

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नोएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

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

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

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

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

No. IWAI-12013(11)/1/2022-Admn.

Dated 14.07.2023

To,

As per enclosed list

Sub: Filling up of the 01 post of Personal Assistant on deputation basis in IWAI – reg.

Sir,


I am directed to invite your kind attention to the enclosed Employment Notice No. IWAI-12013(11)/1/2022-Admn. dated 14.07.2023 for nominations for the below mentioned post on deputation / transfer basis, initially for a period of 03 years as detailed below:

Sl. No.	Name of Post	Consolidated Pay / Pay-Scale	No. of Post	Method of Recruitment / Posting
01	Personal Assistant	Level 6 in the Pay Matrix as per 7 th CPC.	01	Deputation basis one post for Head Office Noida / transferable to other IWAI, Offices.

It is requested that the applications of willing and eligible officers may be sent to the Authority. The application in the prescribed proforma, along with attested photocopies of the ACR/APAR dossiers for the last five years of the concerned officer(s), Vigilance Clearance and Integrity Certificate, may kindly be sent to the undersigned upto 28.08.2023.

Enclosures: As stated.

Yours faithfully,

 / 14.07.23

(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

E-Mail : nsingh@iwai.gov.in

Phone : 0120-2474050

To,

1. The Secretary, Department of Agriculture Research & Education, Ministry of Agriculture, Room No 107 Krishi Bhawan, New Delhi -110001
2. The Secretary, Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, A-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
3. The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi -110001
4. The Secretary, Ministry of Coal, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
5. The Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110001
6. The Secretary, Department of Telecommunications, Ministry of Communications & Information Technology, Sanchar Bhawan, Rafi Marg, New Delhi -110001
7. The Secretary, Department of Posts, Ministry of Communications & Information Technology, Dak Bhawan, Sansad Marg, New Delhi -110001
8. The Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room no. 169 Krishi Bhawan, New Delhi -110001
9. The Secretary, Ministry of Corporate Affairs, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
10. The Secretary, Ministry of Culture, C- Wing Shastri Bhawan, New Delhi-110001
11. The Secretary, Department of Defence, Ministry of Defence, 101 South Block, New Delhi-110001
12. The Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011
13. The Secretary, Ministry of Disinvestment, Room No. 407, 4th Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
14. The Secretary, Ministry of Drinking Water & Sanitation, C- Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
15. The Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block- 12, CGO Complex, Lodhi Road, New Delhi-110003
16. The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
17. The Secretary, Ministry of External Affairs, South Block, New Delhi-1100011
18. The Secretary, Ministry of Finance, 3rd Floor Jeevan Deep Building, Sansad Marg, New Delhi-1100011.
19. The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049
20. The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001
21. The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001.
22. The Secretary, Ministry of Home Affairs, Room No. 114, North Block, New Delhi-110001.

46. The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
47. The Secretary, Ministry of Urban Development, Nirman Bhawan C- Wing, Dr. Maulana Azad Road, New Delhi-110001
- ✓ 48. The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
49. The Secretary, Ministry of Women and Child Development, Shastri Bhawan A – Wing, Dr. Rajendra Prasad Road, New Delhi-110001
50. The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
51. Chairman, Central Board of Direct Taxes, North Block, New Dehli-110001.
52. Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar -791111.
53. Chief Secretary, Government of Assam Secretariat Block –C 3rd Floor, Dispur, Guwahati-781006
54. Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar - 800015
55. Chief Secretary, Government of Chhattisgarh D K S Bhawan Mantralay Raipur -492001
56. Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001
57. Chief Secretary, Government of Gujarat, Block No.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010
58. Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001
59. Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
60. Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022
61. Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srinagar-190001.
62. Chief Secretary, Government of Jharkhand, Secretariat, Ranchi – 834001
63. Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore -560001
64. Chief Secretary, Government of Kerala Secretariat, Thiruvanthapuram -695001
65. Chief Secretary, Government of Maharashtra, 5th Floor Main Building Mantralaya, Mumbai-400032
66. Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal-462003
67. Chief Secretary, Government of Manipur, Room No.171, South Block Secretariat, Imphal -795001
68. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001
69. Chief Secretary, Government of Mizoram, Civil Secretariat Block- C, Aizawl-796001
70. Chief Secretary, Government of Nagaland Secretariat Kohima -797001.
71. Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I. P. Estate, New Delhi-110002
72. Chief Secretary, Government of Odisha Secretariat, Bhubaneswar-751001
73. Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry-605001.
74. Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh -160001
75. Chief Secretary, Government of Rajasthan Secretariat, Jaipur- 302005.
76. Chief Secretary, Government of Sikkim Secretariat, Gangtok -737101.
77. Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009.



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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-12013(11)/1/2022-Admn. Dated
14.07.2023

IWAI invites application from Indian Nationals working in **Govt offices** of Central/State Govt, Public Sector Undertakings, Statutory or Autonomous bodies for filling up of one vacant post of **Personal Assistant** 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.nic.in.

Sd/-
SECRETARY



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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Employment Notice No. IWAI-12013(11)/1/2022-Admn. Dated 14.07.2023

Inland Waterways Authority of India (IWAI) invites application from Indian Nationals working in Govt offices of Central/State Governments, Public Sector Undertakings, Statutory or Autonomous bodies for filling up of the one vacant post of **Personal Assistant** on deputation basis for a period of three years at Head Office, Noida. The post carries all India transfer liability at IWAI, Offices as detailed below:

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Post	Method of Recruitment
1	Personal Assistant	Level 6 in the pay matrix as per 7 th CPC.	01	Deputation basis one post for Head Office Noida / transferable to other IWAI, Offices.

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

Eligibility Criteria:

Officers in the Central / State Govt. / Statutory or Autonomous Bodies / Public Sector Undertaking ;

- (a) (i) Holding analogous posts
(ii) with 5 years' service in the level 4 of 7th CPC

b) Possessing the educational qualifications

- i. Matriculation or equivalent certificate from a recognized Board/University
ii. Speed in shorthand at 120 w.p.m.
iii. Speed in Typing 40 w.p.m.

Desirable:

- (i) Degree of recognized University
(ii) 2 year's experience in Government office or Corporations/Registered firms

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



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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 : PERSONAL ASSISTANT (ON DEPUTATION BASIS).

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)

Self-Attested
Photograph

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 :