



**INLAND WATERWAYS AUTHORITY OF INDIA (IWAI)
A-13, SECTOR-1, NOIDA-201301 (UP)**

ADVERTISEMENT FOR THE POST OF SECRETARY

Inland Waterways Authority of India invites applications for filling up the post of **Secretary** in the pay band / scale of Rs.37,400-67000 /-+ Grade Pay of Rs.8700 on deputation basis for a period of three years extendable by another two years.

Officers working under the Central/State Govts./ PSUs/ Statutory or Autonomous Bodies/Public Sector Undertaking, holding analogous posts; OR with 5 years service in the revised pay scale of Rs.15600-39100/- + Grade pay of Rs.7600/-{ Rs.12,000-375-16,000 (Pre-Revised)} or equivalent and possessing requisite qualification and experience may submit their application through proper channel to Secretary , IWAI , so as to reach him within 45 days from the date of publication of this advertisement. Complete details including prescribed format of application can be downloaded from www.iwai.nic.in.

SECRETARY

INLAND WATERWAYS AUTHORITY OF INDIA
**A Statutory Body under Ministry of Shipping, Road
Transport & Highways**
Department of Shipping
Govt. of India, Head Office-A-13, Sector-1,
Noida, U.P. Pin-201301.

IWAI invites applications from the Indian Nationals working in offices of Central/State Governments/Public Sector Undertakings/ Statutory or Autonomous bodies for filling up the post of **Secretary** in the pay band of Rs.37,400-67000 /-+ Grade Pay of Rs.8700/- on deputation basis for three years, extendable by another two years.

Eligibility Conditions:

Officers under the Central/State Govts./ PSUs/ Statutory or Autonomous Bodies/Public Sector Undertaking

1) (a) holding analogous posts;

OR

(b) with 5 years service in the pay band scale of Rs.15600-39100/- + Grade pay of Rs.7600/- { Rs.12,000-375-16,000 (*Pre-Revised*) }

or equivalent

2) Possessing the following educational qualifications and experience

(i) degree from recognized university or equivalent and

(ii) 15 years experience in a responsible senior position out of which at least 05 years experience should be in the next below level, in Administration and Establishment work in a Government office or the Public body or a Commercial organization of the repute.

The desirable qualifications are;

(i) A degree in law, (ii) Master of Business Administration, (iii) Graduate from Institute of Company Secretaries of India

Age : Not exceeding 56 years.

GENERAL INFORMATION :-

1. The Authority is following Central Govt. rules and orders in service matters. Conveyance and Medical reimbursement are provided as per the rules of the Authority.
2. The place of posting shall be at the Head Office at Noida.
3. Age limit will be reckoned as on closing date for receipt of applications.
4. The decision of the Authority as to the eligibility of a candidate shall be final.
5. Outstation candidates if called for interview shall be paid AC I Class Rail Fare to and fro by the shortest route subject to production of proof of journey such as Railway ticket No./Bus Ticket etc.
6. Persons working in Central/State Governments/UTs/PSUs/ Statutory or Autonomous Bodies should submit their applications through proper channel, with up-to-date duly certified C.R. Dossiers of the last five years alongwith disciplinary/vigilance clearance and a certificate that no case is pending or contemplated against him/her may also be forwarded. Interested and willing candidates may send advance application under intimation to their cadre-controlling officer to avoid delay.
7. Application in following proforma along with attested copies of testimonials duly attested should be sent to Secretary, IWAI, so as to reach him within 45 days from the date of publication of this advertisement.

PROFORMA

APPLICATION FOR THE POST OF SECRETARY

1. Name of the post applied for
2. Name in full (in Block Letters)
3. Father's/Husband's Name
4. Address for communication
(with Pin Code & telephone number)
5. Permanent Address
6. (a) Date of Birth
(in Christian era)

(b) Age as on closing date of
receipt of application
7. Nationality and religion
8. Whether belongs to SC/ST/OBC/
Ex-Serviceman/PH
9. Marital Status
10. Whether working in any Central/State/UT/PSU
11. Educational Qualification
(starting from matriculation or equivalent onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class/ Division	% of Marks	Main Subjects
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12. Experience
(Including present employment, if any)

Sl. No.	Name of employer	Designation of the post held & nature of appointment	Pay scale/ Salary	Date of joining	Date of leaving and reasons for leaving	Nature of duty performed
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13. Language known
14. Any other information such as exp., training, publication etc., in support of suitability for the post.

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

Place :

Date :

SIGNATURE OF THE APPLICANT

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the record held in this office and no vigilance/disciplinary case is pending/contemplated against the officer.

Signature

**Name & Seal of the Employer/
Cadre Controlling Authority**

No. :

Date :