

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



भारत सरकार
नागर विमानन मंत्रालय
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली – ११०००३
दूरभाष: -०९१-०११-२४६२२४९५, ०११-२४६२२४९९

Website: <http://dgca.nic.in>
Email: e1sec.dgca@nic.in

File No.: E 133477
A-12034/14/2018-E-I
Date : 03-08-2018

VACANCY CIRCULAR

Subject: Filling up of the posts of Staff Car Driver (Ordinary Grade) on Deputation/absorption basis in Directorate General of Civil Aviation.

Applications in the prescribed proforma (as per Annexure-A) are invited for filling up of the 05 posts of Staff Car Driver (Ordinary Grade) (Level 2 (Rs 19900 – 63200), General Central Service, Group 'C' non-Gazetted, non-Ministerial) in Office of Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation on deputation/absorption basis from eligible candidates working in the Offices of the Directorate General of Civil Aviation and in the Ministries / Departments of the Central Government and Armed Forces personnel.

The **Qualification/Experience** requirements for the said posts are as under:

2. **Deputation/Absorption:** From amongst the regular Dispatch Riders (Group 'C') and Group 'C' employees in level-1 (Rs. 18000-56900) in pay matrix of Directorate General of Civil Aviation who possess valid Driving Licence for Motor Cars on the basis of Driving Test to assess the competence to drive Motor Cars failing which from official holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 (Rs. 18000-56900) in pay matrix, in other Ministries of the Central Government who fulfil the necessary qualifications as prescribed in para 4.
3. **Deputation/Re-employment for Armed Force Personnel**
The Armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications as prescribed in para 4 shall also be considered and such persons shall be given deputation terms up to the date on which they are due for release from the Armed forces, thereafter they may be continued on re-employment.
4. **Essential qualifications:**
 - (i) Possessing a valid driving licence for motor cars.
 - (ii) Knowledge of Motor mechanism. The candidate should be able to remove minor-defects in vehicle.
 - (iii) Experience of driving a motor car for at least three years, and
 - (iv) 10th standard pass from a recognised Board.

Desirable: Three years' service as Home Guard or Civil Volunteers.

Note 1: Persons employed in private companies, autonomous organization or in companies/organization other than that mentioned above, or unemployed persons need not apply. Their applications will be summarily rejected.

Note 2: The selected candidates may be posted in any of the Regional or Sub-Regional Offices of DGCA (Annexure B) or in DGCA(HQ) depending upon the requirement/vacancy position.

Note 3: Period of deputation including the period of deputation 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 4: The maximum age limit for appointment by deputation/absorption shall be 'not exceeding **56 years**' as on the closing date of receipt of applications.

Note 5: Number of posts for which applications are being invited may increase or decrease.

5. 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.

6. The terms & conditions and Pay & allowances of the officials 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.

7. While forwarding the applications in the prescribed format (Annexure A) in respect of eligible officials 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.

8. Bio-data (03 (three) copies) and other documents mentioned in para 7 above, of the eligible and interested officials 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, Opp. Safdarjung Airport, New Delhi 110003. The complete application should reach the Office of DGCA(HQ), within **45 days** from the date of publication of the vacancy circular in Employment News/Rozgar Samachar. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the

applications, **certification** (as per **Annexure A**) by the cadre controlling authority **must be submitted**.

9. 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.



(Pavan Malviya)
Deputy Director of Administration
For Director General of Civil Aviation

To

1. All Ministries/Department of Government of India.
2. 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.
3. All Regional offices and Sub-Regional offices (Delhi, Mumbai, Kolkata, Chennai & Bangalore) of DGCA.
4. All Notice Board in offices of DGCA.
5. 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 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 vacancy circular | Qualifications/Experience possessed by the official |
| <p>Deputation/Absorption: From amongst the regular Dispatch Riders (Group 'C') and Group 'C' employees in level-1 (Rs. 18000--56900) in pay matrix of Directorate General of Civil Aviation who possess valid Driving Licence for Motor Cars on the basis of Driving Test to assess the competence to drive Motor Cars failing which from official holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 (Rs. 18000--56900) in pay matrix, in other Ministries of the Central Government who fulfil the necessary qualifications as prescribed below.</p> <p>Deputation/Re-employment for Armed Force Personnel The Armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications as prescribed below shall also be considered and such persons shall be given deputation terms up to the date on which they are due for release from the Armed forces, thereafter they may be continued on re-employment.</p> <p>Essential qualifications:</p> <ul style="list-style-type: none">(v) Possessing a valid driving licence for motor cars.(vi) Knowledge of Motor mechanism. The candidate should be able to remove minor-defects in vehicle.(vii) Experience of driving a motor car for at least three years, and(viii) 10th standard pass from a recognised Board. <p>Desirable: Three years' service as Home Guard or Civil Volunteers.</p> | |

| 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(as per 7 th CPC) of the post held on regular basis | Nature of Duties (in detail highlighting experience required for the post applied for |
| | | | | | |
| * Important: Pay-band/Grade Pay/Level granted under ACP/MACP are personal to the official and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale/Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band/ Grade Pay/Level where such benefits have been drawn by the Candidate, may be indicated as below: | | | | | |
| Office/Institution | Pay, Pay Band, and Grade Pay/Level 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 | | |
| | | | | | |
| <p>9.1 Note: In case of Official already on deputation, the applications of such official should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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.</p> | | | | | |

| | | |
|---|--|------------------|
| 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 | Level in Pay Matrix | 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 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) | | |

| | |
|---|--|
| <p>16. B Achievements (if any): 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)</p> | |
| <p>17. Whether belongs to SC/ST</p> | |

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. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

(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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- (2) His/Her integrity is certified.
- (3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs 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.
- (4) 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)

1. The Deputy Director General of Civil Aviation (Northern Region)
Northern Region, Old ATC Building,
I.G.I. Airport (Domestic Terminal)
NEW DELHI-110037

2. The Deputy Director General of Civil Aviation
Civil Aviation Department
Integrated Office Complex,
New Airport Colony, Vile Parle(East)
MUMBAI- 400099.

3. The Deputy Director General of Civil Aviation (Southern Region)
Civil Aviation Department
Chennai Airport,
CHENNAI-600027

4. The Deputy Director General of Civil Aviation (Eastern Region)
Civil Aviation Department
N.S.C.B. International Airport
KOLKATA-700052

5. The Deputy Director General of Civil Aviation
Civil Aviation Department
HAL Airport, Vimanapura Post
BANGALORE-560017

6. The Deputy Director of Airworthiness
Civil Aviation Department
Lucknow Airport
LUCKNOW-226009.

7. The Deputy Director of Airworthiness
Civil Aviation Department
HAL Complex, Chakeri
KANPUR-208008

8. The Director of Air Safety
Civil Aviation Department
Safdarjung Airport
NEW DELHI-110 003

9. The Deputy Director of Airworthiness
Civil Aviation Department
Raja Bhoj Airport,
BHOPAL-462030

10. The Regional Controller of Air Safety
Civil Aviation Department
Old Airport, Santacruz (East)
MUMBAI-400029.

11. The Regional Controller of Air Safety
Civil Aviation Department
Hyderabad Airport,
HYDERABAD-500016.

12. The Deputy Director of Airworthiness
Civil Aviation Department
Begumpet Airport
HYDERABAD-500016

13. The Regional Controller of Air Safety
Civil Aviation Department
Chennai Airport
CHENNAI-600027

14. The Assistant Director of Airworthiness
Civil Aviation Department
Cochin International Airport Ltd.
Nedumbassery,
KOCHI-683111

15. The Deputy Director of Airworthiness
Civil Aviation Department
Biju Patnaik International Airport
BHUBANESHWAR-751020

16. The Deputy Director of Airworthiness
Civil Aviation Department
Patna Airport
PATNA-800014

17. The Deputy Director of Airworthiness
Civil Aviation Department
L.G.B.I. Airport
GUWAHATI-781015

18. The Regional Controller of Air Safety (Southern Region)
Civil Aviation Department
N.S.C.B. International Airport
KOLKATA-700052

19. The Instructor Incharge
Civil Aviation Department,
Gliding Centre,
PUNE-411028

20. The Aircraft Engineering Directorate
Deputy Director General of Civil Aviation
Civil Aviation Department
HAL Airport, Vimanapura Post
BANGALORE-560017