

INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office: A-13, sector-1, Noida, U.P. Pin – 201301

No. IWAI/Estt./327/92-IV

June 03, 2004

Filling up the vacancy of secretary, IWAI (pay scale of Rs. 14,300-18,300/-) on deputation basis.

It is directed to invite attention to the enclosed circular containing the eligibility conditions and other terms for the post of secretary, Inland Waterways Authority of India carrying the pay scale of Rs. 14,300-18,300/- on deputation.

It is requested that the particulars of willing and eligible officers may be sent whose services can be spared at a very short notice.

While forwarding the application, it may kindly be certified that no vigilance case is either pending or contemplated against the officer. The application in the prescribed proforma may kindly be sent within sixty days (60 days) along with attested photocopies of duly certified ACR Dossiers if the concerned officer(s) of last five years.

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CIRCULAR

It is proposed to fill up the post of secretary in the pay scale of Rs. 14,300/- 18,300/- on deputation basis initially for a period of 3 years in inland Waterways Authority of India (An Autonomous Body under Ministry of Shipping, Government of India.)

Eligibility Condition:-

1) Officers under the central/State Governments/PSUs/Autonomous Bodies:

(a) holding analogous posts:

OR

(b) with 5 years' service in the scale of Rs. 12000-375-16500/- (Revised) or equivalent.

2) Possessing the following educational qualifications and experience.

Essential : i) Degree from recognised University or equivalent

ii) 15 years' experience in a responsible senior position out of which at least 5 years in the next below level in Administration and Establishment work in Government office or public body or a commercial organization of repute.

- Desirable : i) A degree in Law
ii) Master of Business Administration]
iii) Graduate from Institute of Company Secretaries.

Age: Not exceeding 55 years.

This Authority is following the Government of India Rules and Orders in service matters. Conveyance 7 Medical reimbursement may be provided as pr rules of this Authority. D.A. and CCA are admissible as per Central Government Rules. The place of posting shall be at Headqauters, Noida, Uttar Pradesh – 201301. The terms and conditions of deputation shall be per Central Government rules in vogue.

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/x-serviceman/PH :
9. Marital Status :
10. Whether working in any Central/Stat/UT/PSU/Autonomous Bodies :
11. Educational Qualification :
(Starting from matriculation or equivalent onwards)

Sl.No	Examination Passed	Year	Name of School/Board	Class/Division	% of Marks	Main subjects

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 & reason for leaving	Nature of duties performed

13. Languages Known :

14. Any other information you wish to add such as experience, training, publication, etc in support of your suitability for the post

I here by solemnly declare that the information given above is 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 records 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: