

**No.IWAI/WB/NW-1/6/1/2017**  
**PROJECT MANAGEMENT UNIT**  
**(World Bank Assisted Development Project for NW-1)**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Shipping, Government of India)**  
**Head Office: A-13, Sector-1, Noida-201 301**  
**Phone :0120-2424536, 0120-2424540**

**Dated the            March, 2020.**

Jal Marg Vikas Project (JMVP) for capacity augmentation of navigation on National Waterway-1 is being implemented with the technical assistance and investment support from the World Bank. The Project period is six years as on 30.06.17 and the Inland Waterways Authority of India (IWAI) is the Implementing Agency. IWAI is also engaged in introduction of innovative and environment friendly modes of transportation, which includes LNG powered inland transport vessels and low draft vessels.

2. A Project Management Unit (PMU) has been set up under the charge of a Project Director to assist IWAI in preparation and pre-appraisal activities and in execution of the Project. Project Implementation Units (PIUs) have also been set up at Patna, Varanasi, Sahibganj, Kolkata, Haldia and Farakka for field level management and monitoring of the Project activities. The PMU is desirous of engaging a professional for the Project Management Unit at Noida, as per the details given below, on short-term basis for the project period, initially for a period of one year, extendable for further period of the Project as per requirement:

Sl.No.	Name of the Position	Place of posting	Number of position
1	Multi-Task Staff	PIU, Farakka	One

3. Terms of Reference (ToR) for the above position is attached. The selected professional will be engaged on a purely short-term contract basis for the delivery of services. He/She will be required to work on full-time basis and will not be permitted to take up any other assignment during the consultancy with the PMU.

4. The selected candidate will be paid a consolidated remuneration of ₹ 18,000/- per month and this includes all taxes leviable. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank Projects.

5. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Project Director (JMVP) and must reach in a sealed envelope at the above mentioned address by post or by hand on or before **03<sup>rd</sup> April, 2020.**

6. The Project Director, JMVP reserves the right to accept or reject any or all applications and to cancel the applications under process at his discretion and his decision shall be final and binding.

Project Director (JMVP)

**Terms of Reference for the position of Multi-Task Staff (MTS) in the World Bank assisted Jal Marg Vikas Project at the Project Implementation Unit (PIU) at Farakka for capacity augmentation of navigation on National Waterway-I**

**(a) Qualification:**

**Essential:** Matriculation from a recognized Board or Institute.

**(b) Experience:**

**Essential:** Minimum one year in multitasking services in a Government Organization or a large reputed company.

**(c) Competencies:**

1. Understanding of procedures and work methods in office environment
2. Proficiency in Hindi language.

**(d) Duties and functions of Multi Task Staff:**

- i) Physical maintenance of records of PIU
- ii) General cleanliness and upkeep of the Unit.
- iii) Carrying of files and other papers within the building.
- iv) Photocopying, sending of Fax etc.
- v) Other non-clerical work in the Unit.
- vi) Assisting in routine office work like diary, dispatch, etc. including on computer.
- vii) Delivering of post/dak (inside and outside the building)
- viii) Watch & ward duties
- ix) Opening and closing of rooms.
- x) Cleaning of rooms
- xi) Dusting of furniture etc.
- xii) Upkeep of parks, lawns, potted plants etc.
- xiii) Any other work assigned by superior authority.

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- (3) Co-ordination with other departments and agencies with particular reference to preparation (as needed with regard to project scope) of applications and follow-up on Environmental Clearances; SPCB NOC; forestry clearances, tree cutting permissions, NOC for construction activities on river, near ASI monuments etc.
- (4) Any other duties as may be assigned for the efficient and smooth execution of the project by IWAI.

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