



GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
O/o DIRECTORATE GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNG AIRPORT,
NEW DELHI – 110 003
TELEPHONE: 091-011-24622495/24622499/24640322

भारत सरकार
नागर विमानन मंत्रालय
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली – ११०००३
दूरभाष: -०९१-०११-२४६२२४९५, ०११-२४६२२४९९

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VACANCY CIRCULAR

Subject: Filling up of the posts of Stenographer Grade I on Deputation basis in various Regional Offices of Directorate General of Civil Aviation.

Applications in the prescribed proforma (as per **Annexure-A**) are invited from eligible candidates for recruitment to the **20 posts of Stenographer Grade I** (General Central Services, Group 'B' Non-Gazetted, Ministerial) in the scale of Level 6 (Rs 35400 - 112400) in pay matrix (as per 7th CPC) on Deputation basis in following Regional Offices of Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi:

Region	Name of Office	No. of posts
Delhi	O/o DDG New Delhi	4
	O/o DDAW Lucknow	1
Mumbai	O/o DDG Mumbai	5
	O/o DDAW Bhopal	1
Kolkata	O/o DDG Kolkata	4
Chennai	O/o DDG Chennai	2
	O/o RCAS Hyderabad	1
Bangalore	O/o DDG Bangalore	2

2. The **Qualification/Experience** requirements for the said posts are as under:

Officers holding the post of Stenographer under Central Government or State Government or Union Territories:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with 10 years' service rendered after appointment thereto on a regular basis in Level - 4 in the pay matrix or equivalent in the parent cadre or department.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed **three years**.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of applications.

Note 4: The selected candidates will be posted in any of the Regional or Sub-Regional Offices of DGCA depending upon the requirement/vacancy position. However, they may indicate their choice of posting(s) of stations mentioned in para 1 above.

Note 5: Number of posts may increase or decrease.

Note 6: Application other than that from the eligible candidates mentioned in para 2 above, will not be entertained and will be summarily rejected.

3. Officials who apply for the post will not be permitted to withdraw their candidature subsequently. Only such recommendations which are accompanied by requisite personal data as in Annexure-A will be considered.

4. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoPT's OM No. 6/08/2009-Estt. (Pay-II) dated 17.06.2010, OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

5. While forwarding the applications in the prescribed format (Annexure A) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents must also be sent alongwith the application:-

- (1) Application in the prescribed pro-forma (Annexure A)
- (2) Copies of up-to-date and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer not below the rank of Under Secretary.
- (3) Integrity Certificate
- (4) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (5) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

6. Bio-data (03 (three) copies) and other documents mentioned in para 5 above, of the eligible and interested officers who could be spared immediately may please be forwarded **through proper official channel** on the prescribed Proforma (Annexure A) to **E1 Section, A Block, DGCA(HQ), Aurobindo Marg, Opposite Safdarjung Airport, New Delhi, Pin: 110003**. The complete application should reach 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, **certification** by the cadre controlling authority **must be submitted**.

7. In case of difference between English and Hindi version of Vacancy Circular, the Vacancy Circular in English language will be considered valid.

Encl: As above.



(D.S. Rawat)

Deputy Director of Administration
For Director General of Civil Aviation

To

1. All Ministries/Department of Government of India.
2. The Chief Secretaries of all State Governments and Union Territories.
3. All sections of DGCA (Hqrs.) including CEO, R.K. Puram.
4. Ministry of Civil Aviation (Kind Attn: Shri Kameshwar Mishra, Under Secretary), Rajiv Gandhi Bhawan, New Delhi —3, may send to DoPT (CS-I Division) with the **request that the circular may be uploaded on DOPT website** for circulation to all Ministries/Departments of the Govt. of India.
5. Bureau of Civil Aviation Security (Kind Attn: Shri Kumar Rajesh Chandra, Director General), Jan path Bhawan, New Delhi.
6. All Regional Head offices (Delhi, Mumbai, Kolkata, Chennai & Bangalore) of DGCA.
7. Notice Board
8. DGCA Website

BIO-DATA/ CURRICULUM VITAE PROFORMA

1(a). Preference of posting(s) of stations	
1(b). 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/UT Rules	
4. Educational Qualifications	
5. Whether the 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
<p>Officers holding the post of Stenographer under Central Government or State Government or Union Territories:</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with 10 years' service rendered after appointment thereto on a regular basis in Level - 4 in the pay matrix or equivalent in the parent cadre or department.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4: The selected candidates will be posted in any of the Regional or Sub-Regional Offices of DGCA depending upon the requirement/vacancy position. However, they may indicate their choice of posting(s) of stations mentioned in para 1 of the vacancy circular.</p> <p>Note 5: Number of posts may increase or decrease.</p> <p>Note 6: Application other than that from the eligible candidates mentioned in para 2 of the vacancy circular, will not be entertained and will be summarily rejected.</p>	

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 applications 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/ organisation.

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) Union Territory d) Autonomous Organization e) Government Undertaking f) Universities g) 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 Organisation 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)		

<p>16. B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <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. 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. I further undertake that I shall not withdraw my candidature for the post applied for.

(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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- (2) His/Her integrity is certified.
- (3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs 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.
- (4) 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)