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AV-31020/8/2023-A-MOCA

Government of India

Ministry of Civil Aviation

B' Block, Rajiv Gandhi Bhawan,

New Delhi-110 003.

Dated: 03rd June 2024

Subject: Hiring of services of (03) Young Professionals (02 from the General Background and other 01 from Legal Background) to be engaged in the International Co-operation Division (Agreement) in the Ministry of Civil Aviation.

The Ministry of Civil Aviation invites applications for of (03) Young Professionals (02 from the General Background and other 01 from Legal Background) for appointment to the Agreement Division of the Ministry of Civil Aviation on a contract basis for a period of one year and a maximum extendable by further two years, subject to performance and requirement basis. Further details in this regard are attached herewith.

The Last date for receipt of the application through post/email is 15 days from the date of publishing of the advertisement on the website of the Ministry of Civil Aviation.



(S.P.R. Tripathi)

Under Secretary to Government of India

Tel: 2464 0217

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Ministry of Civil Aviation

Ministry of Civil Aviation requires services of three (03) Young Professionals (02 from the General Background and other 01 from legal background) for Agreement Division with the following job description and educational qualifications and work experience:

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

1. Essential Qualification

(a) For Young Professional in General Background

Bachelor's Degree from a recognized University/Institution.

(b) For Young Professional in Legal Background

Bachelor's Degree in Law from a recognized University/Institution.

2. Desirable Qualification for Young Professional

Candidates with specialization and/or experience in Aviation sector, and work experience in Government organizations will be preferred.

3. Additional Abilities in the following fields

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

4. Age Limit: 21-32 years as on date of advertisement,

5. Emoluments/Fee:-

The consolidated fee of the Young Professional shall be fixed at Rs 50,000/- (all inclusive) per month.

6. Procedure for Recruitment/ Scheme of the Examination:-

The selection for the post shall be conducted through Oral Test/ Interview.

7. Mode of Application

Interested candidates may send their CVs to the following address in the enclosed format (**Annexure - II**) by e-mail /post under 15 days from the date of publishing of advertisement on the Ministry's website.

The Under Secretary,
Agreement Division Room No. 251,
Ministry of Civil Aviation B Wing,
Rajiv Gandhi Bhavan, Safdarjung Airport,
New Delhi- 110033
Email address: soa.moca@nic.in

ANNEXURE-I

TERMS OF REFERENCE FOR ENGAGEMENT OF 03 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, legal matters etc.
- Preparation of draft reports utilizing software's which may include Word, Excel and/or Power Point 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.
- Young Professional will perform the duties under Section Officer (Agreement) who would assign the task, provide guidance and monitor the completion of the task by the Young Professional under the overall guidance of Joint Secretary (Agreement).
- 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/she will be required to attend office on off days or for extended hours, if necessary.
- Dealing with day to day office communication, maintenance of records, preparation of reports, compilation of data and its analysis and other ancillary assignments.

ANNEXURE -II

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



Photograph of the applicant

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	Total Marks/Marks obtained/Division/Class/grade

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

S.No.	Organization/ Institute	Period From-to	Nature of work	Remarks

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

(Signature of candidate)

Date

Mob No.

Email Id