



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 – 2474050 & 2544036

Brief Employment Notice No. / Advertisement No. IWAI-11014/7/2024-AS(LH)

Dated 17.05.2024

Inland Waterways Authority of India (IWAI) an Autonomous Body under the Ministry of Ports, Shipping and Waterways, Govt. of India intends to engage the following position, purely on Contractual and full time basis, initially for a period of one(01) year likely to be extended on yearly basis on satisfactory performance.

S. No. / Position code	Details of Position	No. of Position
01	Consultant (Legal)	01

The interested eligible candidates may apply in prescribed proforma to Assistant Secretary (Legal), IWAI, A-13, Sector-1, Noida-201301 within 21 days from the date of Advertisement by Registered Post / Speed Post. Minimum age criteria is 30 years and maximum age limit is 63 years on the last date of receipt of application. Preference will be given to practicing lawyers having experience of handling legal matters with working knowledge of computer. Relaxation in experience can be duly considered by the Competent Authority.

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

Sd/-
SECRETARY



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2) The **ToR** and eligibility criteria etc. for the above mentioned position are as detailed below:

Consultant (Legal)

- To look after litigation works of IWAI and to firmly secure the interest of organization. Render effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time. Supervise and monitor the contesting of the cases in various courts of law viz; District /High Courts /Supreme Court. Supervise and coordinate works of the legal cell of IWAI.
- To deal with cases and contest in various courts pertaining to matters related to Civil, Criminal, Arbitration, Land Acquisition, National Consumer Dispute Redressal Commission, Industrial Tribunal- cum-Labour Court, Tribunals, Central information Commission, District Consumer Forum, Civil Miscellaneous Applications, Division Bench Appeals, and Miscellaneous matters.
- Coordinate with all the Heads of the Department and all the Regional Offices with regard to Legal matters. Ensuring appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of IWAI including advice in all legal matters to firmly secure the interest of IWAI.
- Offer Legal opinions to the Head of Department and Regional Directorate in respect of the Legal Matter. Scrutinize the Remarks; Counter Affidavits and Affidavits filed by the IWAI. Vetting of Rules, Regulations, Deeds, Notification, etc. relating to departments.

- To monitor the performance of empaneled Counsels/Law firm of the IWAI in preparation of Counter Affidavit, Written Statement, Writ Appeals, and Vacate Stay Petition etc. To make Coordination between IWAI and Law Firms/ Advocates on legal matter. To assist the Senior Management to complete the procedure of engagement of New Law Firms/Advocates for Empanelment to IWAI.
- Processing of various Fee Bills of advocates, professional fee bills received from the empaneled Law Firms and Counsels.
- Review and provide legal advice on tender documents. Review ongoing cases and advice management accordingly. Liaise with relevant departments to ensure removal of legal risks identified, appropriate courses of action to be taken. Provide legal protection and risk management advice to management especially on contract management. Provide and interpret legal information and disseminate appropriate legal requirements to IWAI officials.

Required Educational Qualification, Experience & Competencies

Eligibility Criteria:

- Bachelor Degree in Law from a recognized university. Person with 10 years post qualification experience in the relevant field would be essential.
- Applicant should be retired Central/ State Government employees/ Retired PSU employees at the Level 12 or above equivalent to Deputy Secretary or above may be considered subject to strong understanding of handling legal matters.
- Individuals from Non-Government /Private /Consultancy Firms/ Multinational Organizations with minimum of 10 years of post qualification experience and familiar with the procedure of the courts would be considered.
- Officer/Individual having adequate experience of working in the Different Courts / Legal Firms for the last 10 years and familiar with the procedure of the courts would also be considered.
- In the case of deserving candidate who is otherwise well qualified to handle legal matters, relaxation in experience may be considered subject to approval of the Competent Authority in IWAI.

Competencies:

- In depth knowledge of legal systems & structures.
- Strong understanding and experience in all aspects of relevant legal area.
- Skillful with business management, leadership, and strategic legal approaches.
- Commercially aware and able to act in IWAI's best interests.
- Strong understanding of property rights and laws, contract negotiations, corporate law, and real estate law including construction.
- Excellent communication and relationship management skills.
- Sound understanding of legal ethics.
- Skills in building and maintaining relationships with internal and external stakeholders.
- Strong planning and organization skills.
- Strong analytical skills.
- Proficiency in Hindi and English languages.
- Working knowledge of computer.

Remuneration:

Sl. No.	Designation	For Central/State Govt./Retired PSU employees/ retired IITians	Fixed Salary (For Non Govt./Private/Consultancy Firms/Multinational Organisations)
i	Consultant	Last pay drawn minus Pension plus entitled allowance	INR 1,00,000 – 1,20,000 per month

In case of IDA employees: Retired employees in IDA scales re-engaged as consultant will be paid monthly remuneration @ 50% of Basic pay drawn.

Transport Allowance: Fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rates as prescribed below:

1. **Consultant:** Rs. 3600 per month

Age Limit: 30-63 years as on closing date/last date of receipt of application.

Leave: -Individual shall be eligible for 18 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year calculated on a pro-rata basis. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year. At any given point of time, leave more than 05 days, shall not be admissible in normal circumstances. Leave beyond 05 days, approval of the Wing Head is mandatory.

Allowance: - The Consultant (Legal) shall not be entitled to any allowance such as Dearness Allowance, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

TA/DA: -No TA/DA shall be admissible for joining the assignment or on its completion. Consultant (Legal) will not be allowed foreign travel at Government expenses. However, the engagement may involve travel to different places for the purpose of official works. While on official tour outside the IWAI, Head Office, Noida, you will be entitled to draw TA/DA at rates admissible to an official of Level-11 in the Inland Waterways Authority of India (IWAI).

Termination of Agreement: - IWAI may terminate a contract under the following circumstances:

- a. The Consultant (Legal) is unable to address the assigned works.
- b. Quality of the assigned works is not to the satisfaction of the department.
- c. The Consultant (Legal) fails in timely achievement of the milestones as finally decided by the department.
- d. The requirement of consultant as per volume of work.
- e. The Consultant (Legal) is found lacking in honesty and integrity.
- f. The department reserves the right to terminate the contract by giving 30 days' notice in normal cases. In case of conflict of interest or lack of integrity, immediate termination and legal action, as deemed fit, shall be done.

3) The closing/ last date for receipt of application is 10/06/2024, with application in prescribed proforma, to be addressed to the Assistant Secretary (Legal), IWAI, A-13, Sector-1, Noida – 201301 (UP), through registered post/ speed post.

**Sd/-
SECRETARY**

GENERAL TERMS & CONDITIONS

The engagement of Consultant (Legal) 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/ PSU with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultant (Legal). 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 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 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 Secrets Act, 1923 and would be a ground for termination of engagement with IWAI and for any such action as may be deemed necessary.
- ii. The Consultant 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 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 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 regard to bid eligibility criteria, bid evaluation criteria, tendering process, tender notification etc.

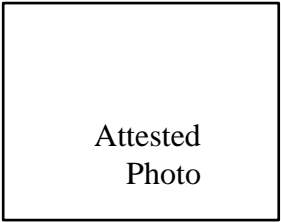
**Sd/-
SECRETARY**

PROFORMA

APPLICATION FOR THE POSTION OF : **Consultant (Legal)**

POSTION CODE : **01**

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)



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

9. Experience: (including present employment)

SI. 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. Languages known :

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

UNDERTAKING

12. 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