



# 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.3/2019 Dated 26/02/2019**

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.

<b>S. No. / Position Code</b>	<b>Details of Position</b>	<b>No. of Position</b>
1 / C.31	Executive (Legal)	1

The closing/ last date for receipt of application is 26/03/2019, 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](http://www.iwai.nic.in)> may be visited.

**Sd/-  
SECRETARY**



# 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

## Employment Notice No. IWAI/R.&T./Contrl.-3/2019 Dated 26/02/2019

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 years and invite application from interested and eligible candidates.

Sl. No. / Position Code	Details of Position	No. of Position
1 / C.31	Executive (Legal)	1

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

<b>Executive (Legal) - 01 Position</b>
<b>Duties / Responsibilities</b> <ul style="list-style-type: none"><li>Render assistance in preparation of legal opinions, studies, reports and correspondence, as required from time to time. Mostly a personal visit is required to brief the Counsel and to get the urgent opinions by hand from the Sheldon Law Firm.</li><li>Render assistance in Supervising and Monitoring the contesting of cases in various courts. Scrutinizing the Replies, Counter Affidavits and Affidavits before Sub Courts, Tribunals and Hon'ble High Court at Kerala, Patna, Guwahati, Kolkata, Allahabad and Hon'ble Supreme Court, labour cases pending before Assistant Labour Commissioners, Central Government Industrial Tribunal(CGIT) cum Labour Courts. To assist in Arbitration and Land Acquisition cases.</li><li>Processing of various Fee Bills of advocates, professional fee bills received from the empaneled Law Firms and Counsels.</li></ul>
<b>Required Educational Qualifications, Experience &amp; Competencies</b>
<b>Eligibility Criteria :</b> <ul style="list-style-type: none"><li>Bachelor Degree in Law from a recognized university.</li><li>Individuals from Government / Non-Government/ Private / Consultancy Firms / Multinational organizations with minimum of 5 years of relevant post qualification experience would be considered.</li></ul> <b>Experience :</b> <ul style="list-style-type: none"><li>Understanding of legal requirements in Indian context.</li><li>Officer having experience of working with Govt./PSU etc. will be preferred.</li></ul> <b>Competencies :</b> <ul style="list-style-type: none"><li>Knowledge of legal systems &amp; structures.</li><li>Proficiency in Hindi and English languages.</li></ul> <b>Remuneration :</b> Rs. 30,000 (Rs. Thirty thousand only) per month. <b>Age Limit :</b> 30-65 years as on closing date/last date of receipt of application.

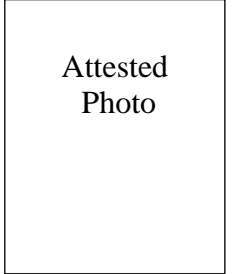
3) The closing/ last date for receipt of application is 26/03/2019, with application in prescribed proforma, to be addressed to the Assistant Secretary (R.&T.), IWAI, A-13, Sector-1, Noida-201301(UP), through registered post/ speed post.

Sd/-  
SECRETARY

## PROFORMA

**APPLICATION FOR THE POSITION OF** : **Executive (Legal) (CONTRACTUAL)**  
**POSITION CODE** : **C.31**

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