F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

.....

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 23th June, 2021.

OFFICE MEMORANDUM

Subject: Proposal for filling up of two (02) posts of Assistant Director (Aircraft Engineering) in Level-11 of the Pay Matrix on Deputation (including short-term contract) basis in Directorate General of Civil Aviation (DGCA) – reg.

The undersigned is directed to circulate the letter no. F.No. A-35018/3/2021-E-II-SECTION-DGCA dated 24th May, 2021 (along with enclosures) received from Ministry of Civil Aviation, Directorate General of Civil Aviation, who proposed to fill up the posts of two (02) posts of Assistant Director (Aircraft Engineering) in Level-11 of the Pay Matrix on Deputation (including short-term contract) basis in Directorate General of Civil Aviation (DGCA) – reg.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

23/6/21

(Zachariah Thomas)
Under Secretary to the Govt. of India
Tel.No.24629412

To All Ministries/ Departments (through DOPT's website)

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
दुरभाष सं. 011-24611949

मिसिल सं. / F.No. A-35018/3/2021 -E-II-SECTION-DGCA
दिनांक/Date: 24.05.2021

The Secretary,
All Ministries/ Departments,
Government of India

Subject:- Proposal for filling up of two (02) posts of Assistant Director (Aircraft Engineering) in Level-11 of the Pay Matrix on Deputation (including short-term contract) basis in Directorate General of Civil Aviation (DGCA) – reg.

Sir/Madam,

Directorate General of Civil Aviation (DGCA) intends to fill up the **02 Posts of Assistant Director (Aircraft Engineering)** (General Central Service, Group 'A', Gazetted, Non-ministerial) in Level – 11 of the 7th CPC Pay Matrix **on Deputation (including short-term contract)** basis in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi. 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 Statutory or Autonomous Organisations** fulfilling the following eligibility criteria and other conditions:-

(a) (i) holding analogous posts on regular basis in the parent cadre of Department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-11 in pay matrix in the parent cadre of Department; and

(b) Possessing the following educational qualifications and experience:-

(i) Degree in Aeronautical Engineering or Electricals or Electronics or Mechanical or Metallurgical Engineering from a recognised university;
(ii) five years' experience in aeronautical research and development or design or laboratory investigation of failed aircraft parts of Flight recorders involved in accident or incident or Airworthiness Engineering.

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

2. 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-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. 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 A)
(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.

4. 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 publishing of advertisement in Employment News/रोजगार समाचार.

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

Yours faithfully,

Encls: As above.

(Pavan Malviya)
Deputy Director of Administration

Copy to:-

1. Director of Personnel, Indian Air Force, Air Headquarters, Vayu Bhawan, New Delhi – 110011.
2. The Secretary, Ministry of Skill Development and Entrepreneurship [Kind Attn: Ms. Jyotsna Sitling, Joint Secretary], 2nd Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught place, New Delhi – 110001.
3. The Controller of Administration, National Aerospace Laboratories, Post Bag no. 1779, Bangalore – 560017.
4. The General Manager (HR), M/s Hindustan Aeronautics Limited, Bangalore Complex, Bangalore – 560017;
5. The Chairman, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003
6. The Director, Defence Research & Development Organization, Lucknow Road, Timarpur, New Delhi – 110054.
7. The Managing Director, Air India Limited, Mumbai Airport, Santa Cruz (E), Mumbai – 400029
8. The Managing Director, Air India Limited, Limited, 113, Airlines House, Gurudwara Rakabganj Road, New Delhi – 110001
9. The Secretary, Aeronautical Society of India, 19-B, I.P. Extension, New Delhi – 110092.
10. Director of Administration, Indian Institute of Technology, Kalyanpur, Kanpur, Uttar Pradesh - 208016.
11. Director of Administration, Indian Institute of Technology, Kharagpur, West Bengal – 721302.
12. Director of Administration, Indian Institute of Technology, Powai, Mumbai, Maharashtra – 400076.
13. Director of Administration, Indian Institute of Technology, Sardar Patel Road, Opposite to C.L.R.I, Beside The Adyar Cancer Institute, Adyar, Chennai, Tamil Nadu 600036.
14. Director of Administration, Hindustan Institute of Technology, 1, Rajiv Gandhi Salai, Old Mahabalipuram Road, Padur, Kelambakam, Chennai, Tamil Nadu 603103.
15. Director of Administrations, Panjab University, Sector -14, Chandigarh – 160014.
16. Director of Administration, Indian Space Research Organization, Ahmedabad, Gujarat – 380058.
17. The Pawan Hans Limited (Kind Attn: Dr. B. P. Sharma, CMD), C-14, Sector – 1, Noida District, Gautambudhnagar – 201301.
18. The Indira Gandhi Rashtriya Udan Academy (Kind Attn: Shri V. K. Verma, Director), Fursatganj Airfield, Raebareli (UP) – 229302.

(Pavan Malviya)
Deputy Director of Administration

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.... e1sec.dgca@nic.in
दुरभाष सं. 011-24627614

मिसिल सं. / F.No. A-35018/3/2021-E.II-SECTION-DGCA
दिनांक: 24.05.2021

VACANCY CIRCULAR

Subject : Proposal for filling up of two (02) posts of Assistant Director (Aircraft Engineering) in Level-11 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 **02 posts** of **Assistant Director (Aircraft Engineering)** (General Central Service, Group 'A', Gazetted, Non-ministerial) in Level – 11 of the 7th CPC Pay Matrix on Deputation (including short-term contract) basis in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi. Eligibility for the said post (for deputation including short-terms) is as under:

Officers of the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations;-

(a) (i) holding analogous posts on regular basis in the parent cadre of Department; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-10 in pay matrix in the parent cadre of Department; and

(b) Possessing the following educational qualifications and experience:-

(i) Degree in Aeronautical Engineering or Electricals or Electronics or Mechanical/ Metallurgical Engineering from a recognised university;

(ii) five years' experience in aeronautical research and development or design or laboratory investigation of failed aircraft parts of Flight recorders involved in accident or incident or Airworthiness Engineering.

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 four 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.

2. The duties attached to the post of Assistant Director (Aircraft Engineering) are as follows:-

"Responsible for Scrutiny of documents pertaining to type certification (TC) of aeronautical products, documents pertaining to validation of type certificates issued by other countries, documents pertaining to acceptance of type certificate issued by FAA/EASA. Witnessing of qualification tests of parts and appliances. Also to assist senior officers in work related to international cooperation programme and to assist in renewal audit and regulatory audit of DOs. Formulation of draft regulations (CARs), amendment to Handbook of Procedures, draft ITSO. Co-ordination in induction, recurrent & on job training (OJT) programme etc."

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 60days** from the date of issuance of this Vacancy Circular. 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 **Annexure B** is completely filled and attested which states 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. Number of vacancies for the said post may increase or decrease in future in case of exigency.

Encl: As above.

(Pavan Malviya)
Deputy Director of Administration

Annexure-A

BIO-DATE/CURRICULUM VITAE PROFORMA

Advertisement No. and Date	
1. (a) Name and Address (in block letters)	
(b) Father's Name	
2. (a) 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 :- Degree in Aeronautical engineering or Electrical or Electronics or Mechanical/ Metallurgical engineering from a recognised university.	**A) Qualification :-**
B) Experience	**B) Experience**
Officers under the Central Government or State Governments or Union territories or Universities or Recognized Research Institutions 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 posts In level-10 in the pay matrix in the parent cadre or Department; and	
(b) Five (05) years' experience in aeronautical research and development or design or laboratory investigation of failed	

aircraft parts or Flight Recorders involved in accident or incident or Airworthiness Engineering.	
5.1 Note: In 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/Level in the Pay Matrix 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/Level in Pay Matrix 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, Level in Pay Matrix 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/Level in the Pay Matrix	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)

Address_____

Date_____

Annexure-B

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)