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**1245/60/2022-DG**  
**Government of India**  
**Ministry of Civil Aviation**  
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B Block, Rajiv Gandhi Bhawan  
New Delhi - 110003  
Dated: 1<sup>st</sup> August, 2025

**Subject: Hiring of services of 01 Young Professional (Legal Background) to be engaged in the Directorate General (DG) Division in the Ministry of Civil Aviation**

The Ministry of Civil Aviation invites applications for 01 Young Professional for appointment to the DG Division of the Ministry of Civil Aviation on contract basis for a period of one year, extendable by further two years, subject to performance and requirement basis. Further details in this regard are attached herewith.

**2. The last date for receipt of the application through post/email is 30 days from the date of publishing of this advertisement on the website of the Ministry of Civil Aviation**



**(Sunil Singh Rawat)**

Under Secretary to the Government of India  
Tele No: 011-24610359

**1245/60/2022-DG**  
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**Ministry of Civil Aviation**  
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Ministry of Civil Aviation requires services of one (01) Young professional (Legal Background) for Directorate General (DG) Division with the following job description, educational qualifications and work experience:-

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

**1. Essential Qualification:**

- Bachelor's Degree in law from a recognized University/Institution

**2. Desirable Qualification:**

- Master's degree in law from a recognized University/Institution
- Specialization and/or experience in Aviation sector, and work experience in Government organisations
- Data Analytics/Data Management and Analysis

**3. Additional abilities:**

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

**4. Age limit:**

- 21-32 years as on date of advertisement

**5. Emoluments:**

The consolidated remuneration of the Young Professional shall be as under:-

- Graduation or equivalent - Rs. 50,000/- (all inclusive per month)
- Post-Graduation or equivalent - Rs. 54, 000/- (all inclusive per month)

**6. Procedure for hiring:**

The selection for the post shall be conducted through Oral Test/Interview or a combination of both.

**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 30 days from the date of publishing of advertisement on the Ministry's website.

The Under Secretary  
Directorate General Division, Room No. 167,  
Ministry of Civil Aviation, B Block,  
Rajiv Gandhi Bhawan, Safdarjung Airport,  
New Delhi - 110003  
Email address - [vesec.moca@nic.in](mailto:vesec.moca@nic.in)

**Terms of Reference for engagement of 01 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 and legal matters etc.
- Preparation of draft reports utilising 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 (DG Division) 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 (DG Division).
- 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 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 .....