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

Employment Notice No. IWAI-17011/4/2026-ADMIN RECTT Dated 23.10.2026

IWAI invites application from Indian Nationals working in offices of Central/State Govt./Public Sector Undertakings/Statutory or Autonomous bodies for filling up of **one vacant post of Principal Private Secretary (PPS)** on deputation basis, initially for a period of 03 years for posting at IWAI, Noida.

The last date for receipt of application is 45 days from date of publication of this advertisement in Employment News. Applications in prescribed proforma Through Proper Channel to be addressed to the Assistant Secretary (Admn. & Estt.), IWAI, A-13, Sector-1, Noida-201301 (U.P.), along with self-attested copies of certificates, last 5 year's APAR's, etc. through Registered Post / Speed Post only. For further details, visit <**www.iwai.gov.in**>.

Sd/-
SECRETARY

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Inland Waterways Authority of India (IWAI) invites application from Indian Nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up of **one vacant post of Principal Private Secretary (PPS)** on deputation basis for a period of three years. The details of the post is as under: -

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Post	Method of Recruitment
1	Principal Private Secretary (PPS)	Level 11 in the Pay Matrix as per 7th CPC.	01	Deputation Basis

2. The details of eligibility criteria, age-limit etc. of the aforesaid posts, proposed to be filled up on deputation basis, are as under:

Eligibility Criteria:

Officers under Central/State Govts. /Statutory or Autonomous bodies/Public Sector Undertakings:

(i) Holding analogous posts on regular basis

OR

(ii) holding post in the Level 7 or level 8 in the Pay Matrix as per 7th CPC, (Pre-revised PB-2, Rs. 9300-34800+GP Rs. 4600) with 7 years' regular service and

(Period of deputation shall ordinarily not exceed 3 years)

Age Limit: Not exceeding 56 years on the closing date of application.

GENERAL INFORMATION

1. The Authority is following Central Govt. Rules & Regulations in service matters. Leased accommodation and medical reimbursement are provided as per rules of the Authority.
2. The post has all India transfer liability.
3. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.
4. Canvassing in any form shall be ground for disqualification.
5. Application should be sent either in Hindi or English duly signed with photograph, Self Attested copies of certificates of educational qualifications, experience etc.
6. Persons working in Central/State Governments/UTs/PSUs/ Statutory or Autonomous Bodies should submit their application Through Proper Channel. If any delay is anticipated, advance copy of the application may be sent so as to reach before the closing date. Incomplete application or applications received after the due date or application not received through proper channel are liable to be rejected.
7. Copies of APAR's, for the past 5 years (from 2021-2022 onwards) along with vigilance clearance, Integrity certificate, self attested testimonials / documents in support of the eligibility criteria as stipulated in the advertisement are also required to be enclosed.
8. The interested candidates may send their application, within a period of 45 days from the date of publication of this advertisement in Employment News in a closed envelope superscribing **"Application for the post of Principal Private Secretary (PPS) on deputation basis, against Employment Notice No. IWAI-17011/4/2026-ADMIN RECTT Dated 23.10.2026"** to the Assistant Secretary (Admn.& Estt.), Inland Waterways Authority of India, A-13, Sector-1, Noida-201301 (U.P.).

Sd/-
SECETARY

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INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office, A-13, Sector -1, Noida, U.P -201301

Phone : 0120 – 2474050 & 2544036

PROFORMA

APPLICATION FOR THE POST OF : PRINCIPAL PRIVATE SECRETARY (PPS) ON DEPUTATION BASIS.

Self-Attested Photograph

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 belongs to SC/ST/OBC/Ex-Serviceman/PH :
8. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi-Govt.
9. Educational/Professional Qualifications (kindly indicate and enclose copy).
10. Experience : (including present employment)

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

11. Languages Known :

12. 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……..……..

……..……..

CERTIFICATE

(To be filled in by the Parent Office / Department)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and upto date ACR /APAR dossier of the officer for the last five years, from 2021-22 onwards duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature
Name & Designation of the Head of the Department /
Authorized Signatory with seal
Telephone Number