

AV-29013/86/2021-AAI-MOCA
Government of India
Ministry of Civil Aviation

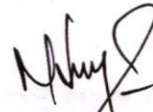
'B' Block, Rajiv Gandhi Bhawan
Safdarjang Airport
New Delhi-110003

New Delhi, the dated 20.03.2023

Subject: Hiring of services of Two Young Professional on Contractual basis

Ministry of Civil Aviation, invites applications for 02 Young Professional in the Ministry of Civil Aviation on purely contract basis initially for a period of one year. Full details of the vacancy circular are available in Ministry of Civil Aviation website (www.civilaviation.nic.in) under link "in focus". Further details in this regard are given at Annexures I, II and III respectively.

The Last date for receipt of application is 03.04.2023 (Monday).



(Narendra Singh)
Deputy Secretary to the Government of India
Tel:24642145

ANNEXURE-I

AV-29013/86/2021-AAI-MOCA
Government of India
Ministry of Civil Aviation

Ministry of Civil Aviation requires services of **02 (Two)** Young Professional with the following job description and educational qualifications and work experience: -

Job Requirement: As per detailed Terms of Reference at Annexure- II

i. Educational Qualification for Young Professionals

Graduate in any discipline from a recognized university/ institute in India.

Preference shall be given to candidates possessing higher educational qualifications especially in the field of Aviation.

ii. Additional Abilities in the following fields

- Consistent good academic performance in Class 10th, 12th and Graduation; and
- Flair for research and analysis; and
- Ability to draft crisp high quality reports in Word and Power point; and
- Hands-on experience in MS Excel; and
- Confident, self-driven and team player; and
- Good communication skills in Hindi and English; and
- Ability to work in teams; and
- Ability to handle long hours and work-stress.

iii. Work Experience:

Preference will be given to the candidates having experience in the Aviation Industry, Infrastructure Sector, Economics, Finance, Law, Data management and Information Technology.

2. Remuneration:

The consolidated fee of the Young Professional shall be fixed at **Rs 50,000/- (all inclusive) per month**. In case, the services of Young Professional are extended beyond one year, monthly fees will be increased by maximum of 06% on yearly basis.

3. Other allowances/facilities:

(i) The Young professionals will not be entitled for any separate monthly allowances, House rent Allowances etc.

(ii) The Young professionals will not be eligible for any other facilities such as telephone, Accommodation, Transport facilities etc.

4. Leave:

(i) The Young professionals shall be eligible for 10 days leave in a single year of engagement.

(ii) The leaves shall accrue to YPs on completed month basis, calculated from their date of joining on pro-rata basis.

(iii) An YP shall not draw any remuneration in case of his/her absence period beyond 10 days in a year (calculated on pro-rata basis).

(iv) Un-availed leave in engagement of one year cannot be carried forward to next year of engagement, in case engagement extends.

(v) The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 10 leaves.

5. Interested candidates may send their CVs in the enclosed format by **e-mail /post** latest by **03.04.2023 (Monday)** to the following address:-

Section Officer (Airport Authority of India),
Ministry of Civil Aviation,
Room No., B Wing,
Rajiv Gandhi Bhavan,
Safdarjang Airport, New Delhi- 110003.

Email address: mukta.moca@nic.in

The envelope containing the application in the prescribed format must be titled as “Application for the Post of Young Professional in Airport Division”. The same phrase must be used as a subject while sending the application through email to mukta.moca@nic.in

Kindly note that the applications without title or received through due-date are liable to be rejected.

ANNEXURE-II

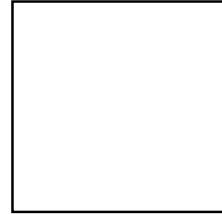
TERMS OF REFERENCE FOR ENGAGEMENT OF 02 YOUNG PROFESSIONAL IN THE MINISTRY OF CIVIL AVIATION.

The services of 'Young Professional' would be utilized in carrying out the following tasks:

- Analysis on procedures, technical matters etc.
- Preparation of draft reports in Word and/or PowerPoint format.
- Co-ordination and attending meetings. Preparing agenda and minutes of meetings.
- Following up with stakeholders in ministry, state governments., industry etc. for information, clarification, approvals etc.
- Presenting findings and reports in the ministry and/or industry forum.
- Any other relevant responsibility entrusted to the person.
- YP will perform the duties under Section Officer (Airport Authority of India) who would assign the task, provide guidance and monitor the completion of the task by the YP under the overall guidance of Joint Secretary (Airports).
- This is a full time assignment. Young Professional shall be provided necessary facilities of office space/equipment in the premises of Rajiv Gandhi Bhawan. Office timings of Ministry of Civil Aviation shall be applicable. In addition, he will be required to attend office on *off days or beyond office hours*, if necessary.

ANNEXURE -III

Application format for engagement of Young Professional in Ministry of Civil Aviation.



Photograph to be pasted

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel/Mobile number and E-mail address):

7. Permanent Address: _____

8. Educational Qualifications: (supporting documents to be attached)

S.No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

9. Work Experience: (supporting documents to be attached)

S.No.	Organization/ Institute	Period From-To	Nature of Work	Remarks

10. Additional abilities, if any, in the required fields as per Annexure-I may be furnished separately as attachment.

(Signature of candidate)

Date _____

Mob No. _____