

F.No.-60015/238/2024-MOCA
Government of India
Ministry of Civil Aviation


B' Block, Rajiv Gandhi Bhawan,
New Delhi-110003.
Dated: 07.01.2025

CIRCULAR

Subject: Hiring of Services of two (02) Young Professionals in the Administration Division in the Ministry of Civil Aviation –reg.

The Ministry of Civil Aviation invites applications for engagement of two (2) Young Professionals for appointment to the Administration 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.


(George D Toppo)
Under Secretary to the Govt. of India
Email: gd.toppo@nic.in
Tel: 011-24342873

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Ministry of Civil Aviation requires services of two (02) Young Professionals for Administration 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

Bachelor's Degree from a recognized University/Institution.

2. Desirable Qualification for Young Professional

Candidates with 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.
- i. Ability to handle online portals

4. Age Limit: 24- 40 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. In case, the engagement of YP is extended beyond one year, remuneration will be increased by a maximum of six (06) percent on yearly basis, subject to satisfactory performance.

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 within 15 days from the date of publishing of advertisement on the Ministry's website.

The Section Officer,
Administration Division, Room No. B-63,
Ministry of Civil Aviation B Wing,
Rajiv Gandhi Bhavan, Safdarjung Airport,
New Delhi- 110033
Email address: so-admn.moca@nic.in

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:-

- Managing the day-to-day operations of key portals such as Sparrow, e-HRMS, e-Gazette, Biometric Attendance, Bhavishya, Anubhav, Swagatam, PPPIS Portal etc. and ensuring the smooth functioning of these platforms
- Assisting with the implementation and execution of new features on online portals and ensuring compliance with the digital policies. Ensuring timely updates, troubleshooting, and resolving technical issues.
- Preparation of draft reports utilizing software's which may include Word, Excel and/or Power Point format.
- Preparing agenda and minutes of meetings.
- Any other relevant responsibility entrusted to the person.
- Young Professional will perform the duties under Section Officer (Administration) 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 (Administration).
- 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

Terms & Conditions for 02 YP's

1. **Eligibility Criteria:** Graduate Degree from a recognized University/Institution.
2. **Duration:** The candidate selected will be appointed on a contract basis initially for a period of one year. The term can be extended beyond one year depending on the performance of the candidate/need of the Ministry of Civil Aviation. However, the maximum duration of the contract will not be extended beyond three years.
3. **Age Limit:** Candidate should be between 24 to 40 years of age as on the date of advertisement of vacancy.
4. **Type of appointment:** The appointment will be purely on a contract basis.
5. **Contract Period:** Initial contract would be for a period of one year extendable for a further period of up to 3 years on a yearly basis, as may be decided by the Ministry.
6. **Facilities/allowances:** During the engagement as a young professional, he/she will be paid an all-inclusive consolidated monthly remuneration of Rs.50,000/- (Rs. Fifty thousand only). No other facilities/ allowances/benefits would be admissible except those specifically mentioned in the forgoing paras.
7. **Infrastructure:** He/she shall be provided with a suitable workplace in the Ministry of Civil Aviation with facilities such as a computer, Printer, Phone etc. for discharging her official duties. He/she will also be provided with a computer with supporting peripherals and internet access.
8. **Leave:** He/she shall be eligible for 12 days' casual leave in a calendar year on a pro-rata basis. The leave, however, cannot be claimed as a matter of right. He/she may also be required to attend office on Saturdays/Sundays and closed holidays and beyond normal office hours in the public interest without any extra remuneration. Unavailed leave would not be carried forward to the next calendar year. This Ministry reserves the right to terminate the services in the case of absence of 15 days or more beyond the entitled leave in a Calendar Year.
9. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. He/she will not be allowed foreign travel at Government's expense.
10. **On Tour:** On official tour within India, if any, he/she will be allowed reimbursement of Second-class AC train fare, hotel accommodation of up to Rs. 750/-per day, travel charges up to Rs. 225/- per diem for travel within the city and reimbursement of food bills will be reimbursable not exceeding Rs. 800/- per day or actual, whichever is less.
11. **Holidays:** If required he/she may be called on Saturday, Sunday and other Gazetted holidays.

12. **Tax:** Income Tax on his/her fee will be deducted at source as per applicable rules. Further, He/she shall be liable to pay such direct or indirect taxes, duties, fees and other impositions levied under the applicable laws of India. A TDS certificate shall be issued by the concerned DDO on demand.
13. **Confidentiality:** Except with the prior consent of the Ministry of Civil Aviation, he/she shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall she make public the recommendations formulated in the course of, or as a result of the services except in bonafide discharge of duties. Any reports/returns/ data/ information etc. generated during the contractual engagement shall be the exclusive property of the Ministry of Civil Aviation and he/she shall have no claim over it.
14. **Prohibition of Conflicting Activities:** He/she will not engage either directly or indirectly, in any business or professional activities.
15. **Conflict of Interest:** He/she shall hold the interest of the Ministry of Civil Aviation paramount without any consideration for future work and strictly avoid conflict of interest with other assignments. If during the period of this contract, a conflict of interest arises for any reason, he/she should promptly disclose the same to the Ministry of Civil Aviation and seek its instructions.
16. **Termination of Contract:** Either Party may, by not less than thirty (30) days' written notice to the other party, declare this contract null and void, or in the event of such declaration by either party, neither party shall have a claim against the other party. However, the Ministry reserves the right to terminate the contract at any time without any prior notice and without providing any reason for it. Further, the contract may be terminated without prior notice in case of a breach of provisions of the contract terms of engagement. The engagement of YP shall be terminated at the end of tenure, if not extended. In cases where this Ministry terminates the contract without giving prior notice, then the YP shall be paid proportionate remuneration in lieu of the notice.
17. **Proprietary Data:** The material/information/data collected during the course of tenure shall be the property of the Ministry of Civil Aviation and he/she shall not divulge or publish this without permission of this Ministry.

Copy to:

- i. Cash Section, Ministry of Civil Aviation
- ii. Pay and Accounts Office, Ministry of Civil Aviation
- iii. DDO, Ministry of Civil Aviation
- iv. Integrated Finance Division, Ministry of Civil Aviation