

No. IWAI/Kolkata/Admin/AG (PIU)/2022
PROJECT IMPLEMENTATION UNIT
(ARTH GANGA PROJECT)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports, Shipping and Waterways, Government of India)
P-78, GARDEN REACH ROAD KOLKATA-700043 (West Bengal)

Inland Waterways Authority of India (IWAI), a statutory body under the Ministry of Ports, Shipping and Waterways, Government of India has set up a Project Management Unit (PMU) in the IWAI Head Office in Noida, Uttar Pradesh to assist IWAI in preparation, pre-appraisal activities and in execution of the Arth Ganga Project. Project Implementation Units (PIUs) are also been set up at the IWAI Offices at Kolkata, Farakka and Sahibganj, for field level management and monitoring of the Project activities.

IWAI is desirous of engaging the following DEO (02) & MTS (02) at PIU, AG (JMVP-II) on short -term basis for the project period, initially for a period of 02 (Two) years, extendable for further period of the Project as per requirement:

Sl. No.	PIU Location	Name of the Position	No.of Position	Consolidated Monthly Remuneration
1.	Kolkata	Data Entry Operator (DEO)	1	Rs. 20,000/-
2.	Farakka	Multi-Task Staff (MTS)	1	Rs. 18,000/
3.	Sahibganj	Data Entry Operator (DEO)	1	Rs. 20,000/
		Multi-Task Staff (MTS)	1	Rs. 18,000/

2. Terms of References (ToRs) for the above positions are attached. The selected candidates shall be engaged purely on short-term contract basis for the delivery of services. The staff will be required to work on full-time basis and will not be permitted to take up any other assignment during the engagement in the PIU. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on similar projects.

3. The consolidated remuneration includes all taxes payable and no reimbursement will be made.

4. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experiences should be addressed to the Director, IWAI, PIU Kolkata and must reach in a sealed envelope at the above-mentioned address by post or by hand on or before **10th February, 2022 Upto 1700 hrs.**

5. IWAI, reserves the right to accept or reject any or all applications and to cancel the applications under process at its discretion and the decision in this regard shall be final and binding.


Director

Arth Ganga Program of JMVP
Terms of Reference for the position of Multi-Task Staff (MTS)

SL.NO	DESCRIPTION	REQUIREMENT
A	Position	Multi-Task Staff (MTS)
B	No. of Positions	01 each at Farakka and Sahibganj Offices
C	Age	18-35 years as on last date of receipt of application.
D	Educational Qualification & Work Experience and Competencies	<ul style="list-style-type: none"> • Matriculation from a recognized Board or Institute • Minimum one year in multitasking services in a Government Organization or a large reputed company. • Understanding of procedures and work methods in office environment. • Proficiency in Hindi Language.
E	Job Description	<ul style="list-style-type: none"> • Physical maintenance of records of PIU. • General cleanliness and upkeep of the Unit. • Carrying of files and other papers within the building. • Photocopying, sending Fax etc. • Other non-clerical work in the Unit. • Assisting in routine officework like diary, dispatch, etc. including on computer. • Delivering of post / dak (inside and outside the building). • Watch & ward Duties. • Opening and closing of Rooms. • Cleaning of rooms. • Dusting of furniture etc. • Upkeep of parks, lawns, potted plants etc. • Any other work assigned by superior authority.

Arth Ganga Program of JMVP
Terms of Reference for the position of Data Entry Operator (DEO)

SL.NO	DESCRIPTION	REQUIREMENT
A	Position	Data Entry Operator (DEO)
B	No. of Positions	01 each at Kolkata and Sahibganj Offices.
C	Age	18-35 years as on last date of receipt of application.
D	Educational Qualification & Work Experience and Competencies	<ul style="list-style-type: none"> • Graduation from a recognized University • Minimum two years of experience in the relevant field. • Capable of hand ling large volumes of quantitative and qualitative data. • Knowledge of various computer operating systems, such as MS Word, Excel, Access, Power Point etc, with a speed of 8000 key presses per hour. • Record Keeping, documentation etc. • Good communication skills in English and Hindi.
E	Job Description	<ul style="list-style-type: none"> • Compile, verify accuracy and sort information and prepare source data for computer entry. • Typing, Data entry from various proposals and reports received in the PMU / PIU. • Review data for deficiencies or errors, correct any incompatibilities, if any, and check output. • Generate reports, store completed works in designated locations and perform backup operations. • Follow up with various agencies at International, Central, State and District Level and with other stake holders to obtain relevant Information /necessary inputs. • Provide support on any data related queries. • Receiving and sending fax, e-mail. • Record keeping, documentation, file management. • Maintain discipline and obedience. • Any other work assigned from time to time.