

No. A.35021/1/2011-E-II  
Government of India  
Office of the Director General of Civil Aviation

Opposite Safdarjung Airport  
New Delhi, dated 10<sup>th</sup> May, 2016

CIRCULAR

One post of Caretaker (Details at Annexure-I) in the pay scale of Rs.5200-20200 + Grade Pay R.2400/- is proposed to be filled up in the Directorate General of Civil Aviation New Delhi by transfer on deputation basis from amongst LDCs of CSCS or equivalent with three years of service in the grade rendered after appointment thereto on regular basis.

2. Officers, who volunteer for the post, will not be permitted to withdraw their names later. Incomplete applications not giving the requisite personal data, will not be considered.

3. Since the requirement is urgent, it is requested that applications of suitable officers, who are eligible and willing and who can be spared may be forwarded alongwith attested copies of their up-to-date ACR's and Vigilance Clearance latest by **16<sup>th</sup> June, 2016** in the enclosed proforma (Annexure-II). The applications received after the expiry of the last date will not be considered. The applications of those officials who are not eligible for the following reasons need not be forwarded to this office:-

- i) Not belonging to the CSCS.
- ii) Have not yet completed the probation/trial period in the grade.
- iii) Are already holding an ex-cadre post.
- iv) Have not yet completed one year in a cadre post after reversion from an ex-cadre post.
- v) Are due for superannuation within the next 3 years.



(Pavan Malviya)  
Deputy Director of Administration

Copy to :-

1. Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi
2. All Sections at Headquarters including CEO at R.K.Puram
3. Bureau of Civil Aviation Security, Janpath Bhavan, New Delhi.
4. All Ministries/ Departments of the Government of India
5. Notice Board.

ANNEXURE -I

1. Name of the Post : Caretaker (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial)
2. Number of Posts : One
3. (a) Educational & Other qualification : (i) 10+2 Pass from a recognized Board or institution  
(ii) Diploma in Sanitation  
  
Desirable  
Training in fire fighting.
4. Scale of Pay : Rs.5200-20200+ Grade Pay Rs.2400/-
5. Name of Ministry/Department : Ministry of Civil Aviation/Directorate General of Civil Aviation
6. Eligibility conditions : LDCs of CSCS or equivalent with three years of service in the grade rendered after appointment thereto on regular basis.
7. Period of Deputation : Shall ordinarily not exceed 3 years
8. Maximum age limit : Shall not exceed 56 years as on the closing date of receipt of application.
9. Remarks : The period of deputation on ad-hoc basis will not bestow on him/her any claim for regular appointment in the grade and the period of service rendered on ad-hoc basis will not be counted for seniority in the same grade or for eligibility for promotion to the higher grade

Ministry/Department

1. Name (in capital letters)
2. Date of Birth
3. Post held at present and whether ex-cadre post
4. Present Pay and scale of pay
5. Educational Qualifications and any other qualifications
6. Experience
7. Date of appointment in the grade of LDC of CSCS
8. Details of successful completion of training in Fire Fighting.
9. Date of return from the last ex-cadre post, if any.
10. Brief Service particulars
11. Whether SC/ST/OBC
12. Details of enclosures

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 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.

Date :

Signature of the applicant.

TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY / EMPLOYER

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that no major/minor penalty has been awarded to him during past 05 years and there is no doubt about the integrity of the officer.

No.....

Date :

Name, Signature & Seal of the Cadre  
Controlling Authority/Employee