

**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 5<sup>th</sup> July, 2018  
gm

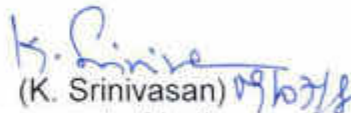
**OFFICE MEMORANDUM**

Subject:- Filling up of posts in Ministry of Social Justice and Empowerment and Ministry of Civil Aviation on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Ministry of Social Justice and Empowerment and Ministry of Civil Aviation with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment	Associate Professor
2.	Directorate General of Civil Aviation, Ministry of Civil Aviation	Deputy Director Airworthiness, Assistant Director Airworthiness

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

  
(K. Srinivasan) 09/07/18  
Under Secretary to the Government of India  
Tel : 24642705

To

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

No. 17020/19/2018/SCD-VI/DAIC  
 Government of India  
 Ministry of Social Justice and Empowerment  
 Department of Social Justice and Empowerment  
 (Dr. Ambedkar International Centre)

Shastri Bhawan, New Delhi  
 Dated : 28<sup>th</sup> June, 2018

**VACANCY CIRCULAR**

Applications are invited for filling up of the post of Associate Professor in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on deputation basis (including short term contract) from suitable candidates who fulfil the eligibility conditions as shown below:

Sl No	Name of post	No. of Post	Classification	Pay Scale (Rs.)	Eligibility Conditions
1.	Associate Professor	One	General Central Service; Group 'A' Gazetted Non-Ministerial	PB-4 Rs. 37400-67000+ GP Rs. 8700/-	Officers under Central/ State Govt. /Union Territories/ Universities/ Recognized Research Institutions /Public Sector Undertakings/ Autonomous, Semi Government or Statutory Organisation etc.  (i) Holding analogous posts Pay Band-4(Rs. 37400-67000) with Grade Pay of Rs. 8700 on regular basis); or (ii) With five years' regular service in the posts in the Pay Band 3(Rs. 15600-39100) with Grade Pay Rs. 7600/- or equivalent. (iii) With ten years' regular service in the posts Pay Band 3( Rs. 15600-39100) with Grade Pay of Rs. 6600/- or equivalent;  (b) Possessing the following educational qualification and experience - Doctoral degree from a recognized University with 8 years of professional experience in teaching/ research/ industry/professional of which at least 4 years teaching experience should be at the level of Assistant Professor or equivalent. (Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organisation /department shall ordinarily not exceed three years. The maximum age limit for appointment

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					<p>by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note: For the purposes of appointment on deputation basis the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extend based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay/pay scale, and where this benefit will be extended only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>
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2. The pay of the officer selected will be regulated in accordance with DOP&T, OM No. 6/8/2009- Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization /department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. The deputation period would be initially for three years and extendable further as per prevailing rules/instructions.

4. The application and the enclosed proforma at Annexure-A can be downloaded from Ministry website [socialjustice.nic.in](http://socialjustice.nic.in). Application of eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned at the address given below within 45 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

5. Application complete in all respect may be sent to **Director, Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001**

  
 (Sandeep Kumar Gupta)  
 Director, DAIC

## CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTERS)
2. Applied for the post of
3. Date of Birth (in Christian era)
4. Date of retirement under Central/state Government rule
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONG	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e.
  - i. Ad-hoc basis
  - ii. Regular/on temporary basis
  - iii. Pay in the pay band
  - iv. Grade pay drawn

10.	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 you belong	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

13.	Total emoluments per month now drawn		
14.	Additional information, if any, which you would like to mention in support of your suitability for the post Enclose a separate sheet, if the space is insufficient		
16.	Remarks		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Signature of the candidate

Date:

Address:

**Certificate to be given by the authorized signatory of the parent office**

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

(i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri .....

(ii) That his / her integrity is certified.

(iii) That his/her ACR/APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above is enclosed.

(iv) That no major / minor penalty has been imposed on him / her during the last ten years or A list of major, minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).

(v) that the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

Signature \_\_\_\_\_

Name and Destination \_\_\_\_\_

Tel No. \_\_\_\_\_

Office seal

Place:

Date:

List of enclosures

1.

2.

3.

No. 17020/19/2018-SCD-VI/DAIC  
Government of India  
Ministry of Social Justice and Empowerment  
(Department of Social Justice and Empowerment)  
Shastri Bhawan, New Delhi-110001

**VACANCY CIRCULAR**

Dr. Ambedkar International Centre, Department of Social Justice and Empowerment(DSJE)proposes to fill up the post of Associate Professor in the Pay Band –PB-4 (Rs. 37400-67000/-+ GP Rs. 8700/- on deputation(including short term contract) basis

Last date for receipt of application is 45 days from the date of publication of advertisement in the Employment news. For details, please refer to the Vacancy Circular published on the official website of DSJE ([socialjustice@nic.in](mailto:socialjustice@nic.in))

Director, DAIC

No. A-60015/53/2017-D G

Government of India

Ministry of Civil Aviation

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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, AurbindoMarg,  
New Delhi Dated 02nd July, 2018

**OFFICE MEMORANDUM**

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

The undersigned is directed to forward herewith a copy of DGCA's letter No. A-35018/01/2016-E.II Section-DGCA dated 27.06.2018, along with enclosures, on the subject mentioned above with a request to upload it on DoP&T's website for giving it wide publicity.

Signature valid

Digitally signed by  
KAMESHWAR MISHRA  
(Date: 02/07/2018 12:19:58)  
Reason: Approved

Under Secretary to the Govt. of India

Tel:- 24648983

Encls: As above.

To

Department of Personnel & Training

(Kind Attn:- Sh. Chandra Sekhar, Under Secretary(CS.I))

Lok Nayak Bhawan,

New Delhi-110003.

23/7/18  
SOP  
Sh. Karan



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./ F.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/-  (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/-  (Level - 11, Rs. 67700 - 208700/- of the Pay Matrix as per the recommendations of 7 <sup>th</sup> CPC)	Annexure 'D'

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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.L.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**

<b>Advertisement No. and Date</b>	
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 :- Degree in any subject from a recognized university.	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 there to on a regular basis in Level -11 (Rs. 67700-208700) in the pay matrix or equivalent; and	
(b) 10 years' experience in imparting training on Management subjects in Training Institutes under Government or any other similar institute for imparting Institutional Training.	
<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 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.**

<p><b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details</b></p>								
<p><b>11. Additional details about present employment:-</b> 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><b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</b></p>								
<p><b>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</b></p>								
<p><b>14. Total emoluments per month now drawn:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basic Pay in the PB</th> <th style="width:33%;">Grade Pay</th> <th style="width:33%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></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><b>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.</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basic Pay with Scale of Pay and rate of increment</th> <th style="width:33%;">Dearness Pay / interim relief / other Allowances etc., (with break up details)</th> <th style="width:33%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></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><b>16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b></p> <p>(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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								
<p><b>16. B. Achievements :-</b> The candidates are requested to indicate information with regard to :-</p> <p>(i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation</p>								

<p>(iii) Affiliation with the professional bodies / institutions / societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>17. Whether belongs to SC/ST</p>	

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 :- Degree in any subject from a recognized university.	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 in imparting training on Management subjects in Training Institutes under Government or any other similar institute for imparting Institutional Training.	
Desirable (Not applicable)	Desirable (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) :- a) Central Government b) State Government c) Autonomous organization d) Government Undertaking e) Universities 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.  (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)  (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 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 the maintenance;
- vi. 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;
- vii. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring 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 air law or regulations in regard to airworthiness and to suggest corrective action where necessary.

② उड़क यो गता / उड़क यो गता विशेष प्रमाणपत्र / विशेष सर्टिफिकेट तथा उन्हे क्रिया-व्यवस्था के लिए ऐसे दस्तावेज जो उचित प्रमाणपत्र के तहत जारी करने गदीकरण तथा प्रमाणपत्र के लिए वास्तुमान का निर्देश देना।

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.