



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

Brief Employment Notice No. IWAI/Fin./CAO/4344/2017-18-Part(3) Dated 03.05.2024

Engagement of positions of Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) for Head Office Noida purely on contractual basis, for a period of one year, likely to be extended for further 02 years.

The Inland Waterways Authority of India is an Autonomous Body constituted by the Act of Parliament, Inland Waterways Authority of India Act, 1985 (82 of 1985) under Ministry of Ports, Shipping and Waterways. Government of India, for regulation, development & maintenance of National Waterways.

It is proposed to engage positions of **Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit)** purely on Contractual basis, (initially for the period of one year, likely to be extended for further 02 years) and invite application from interested and eligible candidates. The maximum age limit, as on the closing date of receipt of application is 63 years. The last date for receipt of application is 30 days from the date of advertisement i.e. **02.06.2024**. Eligible candidates may apply with application in prescribed proforma, to be addressed to the Assistant Secretary (A&E), IWAI, Noida.

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

**Sd/-
SECRETARY**



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2. For carrying out works dealing various service matters of finance Wing, Grievances, various correspondence with Ministries & Govt. agencies etc., it is proposed to engage Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) purely on Contractual basis for the period of one year for Head Office, Noida, and invite application from interested and eligible candidates, as per eligibility criteria & ToR details mentioned below:

Positions Name	Requisite Eligibility Criteria and Experience, Responsibilities and Remuneration.
Senior Consultant (Bond) – 01 Position	<p><u>Essential Qualification:</u> Graduate in commerce with CA/ ICWA/CS.</p> <p><u>Desirable :</u> Company Secretary with specialization in Finance.</p> <p><u>Work Experience :</u> Applicant should be a retired Central / State Government Employees / Retired PSU employees / retired IIT employees at the Level 13 or above.</p> <p>OR</p> <p>Applicant should be from Non-Government / Private / Consultancy Firms / Multinational Organizations with minimum of 15 years post qualification experience in the relevant field of Finance .</p> <p><u>Age :</u> Minimum age criteria for the role of a Senior Consultant is 35 years and maximum age limit while inviting applications is capped at 63 years. However, in exceptional cases of highly specialized requirements, age beyond 65 years can be relaxed for not more than one year (upto a max of 2 years) only with the approval of the Chairman, IWAI.</p>

Remuneration :

- a. For Central / State Government / Retired PSU employees / retired IIT employees – Last pay drawn minus Pension plus entitled allowance and Retired PSU employees where no pension, 50 % of last pay drawn.
- b. Fixed salary (for Non-Government/Private/Consultancy Firms / Multinational organisations) – INR ₹ 1,25,000-1,50,000 p.m.

Allowance: ₹ 3,600/- p.m as fixed transport allowance

Job Description :

- Prospective candidate should be conversant with Bond/Debenture Issues and related Compliances as per SEBI Regulations/BSE Guidelines and related matters.
- Payment of Periodical Interest/Principle to the Bond Holders.
- Sound Knowledge as to the role of Trustee/Register & Transfer Agent, Rating Agency, Depositories and related compliances.
- Expertise in preparation of Periodical Financial Results including drawl of Accounts & Balance Sheet for Submission to the Statutory Authorities.
- Oversee all accounting and reporting functions including financial reporting, accounts, etc., for the organisation.
- Ensure implementation of accounting policies and procedures. Financial record keeping and document management.
- Timely preparation of prescribed reports and returns.
- Examination and vetting of proposals for financial concurrence including draft tender document and DPR's etc.
- Familiarity with the working of State Governments, Central Government and the World Bank/PSU's Autonomous bodies.
- Maintenance and custody of relevant records.
- Excellent financial analysis skills.
- Knowledge of and ability to apply best practices of industry and accounting standards.
- Effective verbal and written communication skills in English and Hindi and noting and drafting formal letters.

Responsibilities :

- Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents.
- Submission of periodical reports to the Trustee, Rating Agencies, BSE, etc.
- Ensuring closing and reconciliation of Accounts and preparation of all financial reports and compliance to relevant accounting system.
- All other allied activities related to GoI Fully Service Bond and SEBI (LODR) regulation 2015.
- Processing and scrutiny of bills/invoices for timely payment as per the terms and condition of the contract.
- Assist in external/internal audit of organisation.
- Preparation of proposals for obtaining approvals of Competent Authority including agenda Notes for consideration of IWAI Board, SFC/EFC memorandum, note for cabinet committee etc.

	<ul style="list-style-type: none"> • Drive the implementation of accounting and reporting processes, policies and tools. • Excellent Financial analysis skills. • Knowledge of and ability to apply best practices of industry and accounting standards. • Track record of achieving results in past employment in an accounting area. • Good at relationship building and strong interpersonal skills. • Preparation of financial statements on quarterly & half yearly basis. • Ensure implementation of accounting policies and procedures and compliance with accounting policies and procedures. Financial Record Keeping and Documents Management. • Processing and scrutiny of Bills/Invoices for timely payments as per the terms and conditions of the Contract Agreement. • Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly. • Ensure protection and security of files and records. • PPP related matter and working in the area of PPP Model in IWAI for ongoing projects. • Any other duties as may be assigned.
<p>Consultant (Budget & Finance) – 01 Position</p>	<p>Essential: Graduate in Commerce or CA Intermediate Pass With knowledge of Tally/other accounting software.</p> <p>Desirable: SAS passed Sr. Auditor. Cost & Management Accountant / Chartered Accountant / Company Secretary /Masters in Commerce/Business Studies/Business Administration (Finance)/ Business Economics.</p> <p><u>Work Experience :</u></p> <p>Essential: Applicant should be retired Central/State Government employees/Retired PSU employees/Retired IIT employees/ at the level 12 or Applicant should be individual from non-government/Private/consultancy firm/ multinational organisation with minimum 10 year post qualification experience in the relevant field.</p> <p>Desirable: Experience of working in Central Government Ministries.</p> <p><u>Age :</u> Minimum age criteria is 30 years and maximum age limit is 63 years.</p> <p><u>Remuneration :</u></p> <p>a. For Central/State Government/Retired PSU employees/retired IITians) – Last pay drawn minus Pension plus entitled allowance and Retired PSU employees where no pension, 50 % of last pay drawn or</p> <p>b. For Non-government / private/consultant firm/multinational organisations- Rs 1,00,000/- to 1,20,000/-pm.</p> <p><u>Allowance:</u> ₹ 3,600/- p.m as fixed transport allowance</p> <p>Duties and Responsibilities of Consultant (Budget & Finance):</p> <ul style="list-style-type: none"> • Policy matters on Finance and Accounts related to Central Govt./State Govt. • Compliance audit/performance audit conducted by C&AG and compliance to the audit paras. • Taxation matters including the recent stipulations under GST.

	<ul style="list-style-type: none"> • To deal with expenditure sanction, contract management, General Financial Rules and CVC guidelines relating to procurements of goods and services. • The processing of proposals placed before Expenditure Finance Committee (EFC)/Standing Finance Committee (SFC). • Public Financial Management System (PFMS) related work in IWAI in Consultation with the Ministry. • Land acquisition and its management including leasing arrangements. • Working of Budget including outcome budget, Policy matters on Finance and Accounts in Central/State Govt., knowledge of Audit / Performance Audit conducted by C&AG, taxation matters GST, Contract Management, GFR and CVC Guidelines related to Procurements of Goods and Service. Understanding of functioning of Public Sector Banks and Financial Institutions. • And any other work assigns by the CAO & Member (F) from time to time.
Specialist (Audit) – 01 Position	<p>Essential: Graduate in Commerce or CA Intermediate Pass With knowledge of Tally/other accounting software.</p> <p>Desirable: SAS passed Sr. Auditor. Cost & Management Accountant / Chartered Accountant / Company Secretary /Masters in Commerce/Business Studies/Business Administration (Finance)/ Business Economics.</p> <p><u>Work Experience :</u></p> <p>Essential: Applicant should be retired Central/State Government employees/Retired PSU employees/Retired IIT employees/ at the level 11 & above or Applicant should be individual from non-government/Private/consultancy firm/ multinational organisation with minimum 05 year post qualification experience in the relevant field.</p> <p>Desirable: Experience of working in a C&AG as Sr. Audit Officer.</p> <p><u>Age :</u> Minimum age criteria is 25 years and maximum age limit is 63 years.</p> <p><u>Remuneration :</u></p> <p>a. For Central/State Government/Retired PSU employees/retired IITians) – Last pay drawn minus Pension plus entitled allowance and Retired PSU employees where no pension, 50 % of last pay drawn or</p> <p>b. For Non-government / private/consultant firm/multinational organizations- Rs 70,000/- to 90,000/-</p> <p><u>Allowance:</u> ₹ 3,600/- p.m as fixed transport allowance</p> <p><u>Job Description :</u></p> <ul style="list-style-type: none"> • Knowledge of Tally/any other accounting software. • Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents. • Familiarity with the working of State Governments, Central Government, PSU Autonomous bodies. • Computer skills including spreadsheet and work processing programs and e-mail with proficiency.

- Effective verbal and listening communication skills in (English and Hindi).
- Excellent financial analysis skills.
- Knowledge of and ability to apply best practices of industry and accounting standards.
- Vigilant and details oriented with demonstrated skills in financial management.
- Track record of achieving results in past employment in an accounting area.
- Good at relationship building and strong interpersonal skills.
- Advanced negotiation skills to deal with potential external and internal issues.

Responsibilities :

- Preparation of audit replies of C&AG and assisting in ensuring compliance in accordance with management replies.
- Maintaining financial information in respect of audit in order to ensure organisational effectiveness and efficiency. Oversee all accounting and reporting functions including financial reporting, accounts, accounts receivable/payable for respective region.
- Drive the implementation of accounting and reporting processes, policies and tools.
- Ensure the closing and reconciliation of accounts and prepare all financial reports.
- Oversee execution of all accounting activities (general ledger, receivable, payables, invoicing etc.)
- Ensure compliance to relevant accounting system and latest auditing standard.
- Preparation of Annual Budget.
- Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting.
- Ensure implementation of accounting policies and procedures. Financial Record Keeping and Documents Management i.e., manage the accounting books and ledgers of the Project.
- Manage inflow-logging and payment-processing (Corporate, Projects and Payroll etc.)
- Assist and coordinate in External/Internal Audits of Project.
- Assist in reviewing timelines and ensuring compliances as per IWAI, Act.
- Undertake financial analysis for Departments and preparation of cash flow statement as per AS.
- Follow-up on receivables and oversee closing of payables.
- Ensure reconciliation of bank accounts.
- Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly.
- Ensure protection and security of files and records.
- Oversee, manage and evaluate the performance of the General Service Team.
- 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.
- Scoping and conducting the technical review of general services providers and coordination with Corporate Procurement during the procurement process.

- Support the Director Finance in participation in management committees and review meetings by providing information and insights on requested various financial decisions as requested.
- Liaise with travel agents for business-related travel services (including foreign travel) of employees, interviewed candidate. Head Office visitors, concerned officials from the Ministry etc.
- 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.
- Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors.
- Supervise the collection distribution of internal and external mail to ensure appropriate coverage.
- Plan and organize internal employee events as directed by Superiors.
- Handle requests from Projects for utility services and trade licenses.
- Ensure proper maintenance of office records.
- Ensure timely payment of office Bills.
- Preparation of proposals for selection of Domain Experts and Support Staff.
- 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.
- Provide administrative support for effective and efficient execution of the Project.
- Timely preparation of prescribed reports and returns.
- Maintenance and safe custody of records.
- Any other duties as may be assigned.

Key Performance Indicators :

- Accuracy of financial Statements (as reported by Internal/External Audit).
- Financial impact of accounting related errors.
- Timelines in generating reports.
- Timelines in responding to auditor requests.
- Employee satisfaction in administration and document control service.
- Success of Administration Service Legal Agreements.
- Update books of accounts at regular intervals .
- Timelines of administration services for administration related jobs.

3. The closing / last date for receipt of application is 30 days from the date of advertisement i.e. **02.06.2024**. Eligible candidates may apply with application in prescribed proforma, to be addressed to the **Assistant Secretary (Admn. & Estt.), 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit). 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) 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 Sr. Consultant (Bond), Consultant (Budget & Finance) and Specialist (Audit) 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/-
SECRETARY**

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Phone : 0120 – 2474050 & 2544036

PROFORMA

**APPLICATION FOR THE POSITION OF: SR. CONSULTANT (BOND) /
CONSULTANT (BUDGET & FINANCE) / SPECIALIST (AUDIT)**

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :
(with Pin Code, Telephone number & Email ID) :
4. Permanent Address :
5. (a) Date of Birth (in Christian era) :
(b) Age as on closing date of application :
6. Nationality :
7. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi-Govt.
8. Educational/Professional Qualifications (Starting from Matriculation or Equivalent onward, self-attested certificates must be enclosed with this application)

Paste Recent
Self-Attested
Passport Size
Photograph

Sl. 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)

Sl. 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

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief. I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date :

Place :

Address.....

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