



**INLAND WATERWAYS AUTHORITY OF INDIA
(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)**

Head Office : A-13, Sector-1, Noida-201301

Phone : 0120-2544036 & 2521724, Fax : 0120-2521764

F.No : 12-IWAI/Estt.SRC/9/2017

Dated : 27/6/2017

CIRCULAR

**Sub : Engagement of Interns at IWAI, under the Internship program of the
Inland Waterways Authority of India**

Inland Waterways Authority of India (IWAI) is a statutory body, set up by an Act of Parliament (IWAI Act 1986), under the administrative control of Ministry of Shipping, Government of India (GOI).

2. IWAI offers opportunity to students (undergraduate/postgraduate/ Research Scholar) and to undertake an internship at its Headquarters located in Noida, U.P. and in various regional offices located across pan India. Students interested may apply in application fulfilling the prescribed criteria and terms and condition of Internship program of the Inland Waterways Authority of India. The last date for receipt of applications is 10/08/2017.

For further details as regards eligibility, etc. the web-site of IWAI viz www.iwai.nic.in may be visited.

SECRETARY



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NOTIFICATION

Sub : Internship program of the Inland Waterways Authority of India :

Inland Waterways Authority of India (IWAI) is a statutory body under the Ministry of Shipping, Govt. of India. IWAI was set up in 1986 with a mandate to develop and regulate the inland waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically National Waterways (NW). In April, 2016, the Government of India has declared 106 new National Waterways in addition to the existing five National Waterway.

2) IWAI offers opportunity to students and to undertake an internship at its Headquarters located in Noida, U.P. and various regional offices located across pan India. For details please refer to the website www.iwai.nic.in

3) The Internship Programme provides an opportunity to college/university students in the areas of Engineering, Transportation, Finance, Business Administration, Finance, HR etc. and familiarize them about various facets of Inland Waterway Transportation Sector and application of their skills to the relevant issues in the Sector.

4) The Internship Programme provides an excellent opportunity to interns to familiarize them with the overall process of development of Inland Waterways Sector of India at the macro level. An intern may be required to work at Head Office or Project Office depending upon the requirement.

5) During the Internship Programme IWAI would assign specific areas of work to the intern on the basis of his/her application and selection process followed by IWAI. The particular field could be Marine Engineering, Hydrography, Fairway Development, River Information Systems, Traffic and Cargo handling, Terminal planning and Operations, Vessels Operations, Indo-Bangladesh Protocol Route, Capacity Building, Finance, Administration and HR etc. This will depend upon the requirements received from relevant departments of IWAI every year.

6) The objective and guidelines/salient features of the Internship Programme of the IWAI are tabulated below:

6.1) Name of the Scheme : “The Inland Waterway Authority of India Internship Scheme”

6.2) Purpose : To provide with Selected Candidates” short term exposure to different verticals/ divisions/ units of IWAI as “Interns”.

6.3) Objective of the scheme: The scheme has following stated objectives :

- a) To allow young academic talent to be associated with IWAI work for mutual benefit.
- b) The “Interns” shall have the opportunity to know about IWAI functioning, understand overall process of development of Inland Waterways Sector of India at the macro level, issues faced and contribute towards inputs, analysis, report writing, proposal preparation work.

6.4) Internship

A) Internship shall be available throughout the year based on requirement of IWAI

B) Eligibility : Candidates pursuing/completed Graduate/ Post Graduate Courses from Universities/Institutions of National and International repute are eligible to apply for the internship provided:

- a) For Graduate students, they should have obtained at least 80% marks in 12th examination.
- b) For Post-Graduation students, they should have obtained 60% in the graduation degree;
- c) For research Scholars, they should have obtained at least 60% in Post-Graduation; and

C) Duration: Duration of internship will be for a minimum period of 6 months and maximum period of 12 month at different points of time during the year. Interns not completing the requisite period will not be issued any certificate.

D) Termination: The internship may be terminated by IWAI by giving one month notice in case the performance of the candidate is not up to the mark. The candidate may discontinue internship by giving one month notice.

E) Extension: Internship may be extended beyond the initial period for maximum of 6 months with approval of Chairperson on the recommendation of concerned Director. The extension of the internship should be at the sole discretion of IWAI.

F) Experience Certificate: Certificates will be issued to the interns on satisfactory completion of their internship and on submission of their Report/paper and its evaluation by the Director /Director In charge level officers in their concerned Division. A certificate regarding successful completion of Internship shall be issued by IWAI in the enclosed format at Annexure-B.

G) Logistic Support: Interns will be required to have their own laptops. IWAI will provide them with working space. No accommodation will be provided to interns. In case the intern is required to travel for the work assigned, he/she will be reimbursed for the travelling cost as per the entitlement of Technical Assistant at IWAI.

H) Remuneration: Remuneration @ Rs. 10,000/- for Undergraduate and Rs.20,000/- for Post Graduate/ Research Scholar per month will be payable on satisfactory completion of their internships. Last month remuneration shall be provided on submission of their Report/paper.

I) Declaration of Secrecy: Interns are required to furnish to the Authority a declaration of secrecy before reporting for the internship.

J) Placement: The interns would be attached with one Director/Deputy Director level officer in the concerned Division of the Authority.

K) Submission of papers: The interns will be required to present to the concerned Head of Division a Report/Paper on the allotted subject at the end of the internship. Simultaneously they will also be required to give to the concerned HoD their mandatory feedback on their experience of the Programme, monitoring and supervision by the officer concerned.

7) Procedure for application

The interested and eligible students are to send their applications, along with their CVs in the enclosed prescribed format (Annexure-A) to Secretary, Inland Waterway Authority of India, A-13, Sector-1, Noida-201301 or may apply online on the website of IWAI, <http://iwai.nic.in> Applicants must also clearly indicate the area of interest. In order to allocate the selected applications, as per their interests, to various Division, it is suggested that the applicants should go through the website of IWAI viz., <http://iwai.nic.in> and apply in the prescribed format indicating in their application the name of Division and areas of their interest, in order of preference, on which they would like to work upon during their internship.

At the time of joining on selection, applicants shall be required to produce a letter from their Head of Department/ Principal, indicating their status in the institution and “No Objection” for allowing their students to undergo Internship programme for the period for which he or she is selected.

8) Procedure for Selection and Other Modalities of the Scheme.

All the applications received will processed by the training cell at IWAI as per the procedure and the selected candidate will be informed to join the programme at designated location.

All the applications will be scrutinized by the Selection Committee. The actual offers will be sent to the selected interns subject to availability of slots, consent of the concerned Division and approval of the Selection Committee. The Authority shall accommodate interns as per the requirement which may vary from time to time.

Depending upon the number of application received against a particular domain/area, IWAI reserves the right to fix the selection criteria, limit the number of applicants to be called for particular period and to decide about the mode of screening.

9) The maximum number of interns during the year to be trained at IWAI are as under:

- a) Undergraduate-10 (Ten)
- b) Post Graduate/ Research Scholar-15 (Fifteen)

The attendance record and details of the work supervision shall be maintained by the Head of Verticals/Units/Divisions.

The concerned Head of Verticals/Units/Divisions shall be personally responsible for ensuring the work mutually agreed with Intern is satisfactorily completed.

10) The policy/programme may be modified as per the requirement of IWAI with the approval of competent authority (i.e. Chairperson)

11) Internship is neither a job nor any assurance for job in IWAI.

12) This bears the approval of the competent authority

Secretary, IWAI

**APPLICATION FORM FOR THE INTERNSHIP PROGRAMME OF THE
INLAND WATERWAY AUTHORITY OF INDIA 2017-18**

**Name, full address and telephone no of
the sponsoring institution: (if any)**

Latest Passport
Size Photograph of
the applicant

BIO-DATA OF THE APPLICANT

1. Full Name (Mrs. / Ms. / Mr.):

2. Father's name :

3. Mother's name :

4. Date of Birth

**5. Full Postal Address for communication (including Telephone, Mobile and E-mail
address)**

6. Place of Birth :

7. Aadhar No :

8. Contact No : 1.

2.

9. Educational Qualifications:

Exam	University / Institute	Year of Passing	% of Marks	Subject

10. Additional Qualification (professional, if any) :

11. Subject of Specialization / Interest:

12. Projects Undertaken (Pl. provide brief description) :

13. (For Research Students only)

Brief description of the subject / purpose of the current research.

14. Project / Area of Preferences: (Please note that it may not always be possible to allocate project /Area of choice)

15. Place of choice : 1st preference :

2nd preference :

3rd preference :

16. Period for which internship is required; 1 for 6 month , 2 for 12 month :

17. Names of two References from the present Institute or the Institute(s) last attended:

- 1.
- 2.

18. Why do you want to join this internship (in brief not exceeding 100 words)

19. I certify that above information furnished by me is true to the best of my knowledge and belief.

Place :

Signature :

Date :

Name

20. Authentication of particulars furnished above by the Institute / University (current or last attended)

This is to certify that the information furnished by Mrs. / Ms. / Mr. _____ in the form of application above is correct to the best of our knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)

Annexure B

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated: <Date>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms.>_____ a student <University/Institution> has successfully completed <his/her> Internship with Inland Waterways Authority of India, Government of India from _____ to _____. During the period of Internship he/she worked under _____ in the following areas.

(i)

(ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rated as _____.

3. During the period of <his/her> internship programme <he/she> was punctual and hard working.

4. I wish <him/her> every success in <his/her> life and career.

(Signature)
<Concerned Officer>