



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

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दुरभाष सं. 011-24627614

मिसिल सं. /F.No. A-35018/1/2021-E.II-SECTION-DGCA

दिनांक: 21.11.2022

### VACANCY CIRCULAR

Subject : Proposal for filling up of the four (04) posts (subject to change) of Deputy Director (Aircraft Engineering) in Level-12 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 **04 posts** (subject to change) of **Deputy Director (Aircraft Engineering)** (General Central Service, Group 'A', Gazetted, Non-ministerial) in Level – 12 of the 7<sup>th</sup> 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-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) ten 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.

2. The duties attached to the post of Deputy Director (Aircraft Engineering) are as follows:- "Responsible for all type certificate work including approval of engineering drawings, witnessing of static and other related tests to determine conformity of the design features and manufacturing process to the relevant airworthiness requirements. Also to assist the Director (Aircraft Engineering) on the spot approval of structural modification, substitutions of material 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

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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
<b>A) Qualification :-</b> Degree in Aeronautical engineering or Electrical or Electronics or Mechanical or Metallurgical engineering from a recognised university.	<b>A) Qualification :-</b>
<b>B) Experience</b> 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:	<b>B) Experience</b>
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; <b>or</b> (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 in the parent cadre or Department; and (b) Ten (10) 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.	
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**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

<p><b>9.1 Note:-</b> 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.</p> <p><b>9.2 Note:-</b> Information under Column 9 (c) &amp; (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.</p>									
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details</p>									
<p><b>11. Additional details about present employment:-</b> Please state whether working under (indicate the name of your employer against the relevant column) :-</p> <p>a) Central Government b) State Government c) Autonomous organization d) Government Undertaking e) Universities f) Others</p>									
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>									
<p><b>13.</b> 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</p>									
<p><b>14.</b> Total emoluments per month now drawn:</p> <table border="1"> <thead> <tr> <th>Basic Pay in the PB/Level in the Pay Matrix</th> <th>Grade Pay</th> <th>Total emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Basic Pay in the PB/Level in the Pay Matrix	Grade Pay	Total emoluments			
Basic Pay in the PB/Level in the Pay Matrix	Grade Pay	Total emoluments							
<p><b>15.</b> 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.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay / interim relief / other Allowances etc., (with break up details)</th> <th>Total emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break up details)	Total emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break up details)	Total emoluments							
<p><b>16. A.</b> Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p>									

(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 \_\_\_\_\_

**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

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(Employer / Cadre Controlling Authority with Seal)



भारत सरकार/ Government of India  
नागर विमानन मंत्रालय/ Ministry of Civil Aviation  
नागर विमानन महानिदेशालय/ Directorate General of Civil Aviation  
सफदरजंग एयरपोर्ट के सामने/ Opp. Safdarjung Airport  
अरबिंदो मार्ग/Aureobindo Marg  
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ई-मेल/ Email: [e2sec.dgca@nic.in](mailto:e2sec.dgca@nic.in)  
दूरभाष सं./ Tel No. 011-24627614

मिसिल सं./ F.No. ए-35018/1/2021-स्था-II अनुभाग  
दिनांक/ Date: 21.11.2022

### रिक्ति परिपत्र

**विषय :** नागर विमानन महानिदेशालय (डीजीसीए) में उप निदेशक (वायुयान इंजीनियरिंग) के चार (04) पदों (परिवर्तनाधीन) को वेतन मैट्रिक्स के स्तर-12 में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के आधार पर भरे जाने के संबंध में प्रस्ताव।

नागर विमानन महानिदेशालय (डीजीसीए), नागर विमानन मंत्रालय, नई दिल्ली में उप निदेशक (वायुयान इंजीनियरिंग) (साधारण केंद्रीय सेवाएं, समूह 'क', राजपत्रित, अनुसंचितीय) के चार (04) पदों (परिवर्तनाधीन) को सातवें केन्द्रीय वेतन आयोग के वेतन मैट्रिक्स के स्तर-12 में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के आधार पर भरने के लिए पात्र उम्मीदवारों से विहित प्रपत्र में (विज्ञापन के अनुबंध-क के अनुसार) आवेदन पत्र आमंत्रित किए जाते हैं। उक्त पद के लिए (प्रतिनियुक्ति, अल्पकालिक संविदा सहित) पात्रता के मानदंड इस प्रकार हैं :-

केंद्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र या विश्वविद्यालयों या मान्यताप्राप्त अनुसंधान संस्थानों या सार्वजनिक क्षेत्र के उपक्रमों या अर्थ सरकारी या सांविधिक या स्वायत्त संगठनों के ऐसे अधिकारी:

(क) (i) जो मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद पर कार्यरत हैं; या  
(ii) जिन्होंने मूल संवर्ग या विभाग में वेतन मैट्रिक्स के स्तर-11 में उस पद पर नियुक्ति के पश्चात प्रदान की गई श्रेणी में पांच वर्ष की नियमित सेवा की है; और

(ख) जिनके पास निम्नलिखित शैक्षिक अर्हताएं और अनुभव हैं:-

(i) किसी मान्यता प्राप्त विश्वविद्यालय से वैमानिक इंजीनियरिंग या इलेक्ट्रॉनिक्स या यांत्रिक या धातुकर्म इंजीनियरिंग में डिग्री;  
(ii) वैमानिक अनुसंधान तथा विकास या डिजाइन अथवा दुर्घटना या घटना में अंतर्गत विमान के फ्लाइट रिकार्डर के विफल हुए कलपुर्जों की प्रयोगशाला जांच या उड़नयोग्यता इंजीनियरिंग में दस वर्षों का अनुभव;

**नोट 1:** फीडर श्रेणी के वे विभागीय अधिकारी जो पदोन्नति के सीधे क्रम में हैं, वे प्रतिनियुक्ति पर नियुक्ति के विचार के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति पर कार्यरत व्यक्ति पदोन्नति द्वारा नियुक्ति के पात्र नहीं होंगे।

**नोट 2:** प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) जिसमें इस नियुक्ति के तत्काल पहले किसी अन्य बाह्य संवर्ग पद पर केंद्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) शामिल है, साधारणतया चार वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति (अल्पकालिक संविदा सहित) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अन्तिम तारीख को 56 वर्ष से अधिक नहीं होगी।

2. उप निदेशक (वायुयान इंजीनियरिंग) के पद से संबंधित दायित्व निम्नलिखित हैं:-

"सभी प्रकार के टाइप प्रमाणपत्र कार्य, जिसमें इंजीनियरिंग ड्राइंग का अनुमोदन, संगत उड़नयोग्यता अपेक्षाओं के अनुसार डिजाइन विशेषताओं की पुष्टि सुनिश्चित करने के लिए स्टेटिक तथा अन्य संबंधित परीक्षणों का साक्षी होना शामिल है, के लिए उत्तरदायी। संरचनात्मक संशोधन, पदार्थों के प्रतिस्थापन आदि के लिए मौके पर अनुमोदन हेतु निदेशक (वायुयान इंजीनियरिंग) की सहायता भी करना।"

3. पात्र और इच्छुक अधिकारियों का जीवनवृत्त जिन्हें तत्काल कार्यमुक्त किया जा सकता है, निर्धारित प्रपत्र में विगत पाँच वर्षों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट (अधिकारी, जिसका ओहदा अवर सचिव से कम न हो, के द्वारा विधिवत सत्यापित) की अद्यतन प्रतियां, अनिवार्य रूप से निर्धारित प्रारूप में (अनुबंध 'क') जीवनवृत्त की 03 (तीन) प्रतियों सहित अधोहस्ताक्षरी को प्रेषित करें। आवेदन पत्र रिक्ति परिपत्र के जारी होने की तारीख से 60 दिनों के अंदर इस कार्यालय में पहुंच जाना चाहिए। अंतिम तारीख के पश्चात् प्राप्त आवेदनों या अन्यथा अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा। आवेदन अग्रेषित करते समय, संवर्ग नियंत्रण अधिकारी द्वारा यह सत्यापित और प्रमाणित किया जाए कि अधिकारी द्वारा दिए गए विवरण सही हैं और अनुबंध ख पूर्णतः भरा गया है और सत्यापित है जिसमें यह उल्लेख किया गया हो कि अधिकारी के विरुद्ध कोई अनुशासनात्मक/सरकृता संबंधी मामला लंबित नहीं है या विचाराधीन नहीं हैं। सत्यनिष्ठा प्रमाण पत्र तथा पिछले 10 वर्ष के दौरान यदि कोई छोटी/बड़ी शास्ति लगाई गई हैं तो उसका विवरण भी उपर्युक्त दस्तावेजों सहित भेजें जाएं। आवश्यकतानुसार भविष्य में उक्त पद के लिए रिक्तियों की संख्या बढ़ या घट सकती है।

संलग्न: यथोक्त

4  
(पवन मालवीय)  
उप निदेशक प्रशासन