

From

The Special Secretary to Government, Haryana,
Secretariat Establishment.

To

The Administrative Officer
NIC, 09th floor, Haryana Civil Secretariat.

Memo No.22/20/2018-6Estt.-I
Dated: Chandigarh, the 07th January, 2019.

Subject: Filling up the various posts on deputation/ regular basis-regarding.

Kindly refer to the subject cited above.

2. Please find enclosed herewith the following circulars for uploading on Chief Secretary's website which are mentioned as under:-

1. F.No. 17.16/28.29&30/2017-SCD-VI, dated 27.11.2018.
2. E 136431,A 12025/15/2018 E1, dated 08.10.2018.
3. 3343-79/HERC-Admn-293, dated 17.12.2018.
4. 590/IIIDEM/Structure/2015/Trg-II, dated 06.12.2018.
5. S.11013/08/2018-HR, dated 06.12.2018.

Ramesh Kumar
Superintendent Establishment-I
for Special Secretary to Government, Haryana,
Secretariat Establishment

07.01.19

Endst. No.22/20/2018-6Estt.-I

Dated: Chandigarh, the 07th January, 2019.

A copy is forwarded the following for information and necessary action:-

1. Under Secretary to Govt. of India, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi-110001.
2. Director General of Civil Aviation, Ministry of Civil Aviation, Government of India Opp. Safdarjung Airport, New Delhi-110003.
3. Under Secretary to Government of India, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
4. Under Secretary to Govt. of India, Ministry of Health & Family Welfare, Government of India.
5. Secretary, HERC, Bays No. 33-36, Sector-4, Panchkula-134109

sd/r
Superintendent Establishment-I
for Special Secretary to Government, Haryana,
Secretariat Establishment

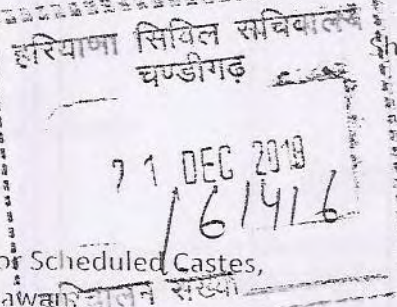
F.No.17016/28, 29 & 30/2017-1 (D-V)

Government of India

Ministry of Social Justice and Empowerment
(Department of Social Justice and Empowerment)

Shastri Bhawan, New Delhi -110001

Dated: 27 November, 2018



Sub: Release of an advertisement for the post of Assistant Director (Programming), Law Officer and Assistant Library and Information Officer in National Commission for Scheduled Castes (NCSC) official website.

I am directed to say that this Ministry is proposing to fill up the vacant post of Assistant Director (Programming), Law Officer and Assistant Library and Information Officer in National Commission for Scheduled Castes (NCSC) by deputation. The vacancy circulars have been issued on 26.11.2018 (copy enclosed). It is requested that the circulars may please be uploaded in the official website of NCSC for wider publicity.

Yours faithfully,

N.S. Venkateshwaran
27/11/2018
(N.S. Venkateshwaran)

Under Secretary to the Government of India

Encl. as above.

Copy to:

1. Under Secretary, CS-I, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi with the request to upload the matter on the website of DoPT.
2. The Secretaries to the Govt. Of India of all Ministries/Departments with the request to circulate the vacancies in the all Departments of the Ministry for wide publicity.

N.S. Venkateshwaran
27/11/2018
(N.S. Venkateshwaran)

Under Secretary to the Government of India



F.No. 17016/28/2017/SCD-VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Shastri Bhawan,
New Delhi-110001,
Dated: 24 November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Director (Programming) in the National Commission for Scheduled Castes by deputation (including short-term contract/absorption/re-employment of ex-Servicemen).

Post	Number of Posts	Pay Scale	Eligibility
Assistant Director (Programming)	1	Pay Band-3 Rs. 15600-39100 (Grade Pay of Rs 5400)-pre revised [Level-10 of Pay Matrix-Revised)	Officers of the Central/State Government/Union Territories/Universities/recognized research institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or autonomous bodies:- (A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4800-Pre revised (Level-8 of Pay matrix-Revised or equivalent in the parent cadre or Department; or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised or equivalent in the parent cadre or Department; and (B) Possessing the following

			qualifications: (i) Master's degree in Computer Applications/Computer Science or M.Tech (with specialization in Computer Applications) or B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent; and (ii) Two years' experience of electronic Data processing work including experience of actual programming; OR (i) Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent; and (ii) Three years' experience in Electronics Data processing work out of which at least one year experience should be in actual programming. OR (i) Master's Degree of a recognized University or equivalent or Degree in Engineering of recognized University or equivalent; and (ii) Four years' experience of electronics data processing work out of which at least two years' experience should be in actual programming; OR (i) 'A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Applications offered under University Programme/Post Polytechnic Diploma in Computer Applications awarded by
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- | | | | |
|--|--|--|---|
| | | | State Council of Technical
Educations or equivalent;
and
(ii) Four years' experience of
electronics data processing
work out of which at least
two years experience should
be in actual programming. |
|--|--|--|---|

Note 1: 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/department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts for which that grade pay/pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
 Under Secretary, D/o SJ&E,
 Shastri Bhawan, New Delhi-110001.

N.S. Venkateshwaran
 27/11/2017
 (N.S. Venkateshwaran)
 Under Secretary to the Government of India

benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma Annexure A) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
Under Secretary, D/o SJ&E,
9th floor, Jeevan Prakash Building,
25, KG marg, New Delhi-110001.

N.S. Venkateshwaran
26/11/2011
(N.S. Venkateshwaran)

Under Secretary to the Government of India

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001, with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.
(iii) All Universities.
(iv) All Recognized Research Institutions.
(v) All Public Sector Undertakings.
(vi) All Semi-Government Organizations.
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

F.No. 1/016/30/2017/SCD-VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Shastri Bhawan,
New Delhi 110001,
Dated: 24 November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Library and Information Officer in the National Commission for Scheduled Castes by deputation (including short term contract/absorption/re-employment of ex-Servicemen).

Post	Number of Posts	Pay Scale	Eligibility
Assistant Library and Information Officer	1	Pay Band-3 Rs 15600-39100 (Grade Pay Rs 5400)-Pre revised [Level-10 of Pay Matrix-Revised]	Officers under the Central or State Governments or Union Territory Administration or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organizations:- (A) (i) Holding analogous post on 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 Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4800-Pre revised (Level-8 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; Or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; and

(B) Possessing the following qualifications:

- (i) Master's degree in Library Science or Information Science or Documentation Science from a recognized University or Institute; and
- (ii) Three years professional experience in a Public or Institutional Library.

Note 1: 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 ordinarily not exceed three years.

Note 2: 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 purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006, 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 recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All, Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
Under Secretary, D/o SBI,
9th floor, Jeevan Prakash Building,
25, KG marg, New Delhi 110001

N.S. Venkateshwaran
26/11/2011
(N.S. Venkateshwaran)

Under Secretary to the Government of India

1. The Director (C.S), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get the O.M. placed on the DOPPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of the advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/statutory or autonomous bodies under your Ministry/Department.
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/statutory or autonomous bodies under your State/Union Territory Government.
(iii) All Universities.
(iv) All Recognized Research Institutions.
(v) All Public Sector Undertakings.
(vi) All Semi-Government Organizations.
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

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 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
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RIs by the Administrative Ministry/Department/Office at the time of issue of Circular and Issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects 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	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.	

BIO DATA/CURRICULUM VITAE PROFORMA

1 Name and Address (in Block Letters)	
2 Date of Birth (in Christian era)	
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Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the Rts by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects 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	
6.1 Note. Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the candidate (as indicated in the Bio- data) with reference to the post applied.	

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

Nature of present employment i.e. Ad-
hoc or Temporary or Quasi Permanent
Permanent
In case the present employment is
on deputation/contract basis,
please state:-

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 organisation

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, Cadre Clearance and Integrity certificate.

Note: Information under Column (c) & (d) above must be given in all cases if a person is holding a post on deputation outside the cadre/ organization but maintaining a lien in his parent cadre/ organization.

10. If any post held on deputation by the post 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)

Enclose a separate sheet, if the space is
(dent)

candidates are requested to indicate information
regard to:
research publications and reports and special
15

Affiliation with the professional
institutions/societies and
tends registered in own name or achieved for the
nation

Enclose a separate sheet if the space is
 (dent)

option of "SIC" / "Absorption" / "Re-employment" available only if the vacancy involves "specialized recruitment by "SIC" or "Absorption" or "Re-employment").

I have carefully gone through the vacancy circular/advertisement and I am well aware that the attention 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 knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Address: _____

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



161251

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

Website: <http://dgca.nic.in>
Email id: elsec.dgca@nic.in

File No.: E 13643/TA 12025/15/2018 E1
Date : 08-10-2018

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 Office 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.

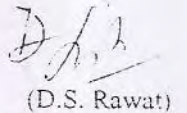
5. While forwarding the applications in the prescribed format (Annexure A) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents must also be sent alongwith the application:-

- (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
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- 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 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.	

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.