



VACANCY CIRCULAR

Subject: Filling up of the posts of Superintendent on Deputation (including short term contract) 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 **03 posts of Superintendent** (General Central Services, Group 'B' Gazetted, Ministerial post) in the scale of Level 8 (Rs 47600 - 151100) in the pay matrix on Deputation (including short term contract) basis in following Regional Offices of Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation:

S. No.	Region	Name of office	No. of posts to be filled by Deputation
1	Delhi	O/o DDG New Delhi	01
2	Mumbai	O/o DDG Mumbai	01
3	Chennai	O/o DDG Chennai	01

2. The **Qualification/Experience** requirements for the said posts are as under:
Deputation (Including short term contract):

Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

- (a) (i) holding analogous post on a regular basis in the parent cadre or department; or
(ii) with **two years'** service in the grade rendered after appointment thereto on a regular basis in posts in **level-7** in the pay matrix in the parent cadre or department; or
(iii) with **six years'** service in the grade rendered after appointment thereto on a regular basis in posts in **level-6** in the pay matrix in the parent cadre or department; **and**
- (b) Processing the **educational qualification** and **experience** as under:
(i) **Degree** from a recognized university; and
(ii) **two years' experience** in Administration, Establishment and Accounts preferably in a supervisory capacity.

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

Note 2: Persons employed in private companies, or in companies/organization other than that mentioned in para 2 above, or unemployed persons need not apply. Their applications will be summarily rejected.

Note 3: Periods 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 Organization or Department of the Central Government shall ordinary not to exceed three years.

Note 4: The maximum age limit for appointment by deputation (including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

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), Aurbindo 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 (as per list enclosed in **Annexure B**).
2. All sections of DGCA (Hqrs.) including CEO, R.K. Puram.
3. Ministry of Civil Aviation (Kind Attn: Shri Kameshwar Mishra, Under Secretary), Rajiv Gandhi Bhawan, New Delhi —3, **may send to DoPT (CS-II Division)** with the request that the circular may be **uploaded on DOPT website** for circulation to all Ministries/Departments of the Govt. of India.
4. Bureau of Civil Aviation Security (Kind Attn: Shri Kumar Rajesh Chandra, Director General), Jan path Bhawan, New Delhi.
5. All Regional offices of DGCA (Delhi, Mumbai, Kolkata, Chennai & Bangalore).
6. Notice Board
7. DGCA Website

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.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 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>Deputation (Including short term contract):</p> <p>Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-</p> <p>(a)</p> <p>(i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 in the pay matrix in the parent cadre or department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in level-6 in the pay matrix in the parent cadre or department; and</p> <p>(b) Processing the educational qualification and experience as under:</p> <p>(i) Degree from a recognized university; and</p> <p>(ii) two years' experience in Administration, Establishment and Accounts preferably in a supervisory capacity.</p> <p>Note 1- The departmental officers in the feeder category who are in the direct line of promotion will 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- Periods 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 Organization or Department of the Central Government shall ordinary not to exceed three years.</p> <p>Note 3- The maximum age limit for appointment by deputation (including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</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) Autonomous Organization d) Government Undertaking e) Universities f) 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)		
16. B Achievements: The candidates are requested to indicate information with regard to; (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. (Note: Enclose a separate sheet if the space is insufficient)		
17. Whether belongs to SC/ST		

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)

<ul style="list-style-type: none"> Ministry of Agriculture and Farmers Welfare Krishi Bhawan, Room No. 120, First floor, Dr. Rajendra Prasad road, New Delhi, Delhi 110001
<ul style="list-style-type: none"> Ministry of AYUSH Ayush Bhawan, B Block, GPO Complex, INA, New Delhi - 110 023
<ul style="list-style-type: none"> Ministry of Chemicals and Fertilizers Department of Fertilizers, Ministry of Chemicals and Fertilizers Shastri Bhawan New Delhi - 110001 (India)
<ul style="list-style-type: none"> Ministry of Coal <u>Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi</u>
<ul style="list-style-type: none"> Ministry of Commerce and Industry Department of Commerce Ministry of Commerce and Industry Udyog Bhawan, New Delhi 110 107
<ul style="list-style-type: none"> Ministry of Communications Ministry of Communications Department of Telecommunications Sanchar Bhawan, 20 Ashoka Road New Delhi- 110001
<ul style="list-style-type: none"> <u>Ministry of Consumer Affairs, Food and Public</u> <u>Address: Krishi Bhawan, Rafi Marg, Connaught Place, New Delhi, Delhi 110001</u>
<ul style="list-style-type: none"> Ministry of Corporate Affairs Headquarters: A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi - 110 001 Jurisdiction: India
<ul style="list-style-type: none"> Ministry of Culture Minister of Culture, Room No. 501,'C' Wing, Shastri Bhawan, New Delhi-110015
<ul style="list-style-type: none"> Ministry of Defence Room No 234 - South Block, Ministry of Defence, New Delhi.
Ministry of Development of North Eastern Region Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011
<ul style="list-style-type: none"> Ministry of Drinking Water and Sanitation Paryavarn Bhawan, CGO Complex, Lodhi Road, New Delhi - 110 003
<ul style="list-style-type: none"> Ministry of Earth Sciences <i>Ministry of Earth Sciences,</i> Government of India, Prithvi Bhavan, Opp. India Habitat Centre, Lodhi Road, New Delhi - 110003
<ul style="list-style-type: none"> Ministry of Electronics and Information Technology Ministry of Electronics and Information Technology (Government of India) Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003

<ul style="list-style-type: none"> • <u>Ministry of Environment, Forest and Climate Change</u> Indira Paryavaran Bhavan, Ali Ganj, Jorbagh Road, New Delhi, Delhi 110003
<ul style="list-style-type: none"> • <u>Ministry of External Affairs</u> Headquarters: <u>South Block, Cabinet Secretariat, Raisina Hill, New Delhi, 110 011</u>
<ul style="list-style-type: none"> • <u>Ministry of Finance</u> North Block, Cabinet Secretariat, Raisina Hill, New Delhi - 110 001
<ul style="list-style-type: none"> • <u>Ministry of Food Processing Industries</u> Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khelgaon, New Delhi-110049
<ul style="list-style-type: none"> • <u>Ministry of Health and Family Welfare</u> <u>A Wing, Nirman Bhawan, Maulana Azad Road, New Delhi - 110 011</u>
<ul style="list-style-type: none"> • <u>Ministry of Heavy Industries and Public Enterprises</u> Room No.407, Block 14, CGO Complex, Lodi Road, New Delhi, Delhi 110003
<ul style="list-style-type: none"> • <u>Ministry of Home Affairs</u> North Block, Cabinet Secretariat, Raisina Hill, New Delhi - 110 001
<ul style="list-style-type: none"> • <u>Ministry of Housing and Urban Affairs</u> • <u>Maulana Azad Road, Nirman Bhawan, New Delhi - 110 011</u>
<ul style="list-style-type: none"> • <u>Ministry of Human Resource Development</u> <u>Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi</u>
<ul style="list-style-type: none"> • <u>Ministry of Information and Broadcasting</u> M/O Information & Broadcasting, Room No 552, A wing Shastri Bhawan New Delhi-110001
<ul style="list-style-type: none"> • <u>Ministry of Labour and Employment</u> Ministry of Labour & Employment Govt. of India, Shram Shakti Bhawan Rafi Marg. New Delhi-110001
<ul style="list-style-type: none"> • <u>Ministry of Law and Justice</u> 4th Floor, A-Wing, Shastri Bhawan, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Micro, Small and Medium Enterprises</u> Ministry of Micro, Small and Medium Enterprises Room No 123, Udyog Bhawan, Rafi Marg, New Delhi - 110011
<ul style="list-style-type: none"> • <u>Ministry of Mines</u> Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Minority Affairs</u> 11th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003
<ul style="list-style-type: none"> • <u>Ministry of New and Renewable Energy</u> Ministry of New and Renewable Energy Block-14, CGO Complex, Lodhi Road, New Delhi-110 003, India.

<ul style="list-style-type: none"> • <u>Ministry of Panchayati Raj</u> 11th Floor, J.P. Building, Kasturba Gandhi Marg, Connaught Place, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Parliamentary Affairs</u> Room. No. 86-B, Parliament House, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Personnel, Public Grievances and Pensions</u> North Block, Central Secretariat, New Delhi
<ul style="list-style-type: none"> • <u>Ministry of Petroleum and Natural Gas</u> A-Wing, Shastri Rajendra Prasad Road, 110001, Azad Bhawan Rd, IP Estate, New Delhi, Delhi 110002
<ul style="list-style-type: none"> • <u>Ministry of Power</u> Rafi Marg, Shram Shakti Bhavan, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Railways</u> 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Road Transport and Highways</u> 1, Sansad Marg, Gokul Nagar, Sansad Marg Area, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Rural Development</u> 1st Floor, Krishi Bhavan, Rafi Ahmed Kidwai Marg, Rajpath Area, Central Secretariat, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Science and Technology</u> Department of Science & Technology, Technology Bhavan, New Mehrauli Road,, New Delhi-110 016.
<ul style="list-style-type: none"> • <u>Ministry of Shipping</u> Transport Bhawan, Ministry of Shipping, New Delhi, Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Skill Development and Entrepreneurship</u> 2nd Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi - 110 001
<ul style="list-style-type: none"> • <u>Ministry of Social Justice and Empowerment</u> Shastri Bhawan, C-Wing, Dr. Rajendra Prasad Road, New Delhi - 110 011
<ul style="list-style-type: none"> • <u>Ministry of Statistics and Programme Implementation</u> Sardar Patel Bhawan, 4th floor , sansad Marg New Delhi 110001
<ul style="list-style-type: none"> • <u>Ministry of Steel</u> Udyog Bhawan, Dr. Maulana Azad Road, New Delhi - 110 011
<ul style="list-style-type: none"> • <u>Ministry of Textiles</u> Bharat Nagar, Phase 4, Nimri Colony, Ashok Vihar, New Delhi, Delhi 110052
<ul style="list-style-type: none"> • <u>Ministry of Tourism</u> 1, Transport Bhawan, Connaught Place, Sansad Marg, New Delhi - 110 001
<ul style="list-style-type: none"> • <u>Ministry of Tribal Affairs</u> Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 011
<ul style="list-style-type: none"> • <u>Ministry of Water Resources, River Development and Ganga Rejuvenation</u> 627, Shram Shakti bhawan, Rafi Marg, New Delhi - 110001

- Ministry of Women and Child Development
Ministry of Women and Child Development, Government of India
Shastri Bhawan, New Delhi

- Ministry of Youth Affairs and Sports
Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001