

No.16/01/2013-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Office of the Establishment Officer

North Block, New Delhi  
the 19<sup>th</sup> March, 2014

To

1. The Chief Secretaries  
All State Governments
2. All Secretaries  
Ministries/Departments of Government of India

Subject:- Filling up the post of **Project Director (Joint Secretary Level), Rajiv Gandhi National Aviation University (RGNAU)** under the Ministry of Civil Aviation – reg.

Sir/Madam,

Ministry of Civil Aviation is in the process of setting up Rajiv Gandhi National Aviation University under its administrative control. It is proposed to fill up the post of Project Director (Joint Secretary level), Rajiv Gandhi National Aviation University (RGNAU) under the Ministry of Civil Aviation on deputation basis, initially for a period of three years, in the Pay Band of Rs.37400-67000/- (PB-4) and Grade Pay of Rs.10,000/-. Headquarter would be Delhi.

2. Officers empanelled to hold Joint Secretary level post at the Centre are eligible to apply for the aforesaid post. Experience in dealing with a) Higher education administration, b) Setting up of projects involving constructions, c) Service matters and d) matters relating to Aviation Sector would be desirable. The Roles and Responsibility in respect of the post are as mentioned under:-

- a) Single Point of Contact with oversight of execution for the construction work on RGNAU,
- b) Custodian of implementation plan providing periodic communication to Steering Committee/Vice Chancellor of Project Progress and timely escalation of issues when necessary,
- c) Articulation of key decisions to be made by Steering Committee from time to time,
- d) Monitoring of various other implementation tracks,
- e) Coordination work with Airports Authority of India, IGRUA and Ministry of Civil Aviation,
- f) Any other task that may be assigned by Vice Chancellor/Ministry of Civil Aviation.

3. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. Name, Date of Birth, Service, Batch, Contact Telephone Number, Email address, Educational qualifications, Complete experience/posting details etc. CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Service Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and she/he needs to retain Government accommodation for her/his tenure on non-CSS post.

5. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully

(M. Devaraj)  
Director

Tel. No.011-2309 2187

Copy to:

1. Ministry of Civil Aviation (Shri Ashok Lavasa, Secretary), New Delhi w.r.t. their O.M.No.AV28011/02/2013-ER dated 11.02.2014.

✓ 2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.

3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.