

File No.C-31011/2/2021-VIG-MOCA

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Government of India
Ministry of Civil Aviation

B-Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-03

Dated 25.03.2021

CIRCULAR

Sub: Engagement of Young Professional by the Ministry of Civil Aviation, Government of India for the work relating to Vigilance Division.

Ministry of Civil Aviation, Government of India, invites applications for 01 Young Professional in the Vigilance Division, Ministry of Civil Aviation on purely contract basis for a period of one year which may be extended for further period of one year at a time as decided by the Ministry. Full details of the vacancy circular are available in the Ministry's website (www.civilaviation.gov.in) under link "in focus". The details in this regard are given at Annexures I, II and III respectively.

The last date for receipt of application is 15th April, 2021 upto 05:00 p.m.

Anjali Mathur

(Anjali Mathur)

Under Secretary to Government of India

Tele No. 24616025

NIC Cell for up-loading on the Ministry's website.

(Annexure - I)

**APPLICATION FORM FOR APPOINTMENT AS YOUNG PROFESSIONAL IN
MINISTRY OF CIVIL AVIATION**

Paste your
photo here

1. Name:
2. Date of Birth:
3. Age as on 15.4.2021:
4. Domicile :
5. Contact Number:
6. Address for communication:
7. E-mail:
8. Details of essential Educational Qualification (LLB):
9. Knowledge of Computer (explain in brief):
10. Whether proficient in English :
12. Whether having desirable experience of 2 years in relevant field :
13. Brief particulars of experience (As per format attached):

14. Work Experience

S. No.	Designation	Organization	Period	Key tasks accomplished (Attach separate sheet if necessary)

Signature

Date:

Place:

TERMS OF REFERENCE

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

- Thoroughly examine vigilance cases with interpretation of various Acts / Rules.
- Handling of complaints being referred to this Ministry.
- Scrutiny of investigation report.
- Any other work that is allocated to her/him

BROAD TERMS OF ENGAGEMENT

1. Qualification:

- (i) **Essential:** LLB from any recognised university
- (ii) **Desirable:-** 2 years experience in relevant field.
- (iii) **Other Qualities (Essential):-** working knowledge of computer, proficiency in English and he/she should be able to work for long working hours.

2. Age Limit:

Candidate should not be more than 35 years of age as on closing date of receipt of application.

3. Leave:

Young professional shall be eligible for 12 days leave in a calendar year on pro-rata basis.

4. TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion. Young Professional will not be allowed foreign travel at Government expenses. However, Young Professional shall be allowed TA/DA for their travel inside the country in connection with the official work as per government rules.

5. Type of appointment:

The appointment will be purely on contract basis.

6. Contract Period:

Initial contract would be for a period of one year and shall be extended for further period of one year at a time as may be decided by the Ministry. The contract can be terminated by either party by giving one month notice in advance, at any time, without explaining the reason.

7. Terms of Payment of remuneration:

The emoluments for engagement of Young Professional are proposed to be fixed at Rs. 50,000/- per month (all inclusive).

8. The Department reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

9. Basis for Evaluation:

The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on the past work experience.

10. Guidelines for submission of the Applications:

The duly completed Application in prescribed format should be submitted so as to reach this Ministry at below mentioned address on or before **05.00 P.M. on 15th April 2021 [either by post or through email (scanned copy)]**.

Ms. Anjali Mathur
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Ministry of Civil Aviation,
'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-110003.
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