



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

Brief Employment Notice No. IWAI-17011/18/2021-ADMIN RECTT. Dated 10/11/2021

Engagement of one position of Consultant (Administration) and one position of Consultant (Establishment), for Head Office Noida on contract basis, for a period of two years, likely to be extended at IWAI, Noida.

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.

For carrying out works dealing various service matters, Grievances, various correspondence with Ministries & Govt. agencies, it is proposed to engage one Consultant (Administration) and one Consultant (Establishment) purely on Contractual basis, initially for the period of two years, likely to be extended for Head Office, Noida, 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 **10/12/2021** 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, Grievances, various correspondence with Ministries & Govt. agencies etc., it is proposed to engage one Consultant (Administration) and one Consultant (Establishment) purely on Contractual basis for the period of two years 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.
Consultant (Administration / Establishment)	<p><u>Eligibility Criteria:</u></p> <p>1. Retired officers at the level of Under Secretary and above from the Ministries of Central/State Government/Autonomous Bodies/PSUs.</p> <p style="text-align: center;">OR</p> <p>Worked as Consultant in any Ministry of Central / State Government / Autonomous Bodies/PSUs for at least two years.</p> <p>2. The candidate should be well versed with the rules & regulations in dealing with the Administrative matters.</p> <p>3. Preference will be given to candidate having additional experience in the areas of Administration, Establishment matters along with working knowledge of computer.</p> <p><u>Responsibilities:</u></p> <p>(i) To conduct exercise for recruitment process by direct recruitment and deputation.</p> <p>(ii) To advice on matter related to service matter of employees such as Pension, Pay Fixation Recruitment Rules, Grievances on ACP/MACP/Grant of Pay Scale, etc.</p>

	<ul style="list-style-type: none"> (iii) Advice on service matter related to court cases. (iv) Anomalies assessing out 7th Pay Commission. (v) Co-ordination with various authorities in Central/State/other department. (vi) Dealing with the Parliament Question / Parliament matters and allied related matters; preparation of draft reply of parliamentary questions and other related correspondence with the Ministry and other Government departments. (vii) Dealing with the Vigilance matters and allied related matters; preparation of draft reply / comments on various aspects / correspondence pertaining to vigilance / investigation related with the Ministry and other Government departments / individuals. (viii) Any other duties as may be assigned in respect of Establishment /Administration and Vigilance matter. <p>Remuneration: ₹ 48,000 Per Month and for Central/State Govt. / Retired employees shall be "Last Pay drawn minus Pension plus entitle allowance".</p> <p>Maximum age: 63 year as on the closing date of receipt of application.</p>
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3) The closing/ last date for receipt of application is **10/12/2021**, with application in prescribed proforma, to be addressed to the Assistant Secretary (Admn., Estt. & Vig), 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 Consultant (Administration) and Consultant (Establishment). 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 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/-
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PROFORMA

APPLICATION FOR THE POSTION OF: CONSULTANT (ADMINISTRATION) /
(ESTABLISHMENT)

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 certificates must be enclosed with this application)

Paste
Recent
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. Language known :
11. Any other information such as experience, training, publication etc. in support of suitability for the post (self-attested certificates to be enclosed) :

UNDERTAKING

12. I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Place:

Dated :

SIGNATURE OF THE APPLICANT

Address.....
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