

F.No.A.12025/12/2014 – R.Cell  
GOVERNMENT OF INDIA  
MINISTRY OF CIVIL AVIATION  
DIRECTOR GENERAL OF CIVIL AVIATION

Opp. Safdarjung Airport,  
New Delhi – 110003  
Dated : 21.05.2015

Subject : Vacancy Circular for empanelment of suitable candidates against 49 posts in Directorate General of Civil Aviation.

Applications in the prescribed form are invited from eligible candidates for empanelment in order to fill up 49 posts at various levels – Administrative Officer, Programme Coordinator (Information Technology), Senior Systems Analyst/Software Developer, Accounts Officer, Section Officer, PA, Assistant, Assistant Library & Information Officer, Library Information Assistant, Library Clerk, Communication Assistant and Assistant Halwai-cum-Cook in the Directorate General of Civil Aviation by engagement of personnel on short-term contract basis. Retired Govt. Employees who are below 65 years as on the date of publication of this advertisement and who are well versed in Central Government Rules, Regulations and Procedures can also apply for the said posts. The exact number of posts to be filled on short term contract basis may change at the discretion of the Directorate General of Civil Aviation (DGCA).

2. All posts, except Administrative Officer, are available at DGCA Hqrs. The posts of Administrative Officer are available at various Regional Offices (1 each at Bangalore, Chennai, Delhi, Kolkata and Mumbai) or as per requirement of the DGCA. However, availability of exact number of vacancies may change later as per requirements.

3. The period of contract is initially for one year or till the posts are filled up whichever is earlier. The contract can be further extended, in spells of months upto a maximum period of total 3 years depending upon performance assessment & need of DGCA. The details of posts, required educational qualification and age limit for appointment of these posts are at **Annexure A**. Applicants are requested to go through the details of terms and conditions & eligibility criteria and satisfy themselves that they meet all requirements mentioned therein prior to applying for these vacancies.

4. The applications may be submitted in the prescribed format at Appendix neatly typed on white paper in double space and typed on only one side of paper. The envelope should be superscribed with: "Application for the post of \_\_\_\_\_(S.No.\_\_\_\_\_)." Applications not conforming to prescribed format will not be entertained.

5. Complete applications with enclosures indicating, Item No. and Name of post should be sent to the Shri Gopal Singh, Deputy Director of Administration, Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003, so as to reach on or before 12<sup>th</sup> June, 2015. Applications received after the closing date will not be entertained under any circumstances.

6. The Screening Committee would scrutinize the applications. Only those fulfilling the requirements will be short listed and called for interview. The selected candidates will be required to join at the place of posting within 15 days from the date of issue of appointment letter, failing which their selection shall be treated to be cancelled and no extension shall be allowed.

7. Canvassing by candidates in any manner will invite disqualification of their candidature.

(Gopal Singh )  
Deputy Director of Administration  
for Director General of Civil Aviation  
Ph No. : 011-24611949

APPLICATION FORM



1. Name of the post applied for :
2. Name & address (in block letters) :
3. Mobile Tel. Nos. and e-mail address :
4. Date of Birth :
5. Date of retirement (if retired) :
6. Pay drawn at the time of retirement
7. If retired, whether receiving pension,  
if so mention the amount of pension
8. Whether educational and other qualifications  
required for the post are satisfied:

Qualifications /Experience required	Qualifications/Experience possessed by the Officer

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

Office/Inst./ Organization	Post held	From	To	Scale of pay	Nature of Duties

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/distorted. If any time I am found to have concealed/ distorted any material information my contract shall be liable to be summarily terminated without notice/compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place :

Date :

Signature of the applicant

Name : \_\_\_\_\_

**DETAILS OF POSTS, REQUIRED EDUCATIONAL QUALIFICATIONS AND AGE LIMITS FOR APPOINTMENT OF  
CONUSULTANTS IN THE FOLLOWING CATEGORY**

S.NO.	NAME OF THE POST	TENTATIVE NO OF VACNCIES	EDUCATIONAL QUALIFICATIONS	REMUNERATION (Rs.) – All inclusive
1	Administrative Officer	05	<b>Essential</b> (i)Graduate from recognized University. (ii)2 years of experience in the grade of Section Officer or equivalent; or 8 years of service in the grade of Assistant or equivalent in the Central Secretariat Service or equivalent service; (iii)Minimum 5 years of experience in supervisory capacity dealing with administration, establishment and accounts matter; and (iv)Knowledge of computers in all the modules of MS Office including the knowledge of internet.	Rs.30,000/- per month
2	Programme Coordinator (Information Technology)	01	<b>Essential:</b> (i)Degree in Engineering/B.E./B.Tech in Computer Science/Information Technology or equivalent Master's Degree in Computer Science, Computer Applications, IT, Electronics from a recognized University; (ii)10 years' experience of implementing and monitoring ERP & EDP, System Design & Architecture and Implementation for Management Information Systems, out of which at least 5 years' experience should be in a supervisory capacity in Design, Development of System automation, and should have at least executed two major Software applications or portals end-to-end Organizing Computerized database development & management Information, Data Storage and Retrieval System, Network & Network security and should be well versed with industry best practices.  <b>Desirable:</b> (i)Master's Degree in Engineering/Computer Science. (ii)Experience in System Analysis or Advanced Computer System. (iii)Experience in one or more of the following fields:-	Rs.50,000/- per month

			<p>(a)Development of Data base Management Information System.</p> <p>(b)Computer solutions of optimization problems,</p> <p>(c)Computer solutions of operational economy wise planning models</p>	
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3	Senior Systems Analyst/Software Developer	04	<p><b>Essential:</b></p> <p>(i)Bachelor in Engineering in Computers / Electronics or Master's Degree in Computer Science, Computer Applications, Operations research from a recognized university; and</p> <p>(ii) Five years' experience in Software programming in Java, C++, web APIs, NET 3.5 or higher, SQL Server 2008 or higher and oracle, out of which three years' experience should preferably be as a Software Developer and analysts for services deliveries. Should have architected and executed at least one major project implementation end-to-end and have sound knowledge of Dynamix AX and CRM Solutions.</p>	Rs.45,000/- Per month
4	Accounts Officer	01	<p><b>Essential</b></p> <p>(i) Qualified in Subordinate accounts Service or equivalent of any of the organized Accounts Services; or having undergone successful completion of training in Cash and Accounts Work in the institute of Secretariat Training and Management or equivalent and a minimum of five years' experience in Cash, Accounts and Budget Work; and</p> <p>(ii)Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	Rs.40,000/- per month
5	Section Officer	05	<p><b>Essential</b></p> <p>(i) Graduate from a recognized University and having five years' experience in Establishment, Administration, Accounts and Finance matters, good noting &amp; drafting, record management and</p> <p>(ii)Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	Rs. 30,000/- per month
6	PA	06	<p><b>Essential</b></p> <p>(i) 12<sup>th</sup> pass or equivalent from a recognized Board or University</p> <p>(ii) Skill Test Norms: Dictation: 10 minutes @ 80 words per minute. Transcription: 50 minutes.(English), 65 minutes (Hindi) (On computer);</p>	Rs.25,000/- per month.

			<p>(iii) Three years' experience in shorthand &amp; typewriting and management of the office of senior officers; and</p> <p>(iv) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	
7	Assistant	16	<p><b>Essential</b></p> <p>(i) A graduation degree from a recognized University and having three years' experience in Establishment, administration, accounts and finance matters, good noting &amp; drafting, record management and</p> <p>(ii) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	Rs.25,000/- per month.
8	Assistant Library & Information Officer	01	<p><b>Essential</b></p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution and</p> <p>(iii) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p> <p><b>Desirable</b></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute. (ii) Diploma in Computer Applications from a recognized University or Institute.</p>	Rs. 30,000/- per month
9	Library & Information Assistant	01	<p><b>Essential</b></p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Two years' professional experience in a Library under Central / State Government / Autonomous or Statutory organization / PSU / University or Recognized Research or Educational Institution; and</p> <p>(iii) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p> <p><b>Desirable</b></p> <p>Diploma in Computer Application from a recognized University or Institute.</p>	Rs.25,000/- per month.

10	Library Clerk	03	<p><b><u>Essential</u></b></p> <p>(i) Higher Secondary or equivalent from a recognized Institution.</p> <p>(ii) Certificate in Library Science from a recognized Institution.</p> <p>(iii) One year's working experience in cataloguing books / journals; and</p> <p>(iv) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	Rs.18,000/- per month
11	Communication Assistant	05	<p><b><u>Essential</u></b></p> <p>(i) Degree in Science with Physics as one of the subjects from a recognized University or equivalent; or Diploma in Electronics / Telecommunication / Electrical Communication Engineering from a recognized Institution or equivalent;</p> <p>(ii) Should hold a certificate of computer course for a period of three months from a reputed computer training institution;</p> <p>(iii) Five years' experience in communication procedure; and</p> <p>(iv) Knowledge of computers in all the modules of MS Office including the knowledge of internet.</p>	Rs.25,000/- per month.
12	Assistant Halwai-cum-Cook	01	<p><b><u>Essential</u></b></p> <p>(i) 10<sup>th</sup> Standard pass from a recognized school.</p> <p>(ii) Two years' experience in preparation of sweets and salty eatables in hygienic manner.</p>	Rs.12,000/- per month.