



भारत सरकार / Government of India

नागर विमानन मंत्रालय / Ministry of Civil Aviation

नागर विमानन महानिदेशालय / Directorate General of Civil Aviation

सफदरजंग हवाई अड्डा के सामने / Opp. Safdarjung Airport

अरबिंदो मार्ग / Aurobindo Road

नई दिल्ली / New Delhi - 110003

ई-मेल.... e2sec.dgca@nic.in

मिसिल सं./ F.No. A-35018/6/2018-E-II SECTION-DGCA

दूरभाष सं. 011-24611949

दिनांक: 15.10.2018

To

The Secretary
Ministry of Law & Justice,
Department of Legal Affairs,
4th Floor, Shashtri Bhawan,
New Delhi - 01

Subject:- Recruitment to the 01 Post of Assistant Director (Regulation & Information) on Deputation (including short-term contract) basis in Directorate General of Civil Aviation.

Sir,

Directorate General of Civil Aviation (DGCA) intends to fill up the **01 Post of Assistant Director (Regulation & Information)** (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level - 11, Rs. 67700 - 208700/- of the pay matrix on **Deputation (including short-term contract)** basis. Applications are invited from eligible officials/officers under the **Central Government or State Governments or Union Territories or Universities or recognised research institution or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations** fulfilling the following eligibility criteria and other conditions:-

(i) Eligibility:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in PB-3, Rs. 15600-39100 and Grade Pay of Rs. 5400 (Level - 10, Rs. 56100 - 177500/- of the pay matrix as per 7th CPC) or equivalent in the parent cadre or Department; and
- (b) Possessing the following educational qualification and experience:-
 - (i) Degree in Law from a recognised university.
 - (ii) Five years experience in the field of civil aviation dealing with anyone or more of the following matters:-
 - (a) Legal aspect of Civil Aviation;
 - (b) Economic aspects of Civil Aviation;
 - (c) In the field of air transport.

(ii) Age:

The officers should not have crossed the age of 56 years as on the closing date of receipt of applications.

Circulate

विधि एवं न्याय विभाग, दमन
Law & Justice Department, Daman
FTS File / Letter No. _____

(iii) **Scale:-** Level – 11, Rs. 67700 – 208700/- of the pay matrix as per the recommendations of 7th CPC.

2. 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 organization or Department of the Central Government shall not exceed **Five** years.

3. 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, DoP&T's OM No. 6/08/2009-0Estt. (Pay.II) dated 17.06.2010, as amended from time to time.

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

- (i) Application in the prescribed pro-forma (Annexure)
- (ii) 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**.
- (iii) Integrity Certificate
- (iv) Vigilance Clearance including certification that no Disciplinary Proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (v) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

5. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to the undersigned within 60 days from the date of advertisement in Employment News/रोजगार समाचार.

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encls: As above.

Yours faithfully,

(Pavan Malviya)

Deputy Director of Administration

Copy to:-

- 1. All the Secretaries, Law Department (various State Government and Union Territories).
- 2. Directorate of Personnel, Indian Air Force, Air Headquarters, Vayu Bhawan, New Delhi – 110011.

(Pavan Malviya)

Deputy Director of Administration



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दुरभाष सं. 011-24611949

मिसिल सं./ F.No. A-35018/6/2018-E-II SECTION-DGCA

दिनांक: 12.10.2018

VACANCY CIRCULAR

Subject : Filling up of the One (01) post of Assistant Director (Regulation & Information) in Level - 11, Rs. 67700 - 208700/- of the pay matrix on Deputation (including short-term contract) basis in Directorate General of Civil Aviation (DGCA) - reg.

Applications in the prescribed proforma (as per **Annexure-A** of the advertisement) are invited from eligible candidates for recruitment to the **01 post of Assistant Director (Regulation & Information)** (General Central Service, Group 'A', Gazetted, Non-ministerial) in Level - 11, Rs. 67700 - 208700/- of the pay matrix as per the recommendations of 7th CPC on Deputation (including short-term contract) basis in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi.

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: 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 five years. 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.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st 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 recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scales 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.

2. The duties attached to the post of Assistant Director (Regulation & Information) is as follows:- "The duties require making proposals for amendments in the Aircraft Act, 1934 and Aircraft Rules, 1937. Review of international conventions and protocols relating to civil aviation. Examination of matters pertaining to aviation law, international law, international conventions, etc. Preparation of briefs for air services agreements and for defending Central Government in various courts, on civil aviation matters. Examination of schedules of foreign airlines."

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 for last five years (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 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, 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.

Encl: As above.



(Pavan Malviya)
Deputy Director of Administration

BIO-DATA / CURRICULUM VITAE PROFORMA

Advertisement No. and Date	
1. (a) 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 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification :-	A) Qualification :-
Degree in Law from a recognised university.	
B) Experience	B) Experience
Officers under the Central Government or State Governments or Union territories or Universities or recognized research institution or Public Sector Undertakings or Semi Government or Statutory or autonomous organisations:	
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or	
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in PB-3 of Rs. 15600 - 39100 and Grade Pay of Rs. 5400 (Level - 10, Rs. 56100 - 177500/- of the pay matrix as per 7 th CPC) or equivalent in the parent cadre or Department; and	
(b) Five (05) years experience in the field of civil aviation dealing with anyone or more of the following matters :-	
(a) Legal aspect of Civil Aviation;	
(b) Economic aspects of Civil Aviation;	
(c) In the field of air transport.	
Desirable (Not applicable)	Desirable (Not applicable)
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subjects may be indicated by the candidate.	
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 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 application 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 / organization.

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 Organisation 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.

(Signature of the candidate)

Date_____

Address_____

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

2. Also certified that;

i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt. _____.

ii) His / Her integrity is certified.

iii) His / Her CR Dossiers in original is enclosed/photocopies of the ACRs 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.

iv) 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)