oversee all accounting and reporting functions including financial reporting, accounts, accounts receivable/ payable for respective region
- (ii) Drive the implementation of accounting and reporting processes, policies and tools.
- (iii) Ensure the closing and reconciliation of accounts and prepare all financial reports.
- (iv) Oversee execution of all accounting activates (general ledger, receivables. Payables, invoicing etc.)
- (v) Ensure compliance to relevant accounting system.
- (vi) Preparation of Annual Budget for the Project Implementation Unit (PIU).
- (vii) Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting.
- (viii) Preparation of financial statements at PIU level and send to head office (PMU) on quarterly/ half yearly basis.
- (ix) Ensure implementation of accounting policies and procedures. Financial Record Keeping and Documents Management i.e. manage the accounting books and ledgers of the project.
- (x) Processing and scrutiny of bills / invoices for timely payments as per the terms and conditions of the Contract Agreement.
- (xi) Manage inflow - lagging and payment - processing (Corporate, Projects and Payroll etc.)
- (xii) Assist in External / Internal Audits of Project.
- (xiii) Review forecast of costs and timelines based on changes in Projects.
- (xiv) Undertake financial analysis for Departments and cash flow forecasting.
- (xv) Follow-up on receivables and oversee closing of payables.
- (xvi) Ensure reconciliation of bank accounts.
- (xvii) Ensure that Vouchers, Books, Accounts etc. are maintained / updated properly.
- (xviii) Ensure protection and security of files and records.
- (xix) Any other matter related with the project, as may be assigned by the PIU/ PMU officials.
- (xx) Oversee, manage and evaluate the performance of the General Service Team.
- (xxi) Assist in administration for regional sites for defining General Services Level Agreement (SLAs) with vendors for administration related services and ensure that they are strictly implemented.
- (xxii) Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process.
- (xxiii) Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on various financial decisions as requested.
- (xxiv) Liaise with travel agents for business – related travel services of employees, interviewed candidates, Head Office visitors and concerned officials from the Ministry etc.

- (xxv) Liaise with hotels for temporary accommodation of staff or accommodation of visitors and external consultants as per request from Regional Director, Resident Engineer and / or PMU.
- (xxvi) Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors.
- (xxvii) Manage and monitor the executives/ receptionists in office buildings.
- (xxviii) Directly supervise the collection/ distribution of internal and external mail to ensure appropriate coverage.
- (xxix) Plan and organize internal employee events as directed by Superiors.
- (xxx) Handle requests from Projects for utility services and trade licenses.
- (xxxi) Ensure proper maintenance of office.
- (xxxii) Ensure timely payment of Office Bills.
- (xxxiii) Preparation of proposals for selection of Domain Experts and Support Staff.
- (xxxiv) Preparation of proposals for obtaining approvals of the competent authorities, including Agenda Notes for consideration of IWAI Board, SFC/ EFC Memoranda, Note for Cabinet Committees, etc.
- (xxxv) Provide administrative support for effective and efficient execution of the Project.
- (xxxvi) Timely preparation of prescribed reports and returns.
- (xxxvii) Maintenance and safe custody of records.
- (xxxviii) Any other duties as may be assigned.

5. **Data Executive**

- (i) To support the Consultant for preparation of document.
- (ii) Collection and Compilation of Data from Regional & Sub offices of IWAI stationed in NER related on IWT.
- (ii) Collection and Compilation of Data from all NE State Government on related IWT.
- (iii) Generation of report as and when required based on data compiled.
- (iv) To generate models for promotion of IWT after research in various media as well as from internet on all types of transport.

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**DETAILS OF QUALIFICATION FOR ENGAGEMENT OF EXPERTS TO SETUP A
PMU FOR NER IN IWAI**

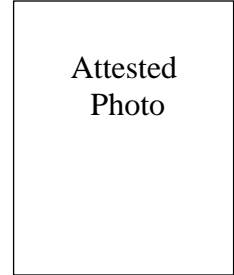
S. No	Details of Position of Consultant	Details of eligibility Criteria etc
1	Consultant (MIS Expert) – 01 No	<p>Educational and Professional Qualification</p> <ul style="list-style-type: none"> • Post Graduate / Masters Degree in relevant field or equivalent from a reputed and recognized university or institution. • Minimum 7 years of experience of working with IT systems for Private / Public sector / Government organisations and specifically more than 5 years of experience in MIS implementation and Projects management for large Infrastructure programs. • Proficiency in use of Computers. <p>Age :- Maximum 65 years. Remuneration : Rs. 85,000 /-.</p>
2	Consultant (Engineer) – 01 No	<p>Educational and Professional Qualification</p> <ul style="list-style-type: none"> • Graduate in Civil Engineering from any recognized Institution / university. • Post Graduate in Port and Harbor Engineering will be preferred. • Not less than 10 yrs. Of experience in planning designing and construction of engineering works for Infrastructure Projects (Preferably waterway, irrigation, flood protection, cross river structures such as dams and barrages, ports or similar projects) • Excellent command over the latest engineering practices for designing civil structures. • Ability to understand technical drawing, sketches, specifications etc. • Proficiency in use of Computers. <p>Age :- Maximum 65 years. Remuneration : Rs. 85,000 /-.</p>
3	Consultant (Procurement Specialist) – 01 No	<p>Educational and Professional Qualification</p> <ul style="list-style-type: none"> • Graduate in Civil Engineering from any recognized Institution / university. MBA / Degree in Economics will be given preference. • Not less than 5 yrs. of experience in engineering works of Infrastructure Projects (Preferably waterways, irrigation, barrage, ports or similar linear projects)

S. No	Details of Position of Consultant	Details of eligibility Criteria etc
		<ul style="list-style-type: none"> • Knowledge / understanding of the National / International market rules and procedures for procurement, including contract formulation and management. • Experience in procurement for large projects in transportation, waterways with World Bank Funding. • Familiarity with the procurement procedures in State Government, Central Government and the World Bank. • Ability to understand technical drawings and sketches. • Proficiency in use of computers. • Age :- 65 years • The remuneration maximum of Rs. 85,000 /-. per month.
4.	Consultant (Admn & Finance) – 01 No	<p>Educational and Professional Qualification</p> <ul style="list-style-type: none"> • An officer retired from the level of Section Officer or above working in Central / State Govt. / PSU / Autonomous body / similar organizations with experience in Administration and Finance. • Graduate in any discipline, Good communications skills both written and verbal. • Should have at least 15 years’ experience of working in Central / State Govt. / PSU / Autonomous Body / similar organizations. • Age : - Maximum 65 years • The remuneration maximum of 85,000 /-. per month.
5.	Data Executive – 01 No	<p>Educational & Professional Qualification:</p> <ul style="list-style-type: none"> • Graduate in any discipline • Should have at least 2 years of experience in data collection, compilation and feeding of data in computer. • Familiarity with the working of State Govt/Central Govt/PSU/Autonomous body. • Proven knowledge/ability to work on computer • Good Communication Skills (written and verbal) • Age:- Maximum 30 years • The remuneration maximum of Rs. 22,000/- per month

PROFORMA

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

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

UNDERTAKING

13. 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