

No.A-35018/ 4 /2010-E.II
Government of India
Office of the Director General of Civil Aviation
Opposite Safdarjung Airport, New Delhi – 110 003

dated the October 21, 2010

VACANCY CIRCULAR

Applications are invited from Indian Nationals for recruitment to 01 post of Director (Regulation and Information) in the pay scale of Pay of PB-4 of Rs.37400-67000 with Grade Pay of Rs. 8700/-, in the Office of the Director General of Civil Aviation (Headquarters), New Delhi by the method of Promotion/deputation (including short-term contract).

2. In accordance with the recruitment rules, the post of Director (Regulations and Information) can be filled up by promotion/deputation (including short-term contract) failing which by direct recruitment basis. Application form and eligibility conditions are given in Annexure-A.

Note – 1: The departmental Deputy Director (Regulations and Information) with 5 years regular service in the grade would also be considered along with applicants for appointment on deputation (including short-term contract) basis and in case he is selected, the post shall be deemed to have been filled in by promotion.

Note – 2: Period of deputation, including period of deputation 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.

Note – 3: The maximum age limit for appointment by deputation (including short-term contract) basis shall not be exceeding 56 years as on the closing date of receipt of applications.

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 30.11.2010 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.

(K. UNNIKRISHNAN)
Deputy Director of Administration

Annexure – A

Application for the post of Director (Regulations and Information)

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	Qualifications/experience possessed by the officer
ESSENTIAL	
Officers under the Central or State or Union Territory Governments or Recognised Research Institution or Public Sector Undertakings or Semi-Government or Autonomous or Statutory Organisation:	
(a)(i) Holding analogous posts on regular basis; or	
(ii) With 05 years regular service in the pay scale of Rs. 12000-375-16500 (PB-3 Rs. 15600-39100 + GP 7600/-) or equivalent; and	
(b) possessing the following educational qualifications and experience, namely: -	
(i) Degree of a recognised University or equivalent;	
(ii) Degree in Law from a recognised University or equivalent;	
(iii) 10 years working experience in:	
(a) Drafting legal documents;	
(b) Aviation Law;	
(c) International Conventions relating to Civil Aviation and International Air Transport Agreements;	
(d) Work of the International Civil Aviation Organisation in the technical, economic and legal fields, and preparation of Aviation Reports and publication of aeronautical maps, charts etc.	

Desirable: Diploma or certificate course in any one of the Modern European languages besides English.																																					
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.																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Office/Instt. /organization</th> <th style="width: 15%;">Post held</th> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> <th style="width: 20%;">Scale of pay and Basic pay</th> <th style="width: 30%;">Nature of duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Office/Instt. /organization	Post held	From	To	Scale of pay and Basic pay	Nature of duties																															
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8. Nature of present employment i.e. adhoc 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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>																																				
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																																					

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