

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 15<sup>th</sup> January, 2019

**OFFICE MEMORANDUM**


**Subject:-** Filling up of posts in Indian Institute of Food Processing Technology (IIFPT) and Directorate General of Civil Aviation (DGCA) on deputation basis.

The undersigned is directed to circulate herewith under mentioned two vacancy circulars received from Indian Institute of Food Processing Technology and Directorate General of Civil Aviation along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Indian Institute of Food Processing Technology (IIFPT)	Administrative Officer
2.	Directorate General of Civil Aviation (DGCA)	Deputy Director Airworthiness

2. 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. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(George D. Toppo)  
Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

**INDIAN INSTITUTE OF FOOD PROCESSING TECHNOLOGY,  
MINISTRY OF FOOD PROCESSING INDUSTRIES, GOVT OF INDIA  
PUDUKKOTTAI ROAD, THANJAVUR – 613005**

**Sub: Vacancy circular for the post of Administrative Officer on deputation in Indian Institute of Food Processing Technology, Thanjavur, Tamil Nadu**

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1. Indian Institute of Food Processing Technology under Ministry of Food Processing Industries, Thanjavur invites applications for filling up the posts of **Administrative Officer (01)** in the Pay Matrix Level-10 (Pre-revised Pay Band III Rs.15600-39100 plus Grade pay of Rs.5400/-) on deputation basis. The eligibility criteria and qualifications for this post is as follows.

Name of the Post and Pay Scale	Number of Vacant Posts	Eligibility Criteria
<b>Administrative Officer</b> Pay Matrix Level-10 (Pre-revised Pay Band III Rs.15600-39100 plus Grade pay Rs.5400/-)	01	Officials of the Central Government, State Government, Autonomous Bodies PSUs/Central Academic Institutions having 8 years regular service in pay matrix Level 6 (Pre-revised PB-2GP4200) failing which 3 years regular service in pay matrix Level 7(Pre-revised PB 2 GP 4600) in the grade of Assistant Admin Officer. <p style="text-align: center;">(OR)</p> with three years regular service in the pay matrix Level 7 (Pre-revised PB-2 GP 4600) or equivalent and having experience in Admin, Establishment and Accounts matters.

**2. Period and other terms and conditions of deputation:**

The initial period of deputation shall be for one year extendable by further period as per DoPT/GoI orders. The terms and conditions of deputation will be governed by the DOP&T and Government of India's instructions issued from time to time on the subject.

**Age Limit**

3. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

4. Eligible and willing candidate may apply through proper channel in prescribed format- **Annexure I**. Cadre controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents.

(i) Application in prescribed proforma

(ii) Cadre Clearance Certificate from the Controlling Authority

(iii) Statement of giving details of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years

(iv) Vigilance Clearance/Integrity Certificate

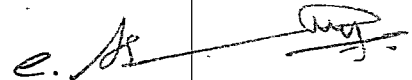
(v) Photocopies of the APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent

5. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.

6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 3 and 4 above may be forwarded to 'The Director IIFPT, Pudukkottai Road, Thanjavur - 613 005'. The last date for receipt of applications complete in all respect is 45 days from the notification of the advertisement in the Employment News. Candidates who apply for the post will not be allowed to withdraw their candidatures subsequently. Since this vacancy is to be filled up on deputation basis, Private candidates are not eligible.

7. Applications received after the last date or otherwise found incomplete shall not be entertained.

8. IIFPT reserve the right to withdraw the vacancy circular at any time without assigning any reason.



(Dr. C. Anandharamakrishnan)

Director

By  
29/11

29/11/11

29/11/2011 29/11

To

1. All Ministries/Departments of the Govt. of India - It is requested that the vacancy may be given wide publicity in the attached & subordinate Officers under them.

2. All the State Governments, including Union Territories - with a request to give wide publicity to the vacancy in their various Departments/Offices.

3. All public Sectors undertaking/Statutory/Autonomous Organizations/ O/o JS Trg. & CAO/ AIR HQ/NAVY HQ/Head (HRD)ARMY HQ, Bureau of Indian Standards, New Delhi.

4. Under Secretary (CS-11), CS Division, Dept. of personnel & Training, Lok Nayak Bhavan, New Delhi-5 with the request to upload the enclosed vacancy circular on the DoP&T's website.

5. Senior Deputy Accountant General (Admin) Office of Principal Accountant General, Lekha Pariksha Bhavan, 361, Anna Salai, Chennai-8

6. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi -110 010

7. System Administrator - for hosting advertisement on website of IIFPT.

## Annexure I

**Application for the post of Administrative Officer (AO) on deputation basis**  
**(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)**

1.	Name			
2.	Date of Birth			
3.	Present Post			
4.	Date from which the present post is held on regular basis			
5.	Present place of posting			
6.	Service			
7.	Parent Cadre			
8.	Date of joining of service			
9.	Pay matrix of the present post			
10.	Basic pay drawn			
11.	Old pay scale + Grade pay			
12.	Whether the eligiblity criteria prescribed for the post are satisfied			
13.	Mobile/Office/Residence Number	Mobile:		
		Office:		
		Res:		
14.	Educational/Professional Qualification (Please mention Graduation Level and Other)			
Sl No.	Qualification	Subject	Year/Division	Institution/University /Place/ Country
15.	Details of Experience/employment (Please attach a separate sheet, if required)			
Sl No.	Office	Post Held	From	To
				Pay band along with Grade Pay
16.	Date of retirement under Central Government Rules			
17.	Training (s) undergone			

Paste Your  
recent Passport  
Size Photograph

Certified that information furnished above by me is correct in all respect to the best of my knowledge and belief.

(Signature of the Candidate)

Date & Place:

**Annexure II**

To be filled up by the cadre controlling authority

Office of .....

F.No. ....

Date: .....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, Penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up to date APARs for the last 5 years are enclosed. Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature of the forwarding Officer

(Name, Designation & Tele No )

(Office Stamp)

Date:

Place:



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-35018/5/2018-E II SECTION-DGCA

दुरभाष सं. 011-24611949

दिनांक:

11.12.2018

### VACANCY CIRCULAR

Subject : Revised proposal for filling up of the 08 (Eight) posts of **Deputy Director Airworthiness** in level -12, Rs. 78800 – 209200/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) –reg.

In partial modification to the Vacancy Circular of even number dated 27.06.2018, Applications are invited from eligible candidates for recruitment to the 08 (Eight) posts (**General Central Services, Group 'A', Gazetted, Non-Ministerial**) in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi by the method of Deputation (including short-term contract):

Sl. No.	Name of Post	No. of Posts	Pay Scale	Educational Qualifications and experience as per
1.	Deputy Director Airworthiness	08*	Pre-revised scale of PB-3, Rs. 15600-39100 with GP of Rs. 7600/-  (Level – 12, Rs. 78800 – 209200/- of the Pay Matrix as per the recommendations of 7 <sup>th</sup> CPC)	Annexure 'B'

\* Applications received earlier in respect of Vacancy Circular for 03 posts of Deputy Director of Airworthiness are also considered, therefore, those candidates who had already applied need not to apply again.

2. In accordance with the Recruitment Rules, the post of Deputy Director Airworthiness can be filled up by Deputation (including short-term contract). Application form and eligibility conditions are given in Annexure – A & Annexure – B respectively.


Note 1: The period of deputation (including short term contract) including the 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 exceed **56 years** on the closing date of receipt of application.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 recommendations of the said 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 post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. The duties attached to the post of Deputy Director Airworthiness is enclosed at Annexure-'X'.

4. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded in 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 as per Annexure mentioned above. 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

Copy to:

1. The Secretary of all Ministries/ Departments of Government of India

2. The Chief Secretaries of All State Governments/ Union Territories/ Recognised Research Institutions/ Public Sector Undertakings/ Semi-Government/ Autonomous Organisations/ Statutory Organisations.
3. The Secretary, Ministry of Defence [attention – JS(Air)], South Block, New Delhi – 110001;
4. Director of Personnel, Indian Air Force, Air Headquarters, Vayu Bhawan, New Delhi – 110011.
5. The Controller of Administration, National Aerospace Laboratories, Post Bag no. 1779, Bangalore – 560017.
6. The General Manager (HR), M/s Hindustan Aeronautics Limited, Bangalore Complex, Bangalore – 560017;
7. The Chairman, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003
8. The Director, Defence Research & Development Organization, Lucknow Road, Timarpur, New Delhi – 110054.
9. The Managing Director, Air India Limited, Mumbai Airport, Santa Cruz (E), Mumbai – 400029
10. The Managing Director, Air India Limited, Limited, 113, Airlines House, Gurudwara Rakabganj Road, New Delhi – 110001
11. The Secretary, Aeronautical Society of India, 19-B, I.P. Extension, New Delhi – 110092.
12. Director of Administration, Indian Institute of Technology, Kalyanpur, Kanpur, Uttar Pradesh - 208016.
13. Director of Administration, Indian Institute of Technology, Kharagpur, West Bengal – 721302.
14. Director of Administration, Indian Institute of Technology, Powai, Mumbai, Maharashtra – 400076.
15. 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.
16. Director of Administration, Hindustan Institute of Technology, 1, Rajiv Gandhi Salai, Old Mahabalipuram Road, Padur, Kelambakam, Chennai, Tamil Nadu 603103.
17. Director of Administrations, Panjab University, Sector -14, Chandigarh – 160014.
18. Director of Administration, Indian Space Research Organization, Ahmedabad, Gujarat – 380058.



(Pavan Malviya)

Deputy Director of Administration



**BIO-DATA / CURRICULUM VITAE PROFORMA for Deputy Director Airworthiness**

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. <b>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)</b>		
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer	
<b>Essential</b>	<b>Essential</b>	
<b>A) Qualification :-</b> Degree from a recognized university. (See Annexure-B)	<b>A) Qualification :-</b>	
<b>B) Experience</b>	<b>B) Experience</b>	
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 organizations:		
(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 there to on a regular basis in Level -11 (Rs. 67700-208700) in the pay matrix or equivalent; and		
(b) 10 years' experience in Aircraft Maintenance experience on an operating aircraft in an Aircraft Maintenance Organization approved by Directorate General of Civil Aviation.		
<b>Desirable (See Annexure-B)</b>	<b>Desirable (See Annexure-B)</b>	
<b>A) Qualification</b>	<b>A) Qualification</b>	
<b>B) Experience</b>	<b>B) Experience</b>	
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/Level / 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 / Level/ 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 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. <b>Additional details about present employment:-</b> 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			
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 Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization 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)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>			
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  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
17. Whether belongs to <b>SC/ST</b>	

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 \_\_\_\_\_

\_\_\_\_\_

### **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)

**ELIGIBILITY CRITERIA FOR THE POST OF DEPUTY DIRECTOR OF AIRWORTHINESS**

Officers under the Central Government or State Governments or Union Territories or Universities or recognized research institution or public sector undertaking or semi government or statutory or autonomous organizations:-

- (a) (i) holding analogous post 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-11 in the pay matrix or equivalent in the parent cadre/department; and  
(b) Possessing the following educational qualification and experience: -

**Essential:**

- (i) A Bachelor's Degree in Physics or Mathematics or Aircraft Maintenance or Engineering Degree in Aeronautical or Mechanical or Electrical or Electronics or Telecommunication from a recognized University; and  
(ii) A valid Aircraft Maintenance Engineer's (AME) License endorsed in either of the Categories B1 or B2 issued by Directorate General of Civil Aviation.

**Note.** - Person holding Engineering Degree in Aeronautical may be considered without possessing a valid Aircraft Maintenance Engineer's License.

**Experience:**

Minimum ten years of Aircraft Maintenance experience on an operating aircraft in an Aircraft Maintenance Organization approved by Directorate General of Civil Aviation.

**Desirable:**

Work experience in a continuing Airworthiness Management Organization or Aircraft Maintenance Organization.

**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.

**Duties & Responsibilities attached to the post of Deputy Director of Airworthiness of Airworthiness**

- i) Issue of certificate of registration, certificate of Airworthiness, Special Certificate of Airworthiness, Special Flight Permit and amendments, renewal of such certificates/ permit.
- ii) Inspections of aircraft for issue, renewal and validation of certificates of airworthiness/ special certificate of Airworthiness/ Special Flight Permit and the subsequent execution of such documents as appropriate;
- iii) Issue, endorse, renewal, validation and extension of licenses of aircraft maintenance personnel and grant of authorizations to aircraft personnel;
- iv) Supervision of the aircraft maintenance and flight crew licensing examinations and other examinations;
- v) Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
- vi) Investigation of major defects discovered in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance; in order to assess the standard of work and adherence to maintenance procedures;
- vii) Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementing of the relevant airworthiness regulations issued by the headquarters;
- viii) Inspection of the organizations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft;
- ix) Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
- x) Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary.