

File No.21/1/2017-CSI(T)

Issue No : I/3014655/2017

F No. 21/1/2017-CS-I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I (APAR))

2nd Floor, A Wing, Lok Nayak Bhgawan,
Khan Market, New Delhi

Dated 30 January, 2017

OFFICE MEMORANDUM

Subject: Filling up vacancies of **Administrative Officer** (04) in the Directorate General of Civil Aviation under the Ministry of Civil Aviation on deputation basis.

A vacancy circular received in this Department from Ministry of Civil Aviation on the above mentioned subject vide their O.M. No. A-60015/352/2015-D G Section-MoCA dated 23rd January, 2017 along with enclosures is circulated for information of all CSS officers.

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.


(Chandra Shekhar)

Under Secretary to the Govt. of India
Tele: 24624046

Encl: As above

To

All Ministries/Departments (through website of DoP&T)

Receipt No : 1222477/2017/CS- I P



भारत सरकार / Government of India
नागर विमानन मंत्रालय / Ministry of Civil Aviation
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation
सफदरजंग हवाई अड्डा के सामने / Opp. Safdarjung Airport
अरबिंदो मार्ग / Aurobindo Road
नई दिल्ली / New Delhi - 110003

ई-मेल : naicad@nic.in
दूरभाष सं०/Tel No 011-24611949

गिसिल सं./F.No. A-35018/03/2016-E.II
दिनांक/Dated : 16.01.2017

To
The Secretary,
All Ministries / Departments,
Government of India

Subject:- Recruitment to the 04 posts of Administrative Officer on Deputation basis in Directorate General of Civil Aviation.

Sir,
Directorate General of Civil Aviation intends to fill up the 04 posts of Administrative Officer (General Central Services, Group 'A', Gazetted, Ministerial) each in the Regional Offices of DGCA at Delhi, Mumbai, Kolkata and Chennai on deputation basis respectively. Applications are invited from eligible officials/officers under **Central Government** fulfilling the following eligibility criteria and other conditions:-

- (i) **Eligibility:-**
- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with two years of regular service in the grade rendered after appointment thereto in PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4800; and
 - (b) Possessing the following educational qualification and experience:-
 - (i) Degree of a recognised University or equivalent.
 - (ii) Five years experience in administration establishment and accounts work.

Desirable:
Studied Regional Language (of the Region of posting) upto Class-Xth.

(ii)Age:-
The Officers should not have crossed the age of 56 years as on the closing date of receipt of applications

(iii)Scale:- PB-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/-

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2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed **three** years.

3. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T's OM No. 6/08/2009-Inst. (Pay.II) dated 17.06.2010, as amended from time to time.

4. While forwarding the applications in the prescribed format (Annexure) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent alongwith the application:-

- (i) Application in the prescribed pro-forma (Annexure)
- (ii) Copies of up-to-date and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer **not below the rank of Under Secretary**.
- (iii) Integrity Certificate
- (iv) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (v) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

5. Complete application with the above documents, duly signed by the authorised officer, should be forwarded through proper channel to the undersigned within **60 days** from the date of advertisement in **Employment News/रोजगार समाचार**

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,

(Pavan Malviya)

Deputy Director of Administration

Copy to:

1. Ministry of Civil Aviation (Kind Attn: Shri Kameshwar Mishra, Under Secretary), B-Block, Rajiv Gandhi Bhawan, New Delhi.
2. The Bureau of Civil Aviation Security (Kind Attn: Shri Kumar Rajesh Chandra, Director General), Janpath Bhawan, Janpath, New Delhi - 110001.
3. Office of the Chief Commissioner of Railway Safety, N. E. Railway, DRM Office Campus, Ashok Marg, Lucknow - 226001.
4. The Airports Economic Regulatory Authority (Kind Attn: Shri Alok Shekhar, Secretary) Rajiv Gandhi Bhawan, New Delhi.
5. The Airports Authority of India (Kind Attn: Dr. Guruprasad Mohapatra, Chairman), Safdarjung Airport, New Delhi.
6. The Air India Limited (Kind Attn: Shri Ashwani Lohani, Chairman and MD), Airline House, 113, Gurudwara Rakabganj Road, New Delhi - 110001.

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ANNEXURE-IBIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification:- Degree of a recognised University or equivalent	A) Qualification
B) Experience Officers under Central Government a) (i) holding analogous post on regular basis in the parent cadre or department, or (ii) with two years of regular service in the grade rendered after appointment thereto in PB-2 of Rs. 9300-34800 with GP of Rs. 4800; and b) Five years experience in administration establishment and accounts work.	B) Experience
Desirable	Desirable
A) Qualification Studied Regional Language (of the Region of posting) up to Class Xth.	A) Qualification
B) Experience:- Not applicable	B) Experience
5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

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7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay Pay Scale of the post held on regular basis	Nature of Duties (in detail highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation contract	c) Name of the parent office organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
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9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

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<p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation.</p>								
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>								
<p>14. Total emoluments per month now drawn:</p> <table border="1"> <thead> <tr> <th>Basic Pay in the PB</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments						
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/interim relief/other Allowances etc. (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments						
<p>16.A Additional information. if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience</p>								

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over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16. B Achievements:

The candidates are requested to indicate information with regard to:

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and:
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Whether belongs to SC/ST

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address

Date

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)