



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

Brief Employment Notice No. IWAI-12035/2/2022-AS(AE) Dated 15.03.2022

IWAI is a Statutory Body under MoPS&W, Govt. of India intends 01 position of **Consultant (Raj Bhasha)** for IWAI, H.O., Noida purely on contractual basis, initially for a period of Two (02) years and invite application from interested and eligible candidates. The maximum age limit is 63 years as on the closing date of receipt of application.

The last date for receipt of applications is **15.04.2022** application in prescribed proforma, to be addressed to the Assistant Secretary (Admn., Estt. & Vig.), IWAI, A-13, Sector-1, Noida-201301(U.P.), along with self-attested copies of Certificates, testimonials in support of the eligibility criteria as stipulated in the advt. through Registered Post / Speed Post only. For further details the website of IWAI viz **www.iwai.nic.in** may be visited.

Sd/-
SECRETARY



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Inland Waterways Authority of India (IWAI) a Statutory body under the Ministry of Ports, Shipping and Waterways, Govt. of India intends 01 position of **Consultant (Raj Bhasha)** for IWAI, Head Office, Noida, purely on contractual basis, initially for a period of Two (02) years and invite application from interested and eligible candidates. The maximum age limit for the positions, as on the closing date of receipt of application is 63 year. The last date for receipt of application is 15.04.2022 **or 30 days** from the date of publication of advertisement. Application in prescribed proforma, to be addressed to the Assistant Secretary (Admn., Estt. & Vig.), IWAI, Noida, through Registered / Speed Post only.

Sl. No.	Positions Name	Requisite Eligibility Criteria, Educational Qualifications Experience, Responsibilities, and Remuneration.
1	Consultant (Raj Bhasha)	<p><u>Educational Qualifications:</u></p> <ul style="list-style-type: none">• Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or</p>

elective subject at the degree level.

Experience:

- Should have at least 10 years post qualification experience in the relevant field.
- An Official Language officer retired from the post of Hindi Officer / Assistant Director (Raj Bhasha) (Level – 7 of 7th CPC or above) from any Central / State Govt. / PSU / Autonomous Body / similar organizations with long experience in Implementation of Official Language (Raj Bhasha) Policy of the Union.
- Good communication skills both written and verbal in English and Hindi and should have experience of Translation from Hindi to English and vice versa.

Responsibilities:

The Sr. Consultant would be responsible, but not limited to, the following activities:

- Carrying out all translation works from English to Hindi and vice-versa and vetting thereof.
- Acquainting the officers and staff of the concerned Department 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 the Department and subordinate offices, etc.
- To assist in the work of the Office of the Member Secretary of the Town Official Language Implementation Committee (T.O.L.I.C.) of the Department / Office in the preparation of the Agenda and Minutes of the (T.O.L.I.C.) Meetings and ensuring the action on the decision taken in these meetings.
- To make suggestions from time to time for facilitating the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
- To prepare the reference and help literature and arrange for the training of Hindi Workshops and to assist the officers and staff in learning Hindi and in using Hindi in Official works.
- Any other works as assigned by Assistant Secretary / Secretary and other senior officers from time to time.

		<p>Remuneration:</p> <p>i. For Central & State Government /PSU/IIT employees:</p> <p>Last pay drawn minus pension, plus entitled allowances.</p> <p>ii. For Private /Consultancy Firms / Multinational organizations.</p> <p>₹ 48,000/-per month.</p> <p>Maximum age: Minimum age 35 years and Maximum age 63 years.</p>
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3) The closing/ last date for receipt of application is **15.04.2022**, with application in prescribed proforma, to be addressed to the Assistant Secretary (Admn., Estt. & Vig), IWAI, A-13, Sector-1, Noida-201301 (U.P.), 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 regards to the eligibility of a candidate or otherwise shall be final and no correspondence in this regard will be entertained.

GENERAL TERMS & CONDITIONS

The engagement on purely 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 Consultant (Raj Bhasha) 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 09:30 AM to 06:00 PM at IWAI, Head Office Noida (05 days of the week) during the working days including half hour lunch break in between.
- v. The Consultant (Raj Bhasha) 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.

Confidentiality:

- i. The Consultant (Raj Bhasha) shall not divulge or disclose to any third party any information relating to IWAI for 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 (Raj Bhasha) 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 (Raj Bhasha) 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 (Raj Bhasha) 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/-
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PROFORMA

APPLICATION FOR THE POST OF : CONSULTANT (RAJ BHASHA)

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, self attested certificates must be enclosed with this application)

**Recently
Paste
Passport
Size Color
Photograph**

Sr. No.	Examination Passed	Year	Name of Board / University	Class/Division	% of Marks	Main Subjects

9. Experience : (Including present employment, self attested certificates must be enclosed with this application)

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. Language 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 and belief.

Place :

SIGNATURE OF THE APPLICANT

Date :

Address.....

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