

F. No. A-12025/13/2012-E.II  
Government of India  
Directorate General of Civil Aviation

Opp. Safdarjung Airport,  
New Delhi - 110003,  
Dated the 19<sup>th</sup> September, 2012

## **VACANCY CIRCULAR**

**Subject:-** Filling up the one (01) post of Deputy Director (Management Skill Enhancement Training) and one (01) post of Assistant Director (Management Skill Enhancement Training) in DGCA Academy of DGCA on Deputation (including short-term contract) Basis.

Applications are invited from Indian Nationals for recruitment to the following posts (**General Central Services, Group 'A' Gazetted non-ministerial**) in DGCA Academy of Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi by the method of Deputation (including short-term contract):

Sr. No.	Name of Post	No. of Posts	Pay Scale	Educational Qualifications and experiences as per
1.	Deputy Director (Management Skill Enhancement Training)	01	PB - 3, Rs. 15600-39100, Grade Pay - Rs. 7600/-	Annexure 'A'
2.	Assistant Director (Management Skill Enhancement Training)	01	PB - 3, Rs. 15600-39100, Grade Pay - Rs. 6600/-	Annexure 'B'

2. In accordance with the Recruitment Rules, the post of Deputy Director (Management Skill Enhancement Training) and Assistant Director (Management Skill Enhancement Training) 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: Period of deputation (including short term contract) including 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 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. 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 as per Annexure mentioned above. The application should reach to this office latest by **19.11.2012**. 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.

( J. Minz )  
Deputy Director of Administration  
Tel. 011-24651224

**Application for the post of DEPUTY DIRECTOR (Management skill I enhancement training)**

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 / 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 <b><u>ESSENTIAL</u></b>	Qualifications/experience possessed by the officer
Officers under the Central Government or State Governments or union territories or universities or recognised research institution or public sector undertaking or Semi-Government or statutory or autonomous organizations:	
(a) (i) Holding analogous posts on regular basis in parent cadre or department; or	
(ii) with five years service in the grade rendered after appointment there to on a regular basis in pay band - 3 of Rs. 15600 - 39100 and grade pay Rs. 6600 or equivalent; and	
(b) possessing the following educational qualifications and experience : -	

(i) Degree in any subject from a recognised university.					
(ii) 10 years experience in imparting training on Management subjects in Training Institutes under Government or any other similar institute for imparting Institutional Training.					
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/contract basis, please state-					
a) The date of initial appointment					
b) Period of appointment or deputation / contract					
c) Name of parent office/ organization to which you belong					
10. Additional details about present employment :-					
Please state whether working under -					
(a) Central Government					
(b) State Government					
(c) Autonomous organization					
(d) Government Undertakings					
(e) Universities					
(f) Others					
11. 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					
(iii) Pre-revised scale of pay					
(iv) Basic pay					
12. Total emoluments per month now drawn.					

13. 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.

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

15. 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

**Application for the post of ASSISTANT DIRECTOR**  
**(Management skill I enhancement training)**

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 / 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 <b><u>ESSENTIAL</u></b>	Qualifications/experience possessed by the officer
Officers under the Central Government or State Governments or union territories or universities or recognised research institution or public sector undertaking or Semi-Government or statutory or autonomous organizations:	
(b) (i) holding analogous posts on regular basis in parent cadre or department; or	
(ii) with five years service in the grade rendered after appointment there to on a regular basis in pay band - 3 of Rs. 15600 - 39100 and grade pay Rs. 5400 or equivalent; and	
(b) possessing the following educational qualifications and experience:-	

(i) Degree in any subject from a recognised university.					
(ii) five years experience in imparting training on Management subjects in Training Institutes under Government or any other similar institutes for imparting Institutional Training.					
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/contract basis, please state-					
d) The date of initial appointment					
e) Period of appointment or deputation / contract					
f) Name of parent office/ organization to which you belong					
10. Additional details about present employment :-					
Please state whether working under -					
(g) Central Government					
(h) State Government					
(i) Autonomous organization					
(j) Government Undertakings					
(k) Universities					
(l) Others					
11. 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 :					
(v) Date of revision of pay					
(vi) Revised Scale of pay					
(vii) Pre-revised scale of pay					
(viii) Basic pay					
12. Total emoluments per month now drawn.					

13. 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.

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

15. Remarks -

DETAILS OF ENCLOSURES

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Place:

Dated:

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Place:

Dated

Signature of the Head of  
Department with Office Seal