

**Government of India
Ministry of Civil Aviation
Rajiv Gandhi Bhawan, New Delhi**

Invitation for applications for the recruitment of 02 Young Professionals in the Ministry of Civil Aviation

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for work related to research, data analysis and policy formulation in Air Cargo Sector. Candidate with requisite qualification, expertise and experience as prescribed would be hired as Young Professional.

2. Applications are invited from eligible candidates for the posts. Details including eligibility criteria, Terms of Reference (ToR) etc. are available on the Ministry's website: www.civilaviation.gov.in. The last date of receipt of application is **21.01.2026 upto 5.00 P.M.** Applications received after due date and time will not be considered.

Shri Vijay Kumar Mishra
Deputy Director
Ministry of Civil Aviation
'B' Block, Rajiv Gandhi Bhawan,
New Delhi-110003

CIRCULAR

Subject: Invitation of applications for appointment of two (02) Young Professionals in the Ministry of Civil Aviation –regarding.

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for ER Division for attending to specific and time-bound work related to research, data analysis and policy formulation in the Air Cargo sector. These professionals will conduct research on key issues in Air cargo and logistics frameworks, prepare comprehensive reports and assist in the development and implementation of strategic initiatives, policies in the Air cargo sector. Selected candidates will provide essential support in research, data analysis and policy formulation. Candidate with requisite qualification, expertise and experience as prescribed would be hired as Young Professional.

In case of any query, applicants may communicate with the addressee only through email at ersec.moca@nic.in. Telephone calls or any other mode of communication shall not be entertained. The details of the advertisement are as follows:-

- I. **Job Requirement:** As per the detailed Terms of Reference (ToR) at **Annexure-I**.
- II. **Qualification and Age Limit:** Qualification and age limit for the Category of Young Professional is given in the table below:

Category of Young Professional	No. of posts	Qualifications	Age
Economics/ Finance/ Management	02	<ul style="list-style-type: none"> • Masters' Degree in any of the subjects [Economics, Logistics, Statistics, Business Administration (MBA) or Computer Application (MCA)]. • Minimum of 2 years of prior work experience with a PSU, Government body, university, or reputable company/firm/research organization in the field of market research, data analytics, supply chain management, or research and policy, preferably in the aviation sector and related areas. 	Not exceeding 35 years

III. **Desirable:** Candidate with experience in working in the following areas:

1. Applying the latest research, techniques and business intelligence to solve practical problems in the aviation domain.
2. Developing and/or applying existing mathematical, statistical, economic or financial models to analyze data in areas of research, data analysis, and policy formulation.
3. Interpreting data and preparation of brief reports/ drawing conclusions for policy making and/or implementation.

IV. **Leave:** YPs shall be eligible for 12 days' casual leave for a completed period of 1 year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to YPs. Un-availed leave shall neither be carried forward to next year nor encashed.

V. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

VI. **Type of appointment:** The appointment will be purely on contract basis.

VII. **Contract Period:** Individual YPs will be engaged for a period of one year, which may be extended by one year at a time (subject to the maximum tenure mentioned in MoCA's guidelines) as per the requirement of MoCA, satisfactory Annual Performance Review based on clearly defined Key Performance Indicators, overall situation of requirement of YPs by MoCA and availability of funds under the relevant Budget Head. The contract can be terminated by either party by giving one month's notice in advance.

VIII. **Maximum Tenure:** The maximum continuous tenure of YP will be for a maximum of three years (1+1+1) subject to factors mentioned in MoCA's guidelines.

IX. **Extension beyond maximum tenure:** Extension beyond the maximum tenure mentioned above may be considered for 1 more year under exceptional circumstances.

X. **Terms of Payment of remuneration:** The emoluments for engagement of Young Professional will be ₹54,000/- per month (all inclusive).

XI. **Annual Increment:** Up to 6% of the consolidated remuneration subject to satisfactory performance.

XII. **Basis for Evaluation:** The scrutiny of applications will be carried out by the Ministry on the basis of required and desirable qualification and past work experience of individuals. Consultancy Evaluation Committee constituted for the purpose may conduct a personal interview with the shortlisted applicants in compliance with the provisions of GFR, 2017.

XIII. **Guidelines for submission of the Applications:** The duly completed Application in the prescribed format should be submitted through the provided link on or before **05.00 P.M.** on **21.01.2026**. Any application received after the above mentioned deadline will not be considered.

XIV. **The Department reserves its 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.

XV. **Note:** The selection of YPs shall be made in accordance with the provisions contained in General Financial Rules 2017, Manual of Procurement for Consultancy and Other Services 2017, extant communications of Government of India and MoCA's O.M. dated 14/10/2022 and 04/04/2024 regarding Procedure and Guidelines for Ministry of Civil Aviation.

2. Interested applicants may apply by filling out the application form through the link provided below. A dummy/specimen of the application form is enclosed at **Annexure-II**. In addition, a scanned copy of the duly filled application form, as per **Annexure-III**, is required to be uploaded along with the other requisite documents while submitting the application form.

Link:

<https://docs.google.com/forms/d/e/1FAIpQLSfgZKX8JdzPG6ZilbgbovZeYPRu7egQa0AIsCY9l0w6r2CRlg/viewform?usp=dialog>

*Soumya
23/01/2025*

(Soumya Budhiraja)
Assistant Director

NIC Cell for uploading on the Ministry's web site.

सौम्या बुद्धिराजा / SOUMYA BUDHIRAJA
सहायक निदेशक / Assistant Director
भारत सरकार / Government of India
नागर विभाग भौत्तर्य / Ministry of Civil Aviation
राजीव गांधी भवन / Rajiv Gandhi Bhawan
नई दिल्ली-110003 / New Delhi-110003

**TERMS OF REFERENCE FOR ENGAGEMENT OF 'YOUNG PROFESSIONALS'
IN ER DIVISION OF THE MINISTRY OF CIVIL AVIATION**

The service of the 'Young Professionals' would be utilized in carrying out the following tasks:

1. Preparing comprehensive reports and assist in the development and implementation of strategic initiatives in Air cargo sector. Their role will be crucial in ensuring that the Ministry remains at the forefront of innovation and efficiency, contributing to the advancement of civil aviation in India.
2. Providing essential support in analysis, research and data analytics of initiatives in Air cargo sector such as NTFAP, AFS, Air Cargo Community System (ACCS), Transshipment and other related programmes.
3. Coordinating with Ministries and Departments for the promotion of multimodal connectivity and facilitation measures.
4. Preparing analytical reports, policy briefs, and data-driven recommendations; and supporting the design, implementation, and monitoring of cargo-related schemes, projects and inter-ministerial initiatives.
5. Conducting impact assessment and other studies – pilot, special and innovative interventions.
6. Assisting in projects in diverse areas of aviation and ancillary areas and study the impact of policy interventions and global developments on various aviation sub-sectors in India.
7. Assisting in various aspects of the research process, including literature review, data collection, data analysis, preparing presentations, and writing briefs. There will be opportunities to independently develop research ideas in the aviation sector.
8. Preparing position papers and power point presentations on the aviation sector, or its sub-sectors, giving current snapshot and future outlook. These would, *inter alia*, draw upon detailed analysis of data pertaining to the aviation sector and writing reports thereon, modelling and forecasting based on data.
9. Preparing agenda and minutes of meetings. Following up with stakeholders in Ministry, State Governments, Industry etc. for information, clarification, approvals etc.
10. Dealing with day to day office communication, maintenance of records, preparation of reports, compilation of data and its analysis and other ancillary assignments.
11. Any other task that may be assigned from time to time by Ministry of Civil Aviation.

This is a full-time assignment. The Young Professionals shall be provided necessary facilities of office space/ equipment in the premises of Rajiv Gandhi Bhavan, New Delhi. Office timings of Ministry of Civil Aviation shall be applicable.

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Application Form for recruitment of Young Professional in the ER Division, Ministry of Civil Aviation, New Delhi

Name *

First and Last name

ABC DEF

Father's Name *

XYZ

Date of Birth *

MM DD YYYY

01 / 01 / 2000

Age in years (as on 17.01.2026) *

26

Email *

abc@gmail.com

Phone number *

999*****

Domicile *

Delhi

Nationality *

Indian

Details of Education Qualifications

Format: Subject/Course, Institute/School/College/University, Year of Passing, Percentage (Division)

Matriculation (10th) *

Science, NVS Delhi, 2017, 90% (division first)

Intermediate(12th) *

PCM with computer, NVS Delhi, 2019, 90% (division first)

Graduation *

B.Sc Mathematics, IIT Delhi, 2022, 9.2 CGPA (division first)

Post Graduation *

1. M.Sc Mathematics, IIT Delhi, 2024, 9.2 CGPA (division first)

Details of Work Experience

S.No, Organization/Institute, Designation, Period from-to, Nature of Work (Chronologically from Current to Previous)

Details of Work Experience *

1. Company1, Manager, 02.02.2022-till present, Administration work
2. Company2, Assistant Manager, 01.02.2020-31.01.2022, Administration work
3. Company3, Executive, **.**.2018- **.**.2020

Duration of Work Experience in MM.YY (as on 17.01.2026) *

11.04

References (Preferably two)

Sr. No., Name, Designation and Company, Address, Phone, Email ID

References (Preferably two) *

- 1 abc,Senior Manager,xyz,new delhi,97*****,abc@gmail.com
- 2 xyz, Consultant,Pqr,Noida,99*****,xyz@gmail.com

Uploading of Documents

A single merged document containing the following in same order:

Document 1: (i) Application form as provided at Annexure III & (ii) Single pager Resume
Document 2: Education Qualification Certificates (from Post Graduation to Matriculation)
Document 3: Work Experience Certificates (from Current to Previous)
Document 4: Any additional document, if any.

Document 1: Application Form (Annexure III) & Resume *

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 Add file

Document 2: Education Qualification *

 lu862 - Riya Cha...

 Add file

Document 3: Work Experience *

 Riya Chauhan- R...

 Add file

Document 4: Any additional document, if any.

 Add file

Application Format for recruitment of Young Professionals in Ministry of Civil Aviation

1. Name:			
2. Father's Name:			
3. Date of Birth:			
4. Domicile:			
5. Nationality:			
6. Mailing Particulars:	<div style="text-align: right; margin-top: 10px;">Affix recent passport size photograph</div>		
Postal / Current Address	Permanent Address	Phone / Mobile	e-Mail ID

7. Educational Qualification:

S. No.	Course	Subject	University / Institute	Year of Passing	Division / Class

8. Work Experience:

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

9. Desirable Qualification, if any: (Scanned copy needs to be attached)

10. References (Name, Address, Phone, email ID to be given):

S. No.	Name	Address	Phone / Mobile	e-mail ID
(i)				
(ii)				

11. Additional information about work and experience nature of work etc. may be furnished separately as an attachment.

Place:
Date:

Signature of the Candidate