



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

Website : www.iwai.gov.in | www.iwai.nic.in

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F. No. IWAI-17012/2/2020-Admn

Dated 15.03.2021

CIRCULAR

Sub: Engagement of Interns at IWAI, under the Internship programme of the Inland Waterways Authority of India – reg.

Inland Waterways Authority of India (IWAI) is a statutory body, set up by an Act of Parliament (IWAI Act 1986), under the administrative control of Ministry of Ports, Shipping and Waterways, Government of India (GOI).

2. IWAI offers opportunity to students (undergraduate/postgraduate/ Research Scholar) and to undertake an internship at its Headquarters located in Noida, U.P. and in various regional offices located across pan India. Students interested may apply in application annexed as Annexure 'A', fulfilling the prescribed criteria and terms and conditions of Internship Programme of the Inland Waterways Authority of India.

For further details as regards eligibility, etc. the web-site of IWAI viz www.iwai.nic.in may be visited.

Encl : As above.

Neeraj Singh 15.3.2021
(Neeraj Singh)

Assistant Secretary (Admn. & Rectt.)

E-Mail – nsingh@iwai.gov.in

Phone No. – 0120-2474050

Copy to :- (By E-Mail)

- (i) CE (Tech) / CE & P.M (JMVP) / Hy. Chief / Director (Hy. & Vig.) / Director (MM) / Director (NER) / Director (Tech.) / D.S (P&C) / AS (Estt.) / AS (P&C), IWAI, Noida - *For making necessary scheme provision by the wings concerned to book the expenditure involved against the relevant plan scheme / project under which the interns are to be deployed.*
- (ii) PCSA, IT Cell – for uploading on IWAI Website.
- (iii) Office Copy / Master Copy

Copy for kind information to: (By E-Mail)

PPS / PS / PA to Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics), Secretary, IWAI, Noida.



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

F. No. IWAI-17012/2/2020-Admn

Dated 15.03.2021

NOTIFICATION

Sub : Internship program of the Inland Waterways Authority of India – reg.

Inland Waterways Authority of India (IWAI) is a statutory body under the Ministry of Ports, Shipping and Waterways, Government of India (GOI). IWAI was set up in 1986 with a mandate to develop and regulate the inland waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically National Waterways (NWs). In April, 2016, the Government of India has declared 106 new National Waterways in addition to the existing five National Waterway.

2) IWAI offers opportunity to students and to undertake an internship at its Headquarters located in Noida, U.P. and various regional offices located across pan India. For details please refer to the website www.iwai.nic.in.

3) IWAI provides an opportunity for Internship Programme to college/ university students in the specific area of work to the intern on the basis of his/her application and selection process followed by IWAI. The particular field could be Marine Engineering, Hydrography, Fairway Development, River Information Systems, Traffic and Cargo Handling, Terminal Planning and Operations, Vessels Operations, Indo-Bangladesh Protocol Route, Capacity Building, Finance, Administration, Information Technology, Legal and HR etc. This will depend upon the requirements received from relevant departments of IWAI every year.

4) The Internship Programme provides an excellent opportunity to interns to familiarise them with the overall progress of development of Inland Waterways Authority of India at the macro level. An intern may be required to work at Head Office or Project Office depending upon the requirement.

5) The objective and guidelines/salient features of the Internship Programme of the IWAI are tabulated below:

5.1) Name of the Scheme: “The Inland Waterways Authority of India Internship Scheme”

5.2) Purpose: To provide with Selected Candidates” short term exposure to different verticals/ divisions/ units of IWAI as “Interns”.

5.3) Objective of the Scheme: The scheme has following stated objectives:

- a) To allow young academic talent to be associated with IWAI work for mutual benefit.
- b) The “Interns” shall have the opportunity to know about IWAI functioning, understand overall process of development of Inland Waterways Sector of India at the macro level, issues faced and contribute towards inputs, analysis, report writing, proposal preparation work.

5.4) Internship

- A)** Internship shall be available throughout the year based on requirement of IWAI.
- B) Eligibility:** Candidates pursuing/completed Graduate/ Post-Graduate Courses from Universities/ Institutions of National and International repute are eligible to apply for the internship provided:
 - a) For Graduate students, they should have obtained at least 75% marks in 12th examination.
 - b) For Post-Graduation students, they should have obtained 60% in the graduation degree;
 - c) For research Scholars, they should have obtained at least 60% in Post-Graduation; and
- C) Duration:** Duration of internship will be for a minimum period of 1 month and maximum period of 12 months at different points of time during the year. Interns not completing the requisite period will not be issued any certificate.
- D) Termination:** The internship may be terminated by IWAI by giving one month notice in case the performance of the candidate is not up to the mark. The candidate may discontinue internship by giving one month notice.
- E) Experience Certificate:** Certificates will be issued to the interns on satisfactory completion of their internship and on submission of their Report/paper and its evaluation by the Director/ Director-In Charge level officers in their concerned Division. A certificate regarding successful completion of Internship shall be issued by IWAI in the enclosed format at **Annexure-B**.
- F) Logistic Support:** Interns will be required to have their own laptops. IWAI will provide them with working space. No accommodation will be provided to interns. In case the intern is required to travel for the work assigned, he/she will be reimbursed for the traveling cost as per the entitlement of Technical Assistant at IWAI.
- G) Remuneration:** Remuneration @ Rs. 10,000/- for Undergraduate and Rs. 20,000/- for Post Graduate/ Research Scholar per month will be payable on satisfactory completion of their internships. Last month remuneration shall be provided on submission of their Report/paper. Interns will be eligible for remuneration equivalent of number of days of attendance in office against total number of working days in that month.
- H) Declaration of Secrecy:** Interns are required to furnish to the Authority a declaration of secrecy before reporting for the internship.
- I) Placement:** The interns would be attached with one Director/Deputy Director level officer in the concerned Division of the Authority.
- J) Submission of papers:** The interns will be required to present to the concerned Head of Division a Report/Paper on the allotted subject at the end of the internship. Simultaneously, they will also be required to give to the concerned HoD their mandatory feedback on their experience of the Programme, monitoring and supervision by the officer concerned.

6) Procedure for application

The interested and eligible students are to send their applications, along with their CVs in the enclosed prescribed format (**Annexure-A**) to Secretary, Inland Waterways Authority of India, A-13, Sector-1, Noida-201301 or may apply online on the website of IWAI, <http://iwai.nic.in>.

Applicants must also clearly indicate the area of interest. In order to allocate the selected applications, as per their interests, to various Division, it is suggested that the applicants should go through the website of IWA viz., <http://iwai.nic.in> and apply in the prescribed format indicating in their application the name of Division and areas of their interest, in order of preference, on which they would like to work upon during their internship.

At the time of joining on selection, applicants shall be required to produce a letter from their Head of Department/ Principal, indicating their status in the institution and "No Objection" for allowing their students to undergo Internship programme for the period for which he or she is selected.

7) Procedure for Selection and Other Modalities of the Scheme.

All the applications received will be processed by the training cell at IWAI as per the procedure and the selected candidate will be informed to join the programme at designated location.

All the applications will be scrutinized by the Selection Committee. The actual offers will be sent to the selected interns subject to availability of slots, consent of the concerned Division and approval of the Selection Committee. The Authority shall accommodate interns as per the requirement which may vary from time to time.

Depending upon the number of applications received against a particular domain/area, IWAI reserves the right to fix the selection criteria, limit the number of applicants to be called for particular period and to decide about the mode of screening.

8) The maximum number of interns during the year to be trained at IWAI are as under:

- a) Undergraduate – 10 (Ten)
- b) Post Graduate/ Research Scholar - 15 (Fifteen)

The attendance record and details of the work supervision shall be maintained by the Head of Verticals/Units/Divisions.

The concerned Head of Verticals/Units/Divisions shall be personally responsible for ensuring the work mutually agreed with Intern is satisfactorily completed.

9) The policy/programme may be modified as per the requirement of IWAI with the approval of Competent Authority (i.e. Chairperson)

10) Internship is neither a job nor any assurance for job in IWAI.

11) This bears the approval of the Competent Authority.

Annexure-A

APPLICATION FORM FOR THE INTERNSHIP PROGRAMME OF THE INLAND WATERWAYS AUTHORITY OF INDIA 2021-22

Name, full address and telephone no. of the sponsoring institution : (if any)

**Paste Recent
Color Passport
Size Photograph**

1. Full Name (Mrs./ Ms./ Mr.) :

2. Father's Name :

3. Mother's Name :

4. Date of Birth :

5. Full Postal Address for communication (including Telephone, Mobile and E-mail address)

6. Place of Birth :

7. Aadhar No. :

8. Contact No. : 1.

2.

9. Educational Qualifications :

Exam	University/ Institute	Year of Passing	% of Marks	Subject

10. Additional Qualification (professional, if any) :

11. Subject of Specialization/ Interest :

12. Projects Undertaken (Please provide brief description) :

**13. (For Research Students only)
Brief description of the subject/ purpose of the current research.**

14. Project/ Area of Preferences : (Please note that it may not always be possible to allocate project/ Area of choice)

15. Place of choice :

1st preference :

2nd preference :

3rd preference :

16. Period for which internship is required; 1 for 6 month, 2 for 12 month:

17. Names of two References from the present Institute or the Institute(s) last attended :

- 1.
- 2.

18. Why do you want to join this internship (in brief not exceeding 100 words)

19. I certify that above information furnished by me is true to the best of my knowledge and belief.

Place :

Signature :

Date :

Name :

20. Authentication of particulars furnished above by the Institute/ University (current or last attended)

This is to certify that the information furnished by Mrs./ Ms./ Mr. _____ in the form of application above is correct the best of our knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms.> _____ a student <University/Institution> has successfully completed <his/her> Internship with Inland Waterways Authority of India, Government of India from _____ to _____. During the period of Internship he/ she worked under _____ in the following areas.

(i)

(ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rated as _____.
3. During the period of <his/her> internship programme <he/she> was punctual and hard working.
4. I wish <him/her> every success in <him/her> life and career.

(Signature)

<Concerned Officer>

APPENDUM-1

(Ref: Circular F. No. IWAI-17012/2/2020-Admn Dated : 15.03.2021)

Reference to the Circular F. No. IWAI-17012/2/2020-Admn Dated: 15.03.2021 on the subject matter of engagement of Interns at IWAI, under the Internship program of the Inland Waterways Authority of India, published in the web-site of IWAI as well in newspapers.

The following addendum in para-9 is being inserted in the Circular dated 15.03.2021 for information of all concerned:

Para.9(II) The Region wise requirement / proposed deployment of Interns details is as under:

Sl. No.	Regional Officers/Sub Offices of IWAI	No. of PG interns proposed to be deployed	No. of UG interns proposed to be deployed
1.	Head Office Noida	4	2
2.	Guwahati R.O	2	1
3.	Dhubri Sub-Office	1	1
4.	Patna R.O	2	1
5.	Varanasi Sub-Office	2	1
6.	Kolkata R.O	2	2
7.	Kochi R.O	2	2

Remuneration @ Rs. 10,000/- for Undergraduate and Rs. 20,000/- for Post Graduate / Research Scholar per month will be payable on satisfactory completion of their internship / Other details / conditions enumerated in the Circular dated 15.03.2021 remain unaltered and for further details please visit www.iwai.nic.in under the head vacancy.

**Sd/
SECRETARY**

Check-Sheet for the Interview to select the Interns for Internship programme of IWAI-2021

The following check-sheet is to be filled by the interviewing officer during the interviews for interns. The sheet is to be signed by the Interviewing officer and preserved for the records.

Check Sheet for the Interview of Interns		
Place:		Date :
1.	Sl No. of the Candidates for Interview	Provide number in the order of the interviews
2.	Name of the Candidate	
3.	Father's Name	
4.	Highest Degree	Phd/M.Tech / B.Tech/MBA, mention in case of any other degree
5.	Percentage of Marks	1. Confirm the marks from the original certificates. 2. Convert the grades into percentage in case marks are in the graded form
6.	Preferred Area	Ensure that the preferred area meets the requirement of your division.
7.	Preferred Location	Confirm that the location provided is same as your division
8.	Referee	Confirm from the interviewees that the referees could be called for reference check. The candidates must agree to this and provided the phone number. If phone numbers are not available, could be requested later form candidates.
9.	Statement of Purpose (SoP) as requested in Sl. 18, in the application form, must be read carefully,	
10.	Check whether the particulars furnished by the Institute last attended by the candidates have been authenticated by an authorized official-Yes/No	

(Interviewing Officer)

Name

Place

Date:

SCORE-SHEET

Name:

Sl. No:

Sl. No.	Detail to be checked Criteria	Criteria		Marks scored by the candidates
1.	Percentage of Marks Max Marks:50	Graduate or PG or PhD	75% in 12 th 60% in Graduation 60% in PG	
2.	Area of Interest Max Marks: 10	Area of Interest within the scope of the Division		
3.	Additional Qualification Max:10	Any relevant additional qualification such as MBA etc		
4.	Reference provided Max: 5	Addresses and Phone No. of the Referees provided		
5.	Statement of Purpose Max: 20	If relevant provide the marks		
6.	Particular Authorised Authenticated Max: 5	Check for authenticated particulars		
7.	Total Marks : 100	Total Marks Scored		

Note:

- a. Ensure the identity of the candidate by cross checking the photograph provided and through a valid ID proof.
- b. Prepare a merit list at the end of the interview mentioning candidate name, Sl. No. Qualification, Area of Interest and marks obtained.

Signature

Date:

(President of Interview Board)

Place: