

**F.No-21/6/2017-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 2<sup>nd</sup> August, 2018  
3m

**OFFICE MEMORANDUM**

Subject:- Filling up of posts in various Ministry/Department on deputation basis.

The undersigned is directed to circulate herewith under mention four vacancy circulars received from various Ministries/Departments along with its enclosures for the information of all CSS officers.

| S.No. | Department/Ministry   | Name of Post  |
|-------|---|---|
| 1.    | National Authority, Chemical Weapons, Cabinet Secretariat         | Joint Director  |
| 2.    | Debts Recovery Tribunals (DRTs), Department of Financial Services | Recovery Officer  |
| 3.    | Ministry of Social Justice and Empowerment                        | Deputy Director   |
| 4.    | Ministry of Civil Aviation  | Deputy Director Airworthiness, Assistant Director Airworthiness (Revise new amended circular) |

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. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 7.10.2016. dated 13.04.18.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(K. Srinivasan)

Under Secretary to the Government of India  
Tel : 24642705

To

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

F. No. A-42018/06/2015-ESTT  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Empowerment of Person with Disabilities (Divyangjan)

Room No. 502, 5<sup>th</sup> Floor,  
Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi.  
Dated, the 23<sup>rd</sup> July, 2018

**VACANCY CIRCULAR**

**Applications Invited for Deputy Director (Media) on deputation basis**

Department of Empowerment of Person with Disabilities (Divyangjan) invites applications for one (1) post of Deputy Director (Media) in Level 11 in the Pay Matrix (Rs. 67700 - Rs. 208700) (pay scale as per 7th Central Pay Commission dispensation) on deputation (including short-term contract) basis.

2. Eligibility Conditions: Officers under the Central Government or State Government or Universities or Recognised Research Institutes or semi-Government or autonomous body or statutory organisation:-

- (i) holding analogous post on a regular basis, OR with five years regular service in the Level 10 in the Pay Matrix (Rs.56100-Rs.177500),  
AND  
having essential qualification of Post-Graduate Degree or Diploma in Journalism or Mass Communication having three years experience in editing or journalism in print or electronic media; OR
- (ii) Officers belonging to Indian Information Service (Group 'A') having five years of regular service in Level 10 in the Pay Matrix (Rs.56100-Rs.177500).

3. Maximum age limit: 56 years (as on the last date of receipt of application).

4. Tenure: 4 years (Maximum)

5. Documents required:

- (i) 3 copies of Bio-data in prescribed proforma (available on the website of the Department (<http://disabilityaffairs.gov.in/>))
- (ii) Annual Performance Appraisal Reports for last five years (duly attested by an officer not below the rank of Under Secretary)

6. Last date of receipt of application: 11<sup>th</sup> September 2018.

7. Applications may be sent to the undersigned at the address mentioned below through proper channel. However, the candidates may send advance copy for intimation.

*31/7/18*  
*Sh-Kar*

*ky*  
(Ramanuj Dey)  
Under Secretary (Admin.)  
Tel: 011-24369037  
Email: ramanuj.dey@nic.in



Copy to:

1. Secretaries of all Ministries/Departments of Government of India
2. Chief Secretaries of all State Governments
3. PS to HM (SJ&E)/MOS (VS)/MOS (KG)/MOS (RA), Shastri Bhawan, New Delhi
4. PPS to Secretary (D/o EPwDs).
5. PPS to JS(DC)/ PS to JS(PS)/ PS to JS&FA
6. All Directors/DSs/U.S. of D/o EPwD.
7. Department of Personnel and Training {Kind attn: Shri Chander Sekhar, Under Secretary (CS.I)}, Lok Nayak Bhawan, New Delhi 110003 - with a request to upload the vacancy circular on DoPT's website for giving wide publicity.
8. NIC Cell - For uploading the same on this Department's website ([disabilityaffairs.gov.in/](http://disabilityaffairs.gov.in/)) and website of Ministry of Social Justice and Empowerment ([socialjustice.nic.in](http://socialjustice.nic.in))
9. NI Division - with a request to circulate the vacancy circular among all NIs/CRC under the aegis of this Department
10. All attached offices under the aegis of this Department including National Trust, CCPD, Rehabilitation Council of India, NHFDC
11. PIB/ Notice Board at Shastri Bhawan, Krishi Bhawan, etc.
12. e-Office Notice Board/Guard File.

कमरा नं. 502, 5वां तल,  
पं. दीनदयाल अंत्योदय भवन,  
सीजीओ कॉम्प्लेक्स, नई दिल्ली  
दिनांक: 23 जुलाई, 2018

### रिक्त परिपत्र

#### प्रतिनियुक्ति के आधार पर उपनिदेशक (भीडिया) के पद हेतु आवेदन आमंत्रित

दिव्यांगजन सशक्तिकरण विभाग, प्रतिनियुक्ति (अल्पावधि संविदा सहित) आधार पर वेतन मैट्रिक्स स्तर 11 में (7वें केन्द्रीय वेतन आयोग के अनुसार वेतनमान 67,700 – 20,8700 रु.), उपनिदेशक (भीडिया) के एक (1) पद के लिए आवेदन आमंत्रित करता है।

2. पात्रता शर्तें: केन्द्र सरकार या राज्य सरकार या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थानों या अर्ध-सरकारी या स्वायत्त निकाय या सांविधिक संगठन के अधिकारीगण:-

(i) नियमित आधार पर समान पद धारण करने, या वेतन मैट्रिक्स (56100-77500 रु.) के स्तर 10 में पांच वर्ष की नियमित सेवा सहित तथा

संपादन या प्रिंट एवं इलेक्ट्रॉनिक पत्रकारिता में 03 वर्ष के अनुभव के साथ पत्रकारिता या जनसंचार में स्नातकोत्तर डिग्री या डिप्लोमा की आवश्यक अर्हता धारण करने वाले; या तथा

- (ii) वेतन मैट्रिक्स (56100-77500 रु.) के स्तर 10 में पांच वर्ष की नियमित सेवा वाले भारतीय सूचना सेवा (समूह 'क') से संबंधित अधिकारीगण
- अधिकतम आयु सीमा : 56 वर्ष (आवेदन की प्राप्ति की अंतिम तिथि के अनुसार)
- कार्यकाल: 4 वर्ष (अधिकतम)
- अपेक्षित दरतावेज:

(i) निष्पत्ति प्रपत्र में (विभाग की वेबसाइट <http://disabilityaffairs.gov.in> पर उपलब्ध) जीवनवृत्त की 3 प्रतियां

(ii) पिछले पांच वर्षों की वार्षिक कार्य निष्पादन रिपोर्ट (ऐसे अधिकारी, जो अवर सचिव के रैंक से नीचे नहीं हों, द्वारा विधिवत सत्यापित)

- आवेदन की प्राप्ति की अंतिम तिथि : 11 सितम्बर, 2018.
- आवेदन अथोहस्ताक्षरी को उचित माध्यम से नीचे दिए गए पते पर भेजे जाएं। तथापि, उन्मीदवार अग्रिम प्रति सूचनार्थ भेज सकते हैं।



(रामामुज डे)

अवर सचिव (प्रशासन)

दूरभाष: 011-24369037

ईमेल: [ramamuj.dey@nic.in](mailto:ramamuj.dey@nic.in)



प्रतिलिपी प्रेषित :

1. भारत सरकार के सभी मंत्रालय/विभागों के सचिव
2. सभी राज्य सरकारों के मुख्य सचिव
3. निजी सचिव, माननीय मंत्री (एसजेएंडई)/राज्य मंत्री (वीएस)/राज्य मंत्री (केजी)/राज्य मंत्री (आरए) शास्त्री भवन, नई दिल्ली।
4. सचिव (दिव्यांगजन सशक्तिकरण विभाग) के प्रधान निजी सचिव।
5. संयुक्त सचिव (डीसी) के पीपीएस/संयुक्त सचिव (पीएस) के निजी सचिव/ संयुक्त सचिव एवं वित्तीय सलाहकार के पीएस।
6. सभी निदेशक/उप सचिव/अवर सचिव दिव्यांगजन सशक्तिकरण विभाग
7. कार्मिक एवं प्रशिक्षण विभाग (ध्यानाकर्षण : श्री चंद्रशेखर, अवर सचिव (सीएस.1), लोक नायक भवन, नई दिल्ली 110003 को - रिक्ति परिपत्र के व्यापक प्रचार के लिए इसे डीओपीटी के वैबसाइट पर अपलोड करने के निवेदन के साथ।
8. एनआईसी सेल - इसे विभाग की वैबसाइट ([disabilityaffairs.gov.in/](http://disabilityaffairs.gov.in/)) तथा सामाजिक न्याय एवं अधिकारिता मंत्रालय की वैबसाइट ([socialjustice.nic.in](http://socialjustice.nic.in)) पर अपलोड करने के लिए।
9. एनआई डिविजन - इस रिक्ति परिपत्र को विभाग के अधीन सभी राष्ट्रीय संस्थानों/संयुक्त क्षेत्रीय केन्द्रों में परिपत्रित करने के निवेदन के साथ।
10. राष्ट्रीय न्यास, सीसीपीडी, भारतीय पुनर्वास परिषद, एनएचएफडीसी सहित विभाग के अधीन सभी संबद्ध कार्यालय।
11. शास्त्री भवन, कृषि भवन आदि में पीआईबी / नोटिस बोर्ड
12. ई-ऑफिस, नोटिस बोर्ड/गार्ड फाइल।



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.... r2sec.dgca@nic.in

मिसिल सं./ F.No. A-35018/5/2018-E II SECTION-DGCA

दुरभाष सं. 011-24611949

दिनांक: 25.07.2018

**OFFICE MEMORANDUM**

Subject:- Filling up of the 03 (three) posts of Deputy Director Airworthiness in level -12, Rs. 78800 - 209200/- of the pay matrix and 13 (Thirteen) posts of Assistant Director Airworthiness in level -11, Rs. 67700 - 208700/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) -reg.

The undersigned is directed to refer to this office Vacancy Circular of even number dated 27.06.2018 and subsequent to emails/ telecom with reference to re-publish of the vacancy circular of even number and date.

2. In this regard, I am directed to forward herewith a copy of the vacancy circular duly amended in the column no. 5 of the BIO-DATA/ CURRICULUM VITAE. It is requested that the same may please be uploaded on DoP&T website at the earliest.

Encls: As above.

(Pavan Malviya)

Deputy Director of Administration

To

Shri K. Srinivasan, Under Secretary  
Department of Personnel & Training  
AVD-I Section, Lok Nayak Bhawan  
Khan Market, New Delhi-110003

As per  
K. S.  
25/07/18  
(Sofp)



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... e2sec.dgca@nic.in  
दूरभाष सं. 011-24611949

मिसिल सं./ E.No. A-35018/5/2018-E II SECTION-DGCA

दिनांक: 27.06.2018

### VACANCY CIRCULAR

Subject : Filling up of 03 (Three) posts of Deputy Director Airworthiness in level - 12, Rs. 78800 - 209200/- of the pay matrix and 13 (thirteen) posts of Assistant Director Airworthiness in level - 11, Rs. 67700 - 208700/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) -reg.

Applications are invited from eligible candidates for recruitment to the following posts (General Central Services, Group 'A', Gazetted, Non-Ministerial) in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi by the method of Deputation (including short-term contract):

| Sl. No. | Name of Post                     | No. of Posts | Pay Scale  | Educational Qualifications and experience as per |
|---------|----------------------------------|--------------|--|--|
| 1.      | Deputy Director Airworthiness    | 03           | Pre-revised scale of PB-3, Rs. 15600-39100 with GP of Rs. 7600/-<br><br>(Level - 12, Rs. 78800 - 209200/- of the Pay Matrix as per the recommendations of 7 <sup>th</sup> CPC) | Annexure 'C'                                     |
| 2.      | Assistant Director Airworthiness | 13           | Pre-revised scale of PB-3, Rs. 15600-39100 with GP of Rs. 6600/-<br><br>(Level - 11, Rs. 67700 - 208700/- of the Pay Matrix as per the recommendations of 7 <sup>th</sup> CPC) | Annexure 'D'                                     |



2. In accordance with the Recruitment Rules, the post of Deputy Director Airworthiness and Assistant Director Airworthiness can be filled up by Deputation (including short-term contract). Application form and eligibility conditions are given in Annexure - A & Annexure - B respectively.


Note 1: The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed **four years**. The maximum age limit for appointment by deputation (including short term contract) shall not be exceed **56 years** on the closing date of receipt of application.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. The duties attached to the post of Deputy Director Airworthiness and Assistant Director Airworthiness are enclosed at Annexure-'X' & 'Y'.

4. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded in the prescribed Proforma, to the undersigned together with the up-to-date photocopies of **Annual Performance Appraisal Reports for last five years (duly attested by an officer not below the rank of Under Secretary) along with 03 (three) copies of Bio-data**, strictly in the prescribed Proforma as per Annexure mentioned above. The application should reach to this office **within 60 days from the date of advertisement in Employment News/रोजगार समाचार**. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. Integrity certificate and a statement of major/minor penalty, imposed if any, during preceding last 10 years may also be sent along with all above documents.

Encl: As above.

  
(Pavan Malviya)  
Deputy Director of Administration



Copy to:

1. The Secretary of all Ministries/ Departments of Government of India
2. The Chief Secretaries of All State Governments/ Union Territories/ Recognised Research Institutions/ Public Sector Undertakings/ Semi-Government/ Autonomous Organisations/ Statutory Organisations.
3. The Secretary, Ministry of Defence [attention - JS(Air)], South Block, New Delhi - 110001;
4. Director of Personnel, Indian Air Force, Air Headquarters, Vayu Bhawan, New Delhi - 110011.
5. The Controller of Administration, National Aerospace Laboratories, Post Bag no. 1779, Bangalore - 560017.
6. The General Manager (HR), M/s Hindustan Aeronautics Limited, Bangalore Complex, Bangalore - 560017;
7. The Chairman, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003
8. The Director, Defence Research & Development Organization, Lucknow Road, Timarpur, New Delhi - 110054.
9. The Managing Director, Air India Limited, Mumbai Airport, Santa Cruz (E), Mumbai - 400029
10. The Managing Director, Air India Limited, Limited, 113, Airlines House, Gurudwara Rakabganj Road, New Delhi - 110001
11. The Secretary, Aeronautical Society of India, 19-B, I.P. Extension, New Delhi - 110092.
12. Director of Administration, Indian Institute of Technology, Kalyanpur, Kanpur, Uttar Pradesh - 208016.
13. Director of Administration, Indian Institute of Technology, Kharagpur, West Bengal - 721302.
14. Director of Administration, Indian Institute of Technology, Powai, Mumbai, Maharashtra - 400076.
15. Director of Administration, Indian Institute of Technology, Sardar Patel Road. Opposite to C.I.R.I. Beside The Adyar Cancer Institute, Adyar, Chennai, Tamil Nadu 600036.
16. Director of Administration, Hindustan Institute of Technology, I, Rajiv Gandhi Salai, Old Mahabalipuram Road. Padur, Kelambakam, Chennai, Tamil Nadu 603103.
17. Director of Administrations, Panjab University, Sector -14, Chandigarh - 160014.
18. Director of Administration, Indian Space Research Organization, Ahmedabad, Gujarat - 380058.



(Pavan Malviya)  
Deputy Director of Administration

**BIO-DATA / CURRICULUM VITAE PROFORMA for Deputy Director Airworthiness**

|   |  |  |
|---|--|--|
| Advertisement No. and Date  |  |  |
| 1. (a) 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 |  |
| <b>Essential</b>  | <b>Essential</b>                                   |  |
| <b>A) Qualification :-</b><br>Degree from a recognized university. (See Annexure-C)   | <b>A) Qualification :-</b>                         |  |
| <b>B) Experience</b>  | <b>B) Experience</b>                               |  |
| Officers under the Central Government or State Governments or Union territories or Universities or recognized research institution or Public Sector Undertakings or Semi Government or Statutory or autonomous organizations: |  |  |
| (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  |  |  |
| (ii) with five years' service in the grade rendered after appointment there to on a regular basis in Level -11 (Rs. 67700-208700) in the pay matrix or equivalent; and  |  |  |
| (b) 10 years' experience in Aircraft Maintenance on an operating aircraft in an Aircraft Maintenance Organization approved by Directorate General of Civil Aviation.  |  |  |
| <b>Desirable</b> (Not applicable)   | <b>Desirable</b> (Not applicable)                  |  |
| <b>A) Qualification</b>   | <b>A) Qualification</b>                            |  |
| <b>B) Experience</b>  | <b>B) Experience</b>                               |  |
| 5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject 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.

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 |
|------------------------------------|---|---|---|
|                                    |   |   |   |

**9.1 Note:-** In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

**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 / organization.

|  |  |                  |  |
|--|--|------------------|--|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details   |  |                  |  |
| 11. Additional details about present employment:-<br>Please state whether working under (indicate the name of your employer against the relevant column) :-<br>a) Central Government<br>b) State Government<br>c) Autonomous organization<br>d) Government Undertaking<br>e) Universities<br>f) Others   |  |                  |  |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade  |  |                  |  |
| 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   |  |                  |  |
| 14. Total emoluments per month now drawn:  |  |                  |  |
| Basic Pay in the PB  | Grade Pay  | Total emoluments |  |
|  |  |                  |  |
| 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 Organization showing the following details may be enclosed.  |  |                  |  |
| Basic Pay with Scale of Pay and rate of increment  | Dearness Pay / interim relief / other Allowances etc., (with break up details) | Total emoluments |  |
|  |  |                  |  |
| 16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.<br><br>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)<br><br>(Note: Enclose a separate sheet, if the space is insufficient) |  |                  |  |
| 16. B. Achievements :-<br>The candidates are requested to indicate information with regard to :-<br>(i) Research publications and reports and special projects.<br>(ii) Awards/Scholarships/Official Appreciation  |  |                  |  |



|  |  |
|--|--|
| (iii) Affiliation with the professional bodies / institutions / societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research / innovative measure involving official recognition<br>(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 possesses 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 Dossiers 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)



**BIO-DATA / CURRICULUM VITAE PROFORMA for Assistant Director Airworthiness**

|   |  |  |
|---|--|--|
| Advertisement No. and Date  |  |  |
| 1. (a) 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 |  |
| <b>Essential</b>  | <b>Essential</b>                                   |  |
| A) Qualification :-<br>Degree from a recognized university. (See Annexure-D)  | A) Qualification :-                                |  |
| B) Experience   | B) Experience                                      |  |
| Officers under the Central Government or State Governments or Union territories or Universities or recognized research institution or Public Sector Undertakings or Semi Government or Statutory or autonomous organizations: |  |  |
| (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  |  |  |
| (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs. 56100 - 177500) or equivalent; and  |  |  |
| (b) Five years' experience of Aircraft Maintenance on an operating aircraft in an Aircraft Maintenance Organization approved by Directorate General of Civil Aviation   |  |  |
| <b>Desirable</b> (Not applicable)   | <b>Desirable</b> (Not applicable)                  |  |
| A) Qualification  | A) Qualification                                   |  |
| B) Experience   | B) Experience                                      |  |
| 5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject 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.   |  |  |

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 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 |
|------------------------------------|---|---|---|
|                                    |   |   |   |

9.1 Note:- In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

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 / organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details

11. Additional details about present employment:-



|   |  |  |  |                  |
|---|--|--|--|------------------|
| Please state whether working under (indicate the name of your employer against the relevant column) :-<br>a) Central Government<br>b) State Government<br>c) Autonomous organization<br>d) Government Undertaking<br>e) Universities<br>f) Others   |  |  |  |                  |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade   |  |  |  |                  |
| 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  |  |  |  |                  |
| 14. Total emoluments per month now drawn:   |  |  |  |                  |
| Basic Pay in the PB   |  | Grade Pay  |  | Total emoluments |
|   |  |  |  |                  |
| 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 Organization showing the following details may be enclosed.   |  |  |  |                  |
| Basic Pay with Scale of Pay and rate of increment   |  | Dearness Pay / interim relief / other Allowances etc., (with break up details) |  | Total emoluments |
|   |  |  |  |                  |
| 16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.<br><br>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)<br><br>(Note: Enclose a separate sheet, if the space is insufficient)                |  |  |  |                  |
| 16. B. Achievements :-<br>The candidates are requested to indicate information with regard to :-<br>(i) Research publications and reports and special projects.<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies / institutions / societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(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 possesses 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 Dossiers 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)



### ELIGIBILITY CRITERIA FOR THE POST OF DEPUTY DIRECTOR OF AIRWORTHINESS

Officers under the Central Government or State Governments or Union Territories or Universities or recognized research institution or public sector undertaking or semi government or statutory or autonomous organizations:-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or  
 (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-11 in the pay matrix or equivalent in the parent cadre/department; and  
 (b) possessing the following educational qualification and experience: -

#### **Essential:**

- (i) A Bachelor's Degree in Physics or Mathematics or Aircraft Maintenance or Engineering Degree in Aeronautical or Mechanical or Electrical or Electronics or Telecommunication from a recognized University; and

- (ii) A valid Aircraft Maintenance Engineer's (AME) Licence endorsed in either of the Categories B1 or B2 issued by Directorate General of Civil Aviation.

**Note.** - Person holding Engineering Degree in Aeronautical may be considered without possessing a valid Aircraft Maintenance Engineer's Licence. Group 'A' Departmental Promotion Committee consisting of: -

- (i) Chairman/Member, Union Public Service Commission -Chairman;  
 (ii) Secretary, Ministry of Civil Aviation -Member;  
 (iii) Director General of Civil Aviation- Member.

Consultation with Union Public Service Commission necessary while appointing an officer on deputation (including short term Contract

#### **Experience:**

Minimum ten years of Aircraft Maintenance experience on an operating aircraft in an Aircraft Maintenance Organisation approved by Directorate General of Civil Aviation.

#### **Desirable:**

Work experience in a continuing Airworthiness Management Organisation or Aircraft Maintenance Organisation.

**Note 1.** - The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

### ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT DIRECTOR OF AIRWORTHINESS

Officers under the Central Government or State Governments or Union Territories or Universities or recognized research institution or public sector undertaking or semi government or statutory or autonomous organizations:-

- (a) (i) Holding analogous posts on regular basis in the Parent Cadre/Department; or  
 (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 in the pay matrix or equivalent in the parent cadre/ department; and  
 (b) Possessing the following educational qualification and experience: -

#### **Essential:**

(i) a Bachelor's Degree in Physics or Mathematics or Aircraft Maintenance or Engineering Degree in Aeronautical or Mechanical or Electrical or Electronics or Telecommunication from a recognized University; and

(ii) a valid Aircraft Maintenance Engineer's (AME) Licence endorsed in either of the Categories B1 or B2 issued by Directorate General of Civil Aviation.

**Note:** Person holding Engineering Degree in Aeronautical may be considered without possessing a valid Aircraft Maintenance Engineer's Licence.

#### **Experience:**

Minimum five years of Aircraft Maintenance experience on an operating aircraft in an Aircraft Maintenance Organisation approved by Directorate General of Civil Aviation.

#### **Desirable:**

Work experience in a continuing Airworthiness Management Organisation or Aircraft Maintenance Organisation.

**Note 1.** - The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Duties & Responsibilities attached to the post of Dy. Director of Airworthiness.

- i. Issue of certificate of registration, certificate of Airworthiness, special Certificate of Airworthiness, Special Flight Permit and amendments, renewal of such certificates permit.
- ii. Inspections of aircraft for issue, renewal and validation of certificates of airworthiness, special certificate of Airworthiness, Special Flight Permit and the subsequent execution of such documents as appropriate.
- iii. Issue, endorse, renewal, validation and extension of licenses of aircraft maintenance personnel and grant of authorizations to aircraft personnel.
- iv. Supervision of the aircraft maintenance and flight crew licensing examinations and other examinations.
- v. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform it to maintain.
- vi. Investigation of major defects disclosed in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance in order to assess the standard of work and adherence to maintenance procedures.
- vii. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities for aircraft, engines, propellers to determine applicability to the national aircraft fleet, and the implementation of the relevant airworthiness regulations issued by the headquarters.
- viii. Inspection of the organizations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft.
- ix. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate.
- x. Investigation of possible violations of the national law or regulations in regard to airworthiness and to suggest corrective action where necessary.



Annexure - Y<sup>12</sup>

Duties & Responsibilities attached to the post of Assistant Director of Airworthiness.

- i. To assist Director/Deputy Director of Airworthiness in day to day work.
- ii. Inspection of Aircraft/engines/accessories for issue/renewal of certificate of Airworthiness/Special Flight Permit.
- iii. Investigation of major defects discovered in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance; in order to assess the standard of work and adherence to maintenance procedures.
- iv. Inspection/Supervision of organizations engaged in manufacture/maintenance/training etc.
- v. Conduct of examinations and issue/renewal of personnel licences.