



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)
Head Office, A-13, Sector -1, Noida, U.P. -201301
Phone : 0120 – 2474050, 2544036 & 2521764

Brief Employment Notice No. IWAI/R.&T./Contrl.2/2019 Dated 07/02/2019

Inland Waterways Authority of India (IWAI) an Autonomous Body under the Ministry of Shipping, Govt of India intends to engage the following position, purely on Contractual basis, initially for a period of One year and invite application from interested and eligible candidates.

S. No. / Position Code	Details of Position	No. of Position
1 / C.30	Consultant (Legal)	1

The closing/ last date for receipt of application is 05/03/2019, with application in prescribed proforma, to be addressed to the Assistant Secretary(R.&T.), IWAI, A-13, Sector-1, Noida-201301(UP), through registered post/ speed post. For further details as regards Duties/Responsibilities, Educational Qualification, Experience & Remuneration etc. the website of IWAI viz <www.iwai.nic.in> may be visited.

**Sd/-
SECRETARY**



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2) The ToR and eligibility criteria etc. for the above mentioned position are as detailed below:

Consultant (Legal) - 01 Position

Duties / Responsibilities

- To look after IWAI litigation work to firmly secure the interest of organization, as required by the IWAI. Render effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time. Supervise and monitor the contesting of the cases in various courts of law. Supervise and coordinate works in the legal cell of IWAI.
- To deal with cases and contest in various courts are generally related to Civil, Arbitrator, Land Acquisition, National Consumer Dispute Redressal Commission, Industrial Tribunal-cum-Labour Court, Tribunals, Central Information Commission, District Consumer Forum, Civil Miscellaneous Applications, Division Bench Appeals, and Criminal Miscellaneous.
- Coordinate with the all Heads of Departments and all Regional office with regard to Legal matters. Ensuring the providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of IWAI including advice in all legal matters, to firmly secure the interest of IWAI.
- Offer Legal Opinions to the Head of Departments and Regional Directorate in respect of the Legal Matter. Scrutinize the Remarks; Counter Affidavits and Affidavits filed by the IWAI. Vetting of Rules, Regulations, Deeds, Notification, etc. relating to departments.
- To monitor the performance of empaneled Counsels/Law firm of the IWAI in preparation of Counter Affidavit, Written Statement, Writ Appeals, and Vacate Stay Petition etc. To make Coordination between IWAI and Law Firms/Advocates on legal matter. To assist the senior management to complete the procedure of engagement of New Law Firms/Advocates for Empanelment to IWAI.

- Processing of various Fee Bills of advocates, professional fee bills received from the empaneled Law Firms and Counsels.
- Review and provide legal advice on tender documents. Review ongoing cases and advice management accordingly. Liaise with relevant departments to ensure whether legal risks may identified, appropriate courses of action to be taken. Provide legal protection and risk management advice to management especially on contract management. Provide and interpret legal information and disseminate appropriate legal requirements to IWAI officials.

Required Educational Qualifications, Experience & Competencies

Eligibility Criteria :

- Bachelor Degree in Law from a recognized university. Person with 10 years post qualification experience in the relevant field would be essential.
- Should be retired Central/ State Government employees/ Retired PSU employees at the Level 11 or above equivalent to Under Secretary/Deputy Secretary or above.
- Individuals from Non-Government/Private/Consultancy Firms/Multinational organizations with minimum of 10 years of relevant post qualification experience would be considered.
- Strong understanding of legal requirements in Indian context.
- Officer having experience of working with Govt./PSU etc. will be preferred.

Competencies :

- In depth knowledge of legal systems & structures.
- Strong understanding and experience in all aspects of relevant legal area.
- Skillful with business management, leadership, and strategic legal approaches.
- Commercially aware and able to act in IWAI's best interests.
- Strong understanding of property rights and laws, contract negotiations, corporate law, and real estate law including construction.
- Excellent communication and relationship management skills.
- Sound understanding of legal ethics.
- Skills in building and maintaining relationships with internal and external stakeholders.
- Strong planning and organization skills.
- Strong analytical skills.
- Proficiency in Hindi and English languages.

Remuneration : Rs.60,000 (Rs. Sixty thousand only) per month.

Age Limit : 35-65 years as on closing date/last date of receipt of application.

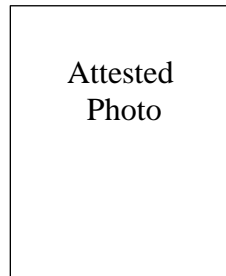
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PROFORMA

APPLICATION FOR THE POSITION OF : _____ (CONTRACTUAL)
POSITION CODE : _____

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :
(with Pin Code, Telephone number & E-mail ID) :
4. Permanent Address :
5. (a) Date of birth (in Christian era) :
(copy of DOB certificate to be enclosed) :
(b) Age as on closing date of application :
6. Nationality :
7. Whether worked in any Central/State/UT/
Autonomous body/PSU/Port
Organization/Semi-Govt. with proof :
8. Educational/ Professional Qualification: (Starting from Matriculation or Equivalent onwards)



Sr. No.	Examination Passed	Year	Name of Board / University	Class/Division	% of marks	Main subjects

9. Experience : (Including present employment)

Sr. 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

10. Languages known :
11. Any other information such as experience, training, publication etc. in support of suitability for the post :

UNDERTAKING

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

Place:

Date:

SIGNATURE OF THE APPLICANT