भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
मुख्यालय: जलमार्ग भवन, ए – 13 , सैक्टर – 1, नौएडा – 201 301 (उ0प्र0)

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

Date: 04.04.2025

To

As per enclosed list

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

Sir,

IWAI intend to filling up the following post on deputation basis. The details advertisement is herewith enclosed for reference.

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 7th CPC.	01	01 Post on Deputation basis.

It is requested that the applications of willing and eligible official may be sent to this 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 positively by 19/05/2025.

Enclosures : As stated.

Yours faithfully

(Neeraj Singh)
Assistant Secretary(Admn & Rectt.)
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 Finance, 3rd Floor Jeevan Deep Building, Sansad Marg, New Delhi-1100011
18. The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049
19. The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001

20. The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001
21. The Secretary, Ministry of Home Affairs, Room No. 114, North Block, New Delhi-110001
22. The Secretary, Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi-110001
23. The Secretary, Ministry of Human Resource Development, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
24. The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
25. The Secretary, Department of Justice, Ministry of Law and Justice, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
26. The Secretary, Ministry of Mines, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
27. The Secretary, Ministry of Micro Small & Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi-110011
28. The Secretary, Ministry of Minority Affairs, 11th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
29. The Secretary, Ministry of New & Renewable Energy, Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
30. The Secretary, Ministry of Overseas Indian Affairs, Akbar Bhawan, Chankyapuri, New Delhi-110021
31. The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
32. The Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi-110001
33. The Secretary, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, North Block, New Delhi-110001
34. The Secretary, Ministry of Petroleum & Natural Gas, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
35. The Secretary, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
36. The Secretary, Ministry of Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
37. The Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016
38. The Secretary, Ministry of Science and Technology, Department of Biotechnology, 7th Floor, Block -2 CGO Complex, Lodhi Road, New Delhi-110003

39. The Secretary, Ministry of Skill Development & Entrepreneurship, 2nd Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, Near Connaught Place, New Delhi-110001
40. The Secretary, Ministry of Social Justice & Empowerment, C-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
41. The Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
42. The Secretary, Ministry of Steel, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
43. The Secretary, Ministry of Textiles, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
44. The Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi-110001
45. The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
46. The Secretary, Ministry of Urban Development, Nirman Bhawan C- Wing, Dr. Maulana Azad Road, New Delhi-110001
47. The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
48. The Secretary, Ministry of Women and Child Development, Shastri Bhawan A – Wing, Dr. Rajendra Prasad Road, New Delhi-110001
49. The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
50. Chairman, Central Board of Direct Taxes, North Block, New Dehli-110001.
51. Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar - 791111.
52. Chief Secretary, Government of Assam Secretariat Block –C 3rd Floor, Dispur, Guwahati-781006
53. Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015
54. Chief Secretary, Government of Chhattisgarh D K S Bhavan Mantralay Raipur - 492001
55. Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001
56. Chief Secretary, Government of Gujarat, Block No.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010
57. Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001
58. Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
59. Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022

60. Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srinagar-190001
61. Chief Secretary, Government of Jharkhand, Secretariat, Ranchi – 834001
62. Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore -560001
63. Chief Secretary, Government of Kerala Secretariat, Thiruvanthapuram -695001
64. Chief Secretary, Government of Maharashtra, 5th Floor Main Building Mantralaya, Mumbai-400032
65. Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal- 462003
66. Chief Secretary, Government of Manipur, Room No.171, South Block Secretariat, Imphal -795001
67. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001
68. Chief Secretary, Government of Mizoram, Civil Secretariat Block- C, Aizawl-796001
69. Chief Secretary, Government of Nagaland Secretariat Kohima -797001
70. Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I. P. Estate, New Delhi-110002
71. Chief Secretary, Government of Odisha Secretariat, Bhubaneswar-751001
72. Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry- 605001
73. Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh -160001
74. Chief Secretary, Government of Rajasthan Secretariat, Jaipur- 302005
75. Chief Secretary, Government of Sikkim Secretariat, Gangtok -737101
76. Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009
77. Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022
78. Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001
79. Chief Secretary, Government of Uttar Pradesh, Lal Bahadur Shastri Bhawan, UP Secretariat, Lucknow-226001
80. Chief Secretary, Government of Uttarakhand, Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001
81. Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001
82. Chief Secretary, Government of U. T. of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman -744101
83. Adviser to Administrator, U. T. of Chandigarh Secretariat, Sector 9 Chandigarh-160001.
84. Administrator Union Territory, Dadra & Nagar Haveli Secretariat, Silvassa-3962305

85. Administrator U.T, Daman & Diu Secretariat, Moti, Daman-396220
86. Administrator U.T, Lakshadweep Secretariat, Lakshadweep House, Kavratti-682555
87. The Chairman, Kolkata Port Trust, 15 Strand Road, Kolkata -700001 West Bengal
88. The Chairman, Chennai Port Trust, 1 Rajaji Selai, Chennai -600001
89. The Chairman, Jawaharlal Nehru Port Trust, Admn. Building, Sheva Uran, Navi Mumbai
90. The Chairman, Kandla Port Trust, Sector -8 Gandhiham, Gujarat- 370201
91. The Chairman, Mormugoa Sada Vasco da Gama Goa -403804
92. The Chairman, Mumbai Port Trust, Port House, Shoorji Vallabhadas Marg, Mumbai-400001
93. The Chairman, New Mangalore Port Trust, Near Panambur Beach, Panambur Mangaluru, Karnataka -575006.
94. The Chairman, Paradip Port Trust, Paradip Port -754142 Odisha.
95. The Chairman, VOC Port Trust, Tuticorin-628004 Tamil Nadu.
96. The Chairman, Visakhapatnam Port Trust, Police Colony Road, Nearby Children's Park Srinivasa Nagar, Madhavadhara, Visakhapatnam, Andhra Pradesh-530008.
97. The Chairman, Kamarajar Port Limited, Puzhuthivakkam Madipakkam, Chennai, Tamil Nadu
98. The Chairman, Gujarat Maritime Board, Sector 10A, Gandhinagar, Gujarat - 382010
99. The Shipping Corporation of India, 5th Floor Shipping House, 245 Madame Cama Road, Mumbai -440021
100. The Chairman, Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg, East Mumbai-400042.
101. The Director General, Council of Scientific and Industrial Research(CSIR) Anusandhan Bhawan, 2 Rafi Marg, New Delhi -110001.
102. The Under Secretary (Coordination), Ministry of Ports, Shipping and Waterways, Transport Bhawan, Parliament Street 1, New Delhi – 110001.

भाअजप्रा
IWAI

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-12013(11)/1/2022-Admn Dated 19.03.2025

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 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 7th CPC.	01	Deputation basis 01 (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.

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 2019-2020 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 Personal Assistant on deputation basis, against Employment Notice No. IWAI-12013(11)/1/2022-Admn Dated 19.03.2025"** to the Assistant Secretary (Admn.& Estt.), Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

Sd/-
SECETARY

भाअजप्रा
IWAI

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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).

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 2019-20 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