

F. No. A-12025/05/2012 – E.II
Government of India
Directorate General of Civil Aviation

Opp. Safdarjung Airport,
New Delhi - 110003,
Dated the 16th July, 2012

VACANCY CIRCULAR

Subject:- Filling up the five (05) posts of Administrative Officer (General Central Services, Group 'A', Gazetted, Ministerial) in the Office of Director General of Civil Aviation (DGCA) in the scale of pay of Rs. 15600 – 39100/- with G.P. of Rs. 5400/- in PB – 3 on Deputation Basis – reg.

Applications are invited from Indian Nationals for recruitment to the **five posts** of **Administrative Officer** in the pay of **Rs.15600-39100, Grade Pay – 5400, PB-3** in **Directorate General of Civil Aviation** (DGCA), Ministry of Civil Aviation, New Delhi on **Deputation** basis. The posts are available at DGCA's regional offices located at Delhi, Mumbai, Kolkata, Chennai and Bangalore. (Subject to revival)

2. In accordance with the Ministry of Civil Aviation, Directorate General of Civil Aviation, Group 'A' post of Administrative Officer, Recruitment Rules, 2012, the post of Administrative Officer can be filled up by Deputation. Application form and eligibility conditions are given in Annexure-A.

Note – 1: Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed **three years**. The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of applications.

Note –2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to **1st 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 had 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded on the prescribed Proforma, to the undersigned together with the up-to-date photocopies of Annual Performance Appraisal Reports (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 (Annexure-A). The application should reach to this office latest by 17.09.2012. 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.

(Jerome Minz)
Deputy Director of Administration

Annexure - A

APPLICATION TO THE POST OF ADMINISTRATIVE OFFICER

Advertisement No. and Date	
1. (a) Name and address (in block letters)	
(b) Father's Name	
2. (a) Date of birth (in Christian Era)	
(b) Age as on closing date	
(c) Nationality	
3. Date of retirement under Central Govt. 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 <u>ESSENTIAL</u>	Qualifications/experience possessed by the officer
Officers under Central Government:-	
(a) (i) Holding analogous post on regular basis in the parent cadre or department; or	
(ii) With two years of regular service in the grade rendered after appointment thereto in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800; and	
(b) Possessing the following educational qualification and experience:	
(i) Degree of a recognised University or equivalent;	
(ii) Five years experience in administration establishment and accounts works.	
<u>DESIRABLE</u>	
Studied Regional Language (of the Region of posting) up to Class -Xth.	
6. Please state clearly whether in the light of entries made, you meet the requirements 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/Instt./ Organization	Post held	From	To	Scale of pay and Basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or Permanent.

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

a) The date of initial appointment	
b) Period of appointment on deputation	
c) Name of parent office/ organization to which you belong	

10. Are you in the Revised scale of pay? YES / NO

If yes, give the date from which the revision took place and also indicate the pre-revised scale :

(i) Date of revision of pay	
(ii) Revised Scale of pay, PB & GP	
(iii) Pre-revised scale of pay	
(iv) Basic pay	

11. Total emoluments per month now drawn.

12. 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)

13. Whether you belong to **SC/ST/OBC**

14. Remarks -	DETAILS OF ENCLOSURES

DECLARATION

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED/DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.

Place:

Dated:

Signature of the candidate

CERTIFICATE

(TO BE GIVEN BY HEAD OF DEPARTMENT)

[Essential for through proper channel]

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer and no major/minor penalty has been imposed on the officer during preceding 10 years. It is also certified that the Integrity of the officer is beyond doubt.

Place:

Dated

Signature of the Head of
Department with Office Seal