



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

Employment Notice No. IWAI /R/Contrl.14/2019 Dated 22/10/2019

Inland Waterways Authority of India (IWAI) an Autonomous Body under the Ministry of Shipping, Govt of India intends to engage the following positions purely on Contractual basis, initially for a period of One year and invite application from interested and eligible candidates.

Position Code	Details of Position	No. of Position
C-46	Consultant (HRD)	01(One) at NINI, Patna
C-47	Consultant (EDP)	01(One) at Head Office, Noida

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

C-46	Consultant (HRD) - 01 Position at NINI, Patna
	<p>Duties / Responsibilities</p> <ul style="list-style-type: none">▪ Define and coordinate curriculum design process.▪ Define and conduct Admission process, Recruitment and organize meeting with all Stakeholder of the IWT industry.▪ Develop and review training evaluation process, templates, and online assessment tool.▪ Design, plan and manage the delivery of programs and training to address to employees' skill development needs.▪ Development and establish a training system, policies, and process.▪ Lead the identification training needs in coordination with NINI and Head Office.▪ Identify training resources and training plans and ensure core job skills and orientation training programs are in place.▪ Assist in engagement with other reputed institution at the global for quality bench marking. <p>Required Educational Qualifications and Experience</p> <p>a) Individuals having Bachelor/Master Degree (B.Tech., MBA, L.L.B., M.Com., etc.) in relevant subject or desirable specific qualifications in relevant field/subject. Person with minimum of 20 years post qualification experience in the relevant field would be essential.</p> <p>b) Should be retired Central/State Government employee/Retired PSU employee/Retired IIT</p>

employees at the Level-13 or above. Individuals from Non-Government/Private/Consultancy Firms/Multinational organization with minimum of 20 years of relevant post qualification experience would be considered.

Age : Minimum 45 years and Maximum 65 years as on closing date of receipt of application.

Remuneration : Rs. 60,000/- per month.

C-47 | Consultant (EDP) - 01 Position at Head Office, Noida

Duties / Responsibilities

- Architecture, hardware, software and networking computers.
- Development and hosting of IWAI website and Website Management.
- Maintenance & Provision of Internet/Intranet series to all the employees and sections of IWAI on need basis as an enterprise service using high end leased line.
- Provision of organization (IWAI) e-mail services to all the employees as a means of professional communication mechanism.
- Procurement, implementation, integration & standardization of IT systems. Integration of all existing and upcoming systems with IWAI intranet.
- Assessment and Planning of IT related Training in-house application development.
- Implementation & operation of ERP System in Finance, HR, Material Management and Project system. Implementation of e-tendering, e-office and Procurement System (e-TAPS) for bringing transparency to the process.
- Implementation of e-office at IWAI.
- To resolve the problems of the software (which is already used by the authority) whenever issue comes.

Required Educational Qualifications and Experience

- Individuals having Bachelor/Master Degree in Computer Science/Information Technology or equivalent from a recognized University or desirable specific qualifications in relevant field/subject. Person with minimum of 10 years post qualification experience in the relevant field would be essential.
- Should be retired Central/State Government employees/Retired PSU employees/Retired IIT employees at the Level 11 or above equivalent to Under Secretary/Deputy Secretary or above.

or

Individuals from Non-Government / Private/Consultancy Firms / Multinational organization with minimum of 20 years of relevant post qualification experience would be considered.

- 8 to 10 years experience on IT field out of which at least 5 years experience as the head of Computer Section of any Pvt. Limited / Government Organization.
- Course/Training in system Design & Analysis from a reputed institute.
- Knowledge of Programming languages i.e. COBOL, BASIC, FORTHAND BASE.
- Experience in Data Entry Operations on Electronic Data Processing machine.
- Architecture, hardware, software and networking computers.

- Use of Web based Information Technology as a strategic business tool to improve the business process and efficiency of the organization.
- Plan, development & Commission Database Servers & Web Enabled Application Software, Assessment and Planning of IT related Training and in-house application development.
- Plan and implement suitable Information Security Management System (ISMS) to ensure safety, security and availability of Information to authorized persons only.
- Sound working experience on Developing in APACHE, WAMP, XAMPP.
- Sound working experience on CLOUD SERVER Linux.
- System Designing and Development of application software systems using Php, Drupal and also in-depth knowledge of MySQL database.
- Able to develop mobile app applications.
- Knowledge of Networking is also required.

Age : Minimum 45 years and Maximum 65 years as on closing date of receipt of application.

Remuneration : Rs. 85,000/- per month.

- 3) The closing/ last date for receipt of application is 21/11/2019, with application in prescribed proforma, to be addressed to the Director(A.&V.), IWAI, A-13, Sector-1, Noida-201301(UP), 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 regard to the eligibility of a candidate or otherwise shall be final and no correspondence in this regard will be entertained.
- 5) **General Terms & Condition :**
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 consultants. 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 9:30 am to 6:00pm IST 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 Consultants 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.
- 6) **Confidentiality :**
 - i) Consultant shall not divulge or disclose to any third party any information relating to IWAI

or 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 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 bid eligibility criteria, bid evaluation criteria, more of tendering , tender notification etc.

**Sd/-
SECRETARY**

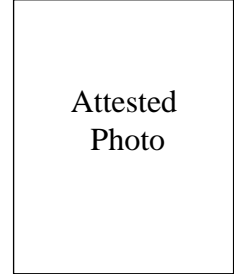
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INLAND WATERWAYS AUTHORITY OF INDIA

PROFORMA

APPLICATION FOR THE POSITION OF : **CONSULTANT (HRD) / CONSULTANT(EDP)**
POSITION CODE : **C-46 / C-47** (Please ✓ Tick One)

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)



Sr. No.	Examination Passed	Year	Name of Board / University	Class/Division	% of marks	Main subjects

9. Experience : (Including present employment)

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. 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 age belief.

Place:

Date:

SIGNATURE OF THE APPLICANT