



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

Employment Notice No. IWAI-17011/15/2021-ADMIN RECTT Dated 05.10.2021

Inland Waterways Authority of India (IWAI) is a Statutory Body under the Ministry of Ports, Shipping & Waterways, Govt of India intends to engage the position of “Course Coordinator cum Course Administrator” for National Inland Navigation Institute (NINI), Patna purely on Contractual basis, initially for a period of 06 months, extendable for further 06 months and invite application from interested and eligible candidates. The Minimum /Maximum age limit for the position, as on the closing date of receipt of application is not less than 35 years and not exceeding 55 years. The last date for receipt of application is 04/11/2021, with application in prescribed proforma, to be addressed to Assistant Secretary (Admn., Estt. & Vig.), IWAI, Noida, through Registered/ Speed Post only.



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<u>Details of Position</u>	<u>No. of Position</u>
"Course Coordinator cum Course Administrator" for National Inland Navigation Institute (NINI), Ghaighat, Patna	01

<u>Sl. No.</u>	<u>Position Name</u>
1	"Course Coordinator cum Course Administrator" for National Inland Navigation Institute (NINI), Ghaighat, Patna.

Eligibility Criteria, Experience, and Remuneration.

Essential Qualification: -

Individuals having Bachelor/Master Degree in Business Administration/ Human Resource Management or in a closely related field such as economics/business/ administration from a recognized University (self attested copy of certificates must be attached with the application).

Desirable/ Preferable: - .

- Person with previous experience of working under IWAI management in IWT Sector on training aspect.
- Person with minimum 10 years' experience of working in Maritime Training Institute approved by Directorate General of Shipping/Govt. Institutes related to IWT Sector.

Experience: -

The desired person should have minimum of 10 years' experience in Organizing and Coordinating Course while working University/D.G. Shipping Approved Maritime Training Institutes/Maritime Boards (self attested copy of experience certificates / documents must be attached with the application).

Job Profile: -

- Define and coordinate curriculum design process
- Develop and review training evaluation process, templates, and online assessment tool.
- Design, plan and manage the delivery of programs and training to address employees' skill-development needs.
- Develop and establish a training system, policies, and standard operating processes.
- Identification of training needs in coordination with NINI and Head Office.

- Identification of training resources and training plans/deployment of online courses, ensuring core job skills and orientation training programs are in place.
- Assist and plan for the setting up of the new institutes for the development of HR in the IWT sector.
- Assist in engagement with other reputed institution at national and International for quality bench marking the global for quality bench marking.
- Ensuring and Meeting quality, compliance, obligations in relation to Teaching, Learning & Academic Programmes.
- To provide strategic advice on Academic policy/Matters related to quality assurance & course development.
- To provide advice regarding the development and implementation of Teaching & Learning related policies & procedures.
- To provide advice regarding matters on student learning, Skill enhancement & student related issues.
- To provide opportunities to support innovation & improvements in Teaching and Learning process.
- To ensure continuous monitoring and review of the implementation and effectiveness of Teaching & Learning Policies, Standard Operating Procedures, Academic Audits, evaluation activities.
- To assist in Academic Audits/ ISO Audits & inspection by the statutory bodies.
- To assist in developing of Course Modules for IWT Sector/STCW/DG Shipping Courses.
- To look after Admission and Placement processes.
- To assist in conducting Seminar/Webinar/ Workshops/ Outreach Programmes.
- To assist in development of LMS/E-module/E-learning/ Mobile app etc.
- To assist for coordination with university & other technical bodies.

Remuneration: -

- Fixed Rs. 75,000 /- per month.

Age: -

Age not less than 35 years and not exceeding 55 years.

GENERAL TERMS AND CONDITIONS

The engagement on 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 Course Coordinator cum Course Administrator. 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 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, 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 9:30 am to 6:00pm during the working days including half hour lunch break in between.
- (v) Attendance will have to be marked in the Bio-Metric System, installed at the IWAI office.
- (vi) The Course Coordinator cum Course Administrator 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) Course Coordinator cum Course Administrator shall not divulge or disclose to any third party any information relating to IWAI for the Project, particularly the operational processes, technical know how, 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 Course Coordinator cum Course Administrator 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 Course Coordinator cum Course Administrator 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 Course Coordinator cum Course Administrator 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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PROFORMA

APPLICATION FOR THE POSITION OF : Course Coordinator cum Course Administrator,
NINI

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 onward, self - attested copies of the same must be enclosed with this application)

**Paste
recently
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 copies of experience certificates / documents must be attached 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

12. 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

Dated :

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