



भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
(भारत सरकार का सांविधिक निकाय)

तृतीय तल, ए ब्लॉक, उडान भवन, सफदरजंग हवाईअड्डा, नई दिल्ली-110003

फोन ; 24695041 वेबसाइट : <http://aera.gov.in>

रिक्ति सूचना

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) प्रतिनियुक्ति आधार पर नई दिल्ली में निदेशक (नीति एवं सांख्यिकी) - वेतन लेवल 13 (संख्या 01), वरिष्ठ प्रधान निजी सचिव - वेतन लेवल 12 (संख्या 01), अवर सचिव (नीति एवं सांख्यिकी) - वेतन लेवल 11 (संख्या 04), अवर सचिव (सूचना प्रौद्योगिकी) - वेतन लेवल 11 (संख्या 01), बेंच अधिकारी (विधिक) - वेतन लेवल 11 (संख्या 01), प्रधान निजी सचिव - वेतन लेवल 11 (संख्या 01), तकनीकी प्रबंधक (सूचना प्रौद्योगिकी) - वेतन लेवल 10 (संख्या 01), निजी सचिव - वेतन लेवल 8 (संख्या 02), सहायक - वेतन लेवल 7 (संख्या 01), निजी सहायक - वेतन लेवल 7 (संख्या 02), कनिष्ठ हिंदी अनुवादक - वेतन लेवल 6 (संख्या 01), आशुलिपिक - वेतन लेवल 4 (संख्या 05), रिसेप्शनिस्ट-कम-टेलिफोन ऑपरेटर- वेतन लेवल 2 (संख्या 01) के पदों को भरने के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित करता है। प्राधिकरण भर्ती नियमों में संशोधन कर रहा है ताकि कार्मिकों का ऐरा में आमेलन (Absorption) किया जा सके। प्रतिनियुक्ति के लिए चुने गए उम्मीदवारों का वर्तमान दिशा-निर्देशों और नियमों में बाद में किए गए संशोधन के आधार पर इस कार्यालय में स्थायी रूप से आमेलन (Absorption) करने पर भी विचार किया जा सकता है। विवरण ऐरा की वेबसाइट: <http://aera.gov.in> पर उपलब्ध है। आवेदन प्राप्त करने की अंतिम तारीख 20.01.2025 को सायं 5.30 बजे तक है। इस संबंध में यदि कोई शुद्धि पत्र/परिशिष्ट होगा तो उसे ऐरा की वेबसाइट पर ही प्रकाशित किया जाएगा।

नोट : कोई भी सूचना दिए बिना और कारण बताए बिना रिक्तियों में परिवर्तन किया जा सकता है।

हस्ताक्षरित/-
उप प्रमुख, ऐरा


डा. कमलेश कुमार / Dr. KAMLESH KUMAR
उप प्रमुख / Deputy Chief
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
उडान भवन / Udaan Bhawan
सफदरजंग हवाई अड्डा, नई दिल्ली-110003 / Safdarjung Airport, New Delhi-110003



Airports Economic Regulatory Authority of India
(A Statutory Body of the Government of India)
3rd Floor, 'A' Block, Udaan Bhawan, Safdarjung Airport, New Delhi – 110003
Ph ; 24695041, Website : <http://aera.gov.in>

VACANCY NOTICE

Airports Economic Regulatory Authority of India (AERA), invites applications from eligible candidates for filling up posts of, Director (Policy & Statistics) – Pay Level 13 (01 No.'s), Sr. Principal Private Secretary – Pay Level 12 (01 No.), Under Secretary (Policy & Statistics) – Pay Level 11 (04 No.'s), Under Secretary (Information Technology) – Pay Level 11 (01 No.), Bench Officer (Legal) – Pay Level 11 (01 No.), Principal Private Secretary – Pay Level 11 (01 No.), Technical Manager (Information Technology) – Pay Level 10 (01 No.), Private Secretary – Pay Level 8 (02 No.'s.), Assistant – Pay Level 7 (01 No.), Personal Assistant – Pay Level 7 (02 No.'s), Junior Hindi Translator – Pay Level 6 (01 No.), Stenographer – Pay Level 4 (05 No.'s), Receptionist-cum-telephone operator – Pay level 2 (01 no.) in New Delhi on deputation basis. The Authority is in process of amending recruitment rules for enabling absorption of personnel in AERA. The candidates selected for deputation may also be considered for permanent absorption in this office, based on extant guidelines and the rules post amendment. Details are available on AERA's website <http://aera.gov.in>. Last date for receipt of applications is 20.01.2025 till 5:30 pm. Corrigendum/Addendum, if any, in this regard would be published only on AERA's Website.

Note: - The vacancies are liable to change without notice and without assigning any reason.

Sd/-
Deputy Chief, AERA

डॉ. कमलेश कुमार / Dr. KAMLESH KUMAR
उप प्रमुख / Deputy Chief
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
उड़ान भवन / Udaan Bhawan
सफ़दरजंग हवाई अड्डा, नई दिल्ली-03 / Safdarjung Airport, New Delhi-03



सत्यमेव जयते

भारत सरकार
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Government of India
Airports Economic Regulatory Authority of India

फा. संख्या ए-12026/1/2022-स्था./22008

दिनांक 19 दिसंबर, 2024

सेवा में,

भारत सरकार के सभी मंत्रालय/विभाग,
सार्वजनिक क्षेत्र के उपक्रम, सांविधिक और स्वायत्तशासी निकाय

विषय: भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) में रिक्त पदों को प्रतिनियुक्ति आधार पर भरना।

महोदय,

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा), नई दिल्ली, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण अधिनियम, 2008 के अंतर्गत गठित सांविधिक निकाय है। ऐरा द्वारा निम्नलिखित पदों को योग्य उम्मीदवारों से तीन (03) वर्ष की अवधि के लिए प्रतिनियुक्ति आधार पर भरे जाने का प्रस्ताव है जो कि कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन के अनुसार सात (07) वर्ष तक बढ़ाई जा सकती है:

| क्र.सं | पद | संशोधन-पूर्व वेतनमान | रिक्त पदों की संख्या |
|--------|-------------------------------------|-------------------------------------------------|----------------------|
| 1 | निदेशक (नीति एवं सांख्यिकी) | पीबी 4 (₹ 37400-67000; ग्रेडपे ₹ 8700)/लेवल 13 | 01 |
| 2 | वरिष्ठ प्रधान निजी सचिव | पीबी 3 (₹ 15600- 39100; ग्रेडपे ₹ 7600)/लेवल 12 | 01 |
| 3 | अवर सचिव (नीति एवं सांख्यिकी) | पीबी 3 (₹ 15600-39100; ग्रेडपे ₹ 6600)/लेवल 11 | 04 |
| 4 | अवर सचिव (सूचना प्रौद्योगिकी) | पीबी 3 (₹ 15600-39100; ग्रेडपे ₹ 6600)/लेवल 11 | 01 |
| 5 | बेच अधिकारी (विधिक) | पीबी 3 (₹ 15600-39100; ग्रेडपे ₹ 6600)/लेवल 11 | 01 |
| 6 | प्रधान निजी सचिव | पीबी 3 (₹ 15600-39100; ग्रेडपे ₹ 6600)/लेवल 11 | 01 |
| 7 | तकनीकी प्रबंधक (सूचना प्रौद्योगिकी) | पीबी 3 (₹ 15600-39100; ग्रेडपे ₹ 5400)/लेवल 10 | 01 |
| 8 | निजी सचिव | पीबी 2 (₹ 9300-34800; ग्रेडपे ₹ 4800)/लेवल 8 | 02 |
| 9 | सहायक | पीबी 2 (₹ 9300-34800; ग्रेडपे ₹ 4600)/लेवल 7 | 01 |
| 10 | निजी सहायक | पीबी 2 (₹ 9300-34800; ग्रेडपे ₹ 4600)/ लेवल 7 | 02 |
| 11 | कनिष्ठ हिंदी अनुवादक | पीबी 2 (₹ 9300-34800; ग्रेडपे ₹ 4200)/लेवल 6 | 01 |
| 12 | आशुलिपिक | पीबी 1 (₹ 5200-20200; ग्रेडपे ₹ 2400)/लेवल 4 | 05 |
| 13 | रिस्पेशनिस्ट-कम-टेलिफोन ऑपरेटर | पीबी 1 (₹ 5200-20200; ग्रेडपे ₹ 1900)/लेवल 2 | 01 |

नोट:- कोई भी सूचना दिए बिना और कारण बताए बिना रिक्तियों में परिवर्तन किया जा सकता है।

.....जारी 2

2. प्रत्येक पद के लिए अपेक्षित अर्हताओं एवं अनुभव का ब्यौरा संलग्नक-1 में दिया गया है। उपर्युक्त सभी पदों पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी। वेतन एवं भत्ते नागर विमानन मंत्रालय, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण कर्मचारी (पदों की संख्या और सेवा की शर्तों), नियमावली, 2011 द्वारा निर्धारित होंगे। ऐरा सामान्य पूल के सरकारी आवास के आबंटन/प्रतिधारण के लिए पात्र कार्यालय नहीं है। प्राधिकरण भर्ती नियमों में संशोधन कर रहा है ताकि कार्मिकों का ऐरा में आमेलन (Absorption) किया जा सके। प्रतिनियुक्ति के लिए चुने गए उम्मीदवारों का वर्तमान दिशा-निर्देशों और नियमों में बाद में किए गए संशोधन के आधार पर इस कार्यालय में स्थायी रूप से आमेलन (Absorption) करने पर भी विचार किया जा सकता है।

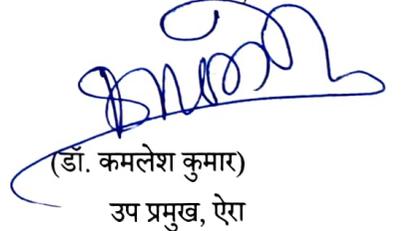
3. सभी मंत्रालयों/विभागों, सार्वजनिक क्षेत्र के उपक्रमों, सांविधिक और स्वायत्तशासी निकायों से अनुरोध है कि इच्छुक उम्मीदवारों के आवेदन निर्धारित प्रोफॉर्मा (संलग्नक-11) में लिफाफे पर आवेदन किए गए पद का उल्लेख करते हुए अग्रेषित करें ताकि यह डाक द्वारा दिनांक 20.01.2025 को सायं 5.30 बजे या इससे पहले उप प्रमुख, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण, तृतीय तल, उड़ान भवन, सफदरजंग हवाईअड्डा, नई दिल्ली-110003 (दूरभाष संख्या : 011-24695041) के पास या ई-मेल estt-rectt@acra.gov.in द्वारा पहुँच जाए। इसके साथ निम्नलिखित दस्तावेज भी हो :

- (i) आवेदक के पिछले पाँच (05) वर्षों के अद्यतन किए गए एपीएआर डोजियर
- (ii) सर्तकता अनापत्ति
- (iii) संवर्ग अनुमति

4. अंतिम तिथि के बाद या एपीएआर डोजियर के बिना या अन्य प्रकार से अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा। आवेदन अग्रेषित करते समय यह सत्यापित और प्रमाणित किया जाए कि आवेदक द्वारा दिए गए विवरण सही हैं। यह भी पुष्टि की जाए कि नियुक्ति के लिए चयन होने की स्थिति में संबंधित आवेदक को ऐरा में कार्यग्रहण करने के लिए कार्यमुक्त कर दिया जाएगा। प्राधिकरण को उपर्युक्त किसी भी या सभी रिक्तियों को न भरने का अधिकार है। अर्हता और अनुभव के संबंध में उम्मीदवार की पात्रता आवेदन प्रस्तुत करने की अंतिम तारीख को सुनिश्चित की जाएगी।

5. कृपया इसे अपने नियंत्रणाधीन विभिन्न यूनिटों / कार्यालयों में व्यापक रूप से परिचालित किया जाए। रिक्तियों का ब्यौरा और निर्धारित प्रोफॉर्मा ऐरा की वेबसाइट <http://acra.gov.in> से भी डाउनलोड किया जा सकता है।

भवदीय,


(डॉ. कमलेश कुमार)
उप प्रमुख, ऐरा

संलग्नक : ऊपर बताए अनुसार



भारत सरकार
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Government of India
Airports Economic Regulatory Authority of India

F. No. A-12026/1/2022-Estb/22008

Dated: 19 December, 2024

To,

All Ministries/Departments of the Govt. of India,
Public Sector Undertakings, Statutory and Autonomous Bodies.

Subject: Filling up of posts vacant in Airports Economic Regulatory Authority of India (AERA) on deputation basis.

Sir,

The Airports Economic Regulatory Authority of India (AERA), New Delhi is a statutory body set up under the Airports Economic Regulatory Authority of India Act, 2008. AERA proposes to fill the following posts, on deputation basis, for a period of three years extendable upto seven (07) years as per DoPT OM from amongst eligible candidates:

| Sl. No. | Post | Pre-revised Scale of Pay | No. of posts vacant |
|---------|--------------------------------------------|---------------------------------------------|---------------------|
| 1. | Director (Policy & Statistics) | PB4 (Rs. 37400-67000; GP Rs 8700)/ Level 13 | 01 |
| 2. | Sr. Principal Private Secretary | PB3 (₹ 15600-39100; GP ₹ 7600) / Level 12 | 01 |
| 3. | Under Secretary (Policy & Statistics) | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 04 |
| 4. | Under Secretary (Information Technology) | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 01 |
| 5. | Bench Officer (Legal) | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 01 |
| 6. | Principal Private Secretary | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 01 |
| 7. | Technical Manager (Information Technology) | PB3 (₹ 15600-39100; GP ₹ 5400)/Level 10 | 01 |
| 8. | Private Secretary | PB2 (₹ 9,300-34,800; GP ₹ 4800)/Level 8 | 02 |
| 9. | Assistant | PB2 (₹ 9,300-34,800; GP ₹ 4600)/Level 7 | 01 |
| 10. | Personal Assistant | PB2 (₹ 9,300-34,800; GP ₹ 4600)/Level 7 | 02 |
| 11. | Junior Hindi Translator (JHT) | PB2 (₹ 9,300-34,800; GP ₹ 4200)/Level 6 | 01 |
| 12. | Stenographer | PB1 (₹ 5200-20200; GP ₹ 2400)/Level 4 | 05 |
| 13. | Receptionist-cum-Telephone Operator | PB1 (₹ 5200-20200; GP ₹ 1900)/Level 2 | 01 |

Note: - The vacancies are liable to change without notice and without assigning any reason.

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2. Details of qualifications and experience required for each post are appended at Annexure – I. Maximum age limit for appointment to all above posts shall not exceed 56 years as on the closing date of receipt of applications. The pay and allowances shall be governed by Ministry of Civil Aviation, Airports Economic Regulatory Authority employees (number of posts and condition of service) Rules 2011. AERA is not an eligible office for allotment/retention of Govt. accommodation from the General Pool. The Authority is in process of amending recruitment rules for enabling absorption of personnel in AERA. The candidates selected for deputation may also be considered for permanent absorption in this office, based on extant guidelines and the rules post amendment.

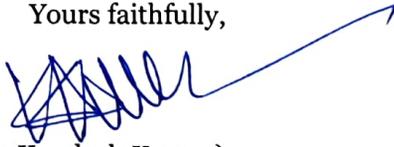
3. All Ministries/Departments, Public Sector Undertakings, Statutory & Autonomous Bodies are requested to forward applications of interested candidates in the prescribed proforma (Annexure II) in an envelope super scribing the post applied for so as to reach The Deputy Chief, Airports Economic Regulatory Authority of India, 3rd Floor, Udaan Bhawan, Safdarjung Airport, New Delhi – 110003 (Tel No. 011-24695041) by post or on Email address:- estt-rectt@aera.gov.in on or before 20.01.2025 till 5:30 pm along with the following documents: -

- (i) Updated APAR dossiers of the applicant for the last 5 years.
- (ii) Vigilance clearance.
- (iii) Cadre clearance.

4. Applications received after the closing date or without the APAR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct. It may also be confirmed that in the event of selection for appointment, the applicant concerned shall be relieved of his/her duties to join AERA. The Authority reserves the right not to fill up any or all the above vacancies. The eligibility of candidate with respect to qualification and experience shall be ascertained as on last date for submission of application.

5. This may please be given wide circulation in the various units/offices under your control. Details of the vacancies and the prescribed proforma can also be downloaded from AERA website <http://aera.gov.in>

Yours faithfully,


(Dr. Kamlesh Kumar)
Dy. Chief, AERA

Encl: As Above.

Recruitment Rules

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
|---------|----------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Director (Policy and Statistics) | Level-13 (₹ 123100 - 215900) Pre-revised PB4 (₹ 37400-67000; with Grade Pay Rs. 8,700) | <p>Deputation: -</p> <p>Officers of the Central Government or State Government or Union territory Administration or Public Sector Undertaking or recognized Research Institute or Universities or Semi-Government or Statutory or Autonomous organization;</p> <p>(i) holding analogous post on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs.78800-209200/-) of the pay matrix or equivalent in the parent cadre or department;</p> <p>Or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in level-11 (Rs.67700 – 208700/-) of the pay matrix or equivalent in the parent cadre or department;</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Post graduate degree from recognized University in Economics or Statistics or Commerce or Business Administration with Finance and Accountancy or Chartered Accountant or Cost Accountancy or any other qualification considered useful by the Authority.</p> <p>Desirable:</p> <p>(ii) At least Three-year experience in Central Government or State Government or Union Territory Administration or Public Sector Undertaking or recognized Research Institute or University or Semi Government or Statutory or Autonomous Organization in regulatory economics or economics administration or financial modeling or cost analysis or tariff related work.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 2. | Sr. Principal Private Secretary | Level-12 (₹ 78800 - 209200) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay Rs. 7,600) | <p>Deputation:</p> <p>Officers under Central Government or State Government or Union territories or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>(i) Holding analogous post on regular basis in parent cadre or Department; Or (ii) Principal Private Secretary with three years' service in Level-11 (having three years' service in level-11 (Rs. 67700-208700/-) on regular basis in the parent cadre or department;</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent (ii) Possessing working knowledge of computers.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 3. | Under Secretary (Policy & Statistics) | Level-11 (₹ 67700 - 208700) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay Rs. 6,600) | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) having three years' experience in level 10- (Rs.56100-177500/-) on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(iii) having Six years' experience in Level-8 (Rs.47600-151100/-) + Level-9(Rs.53100-167800/-) on regular basis in the parent cadre or department.</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>possessing the following qualifications and experience-</p> <p>(i) Graduate degree from a recognised University in Economics or Statistics or Commerce or Business Administration with finance and accounts or Chartered Accountancy or Cost Accountancy or any equivalent degree considered useful by the Authority;</p> <p>Desirable:</p> <p>(ii) At least three years' experience in regulatory economics or economics administration or financial modeling or cost analysis or tariff related works.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 4. | Under Secretary (Information & Technology) | Level-11 (₹ 67700 - 208700) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay Rs. 6,600) | <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in parent cadre or Department or equivalent scale of pay in Central Public Undertakings or Autonomous Bodies;</p> <p>Or</p> <p>(ii) With three years continuous service in the regular PB-3, Rs. 15600-39100 with grade pay Rs. 5400 in the parent Department or equivalent scale of pay in Central Public Undertakings or Autonomous Bodies;</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Master's Degree in Computer Applications or M. Sc (Computer Science/ Information Technology) from a recognized University/Institute; or B.E./B.Tech. (Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information Technology) from a recognized University/Institute.</p> <p>Desirable:</p> <p>(ii) Three years' experience in relevant areas of Programming/Information System in a Government/PSU/Autonomous Body/Statutory Body or in any recognized institution.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 5. | Bench Officer (Legal) | Level-11 (Rs.67700 - 208700) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 6,600) | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) having three years' experience in level-10 (Rs.56100-177500/-) on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(iii) having Six years' experience in Level-8 (Rs.47600-151100/-) + Level-9 (Rs.53100-167800/-) on regular basis in the parent cadre or department.</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>possessing the following qualifications and experience-</p> <p>(i) Graduate Degree in law from recognized University or Institute</p> <p>Desirable:</p> <p>(ii) Three years' experience in handling litigation or arbitration or drafting of regulations, rules or statute related to any government organization or regulatory body.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 6. | Principal Private Secretary | Level-11 (Rs.67700 - 208700) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 6,600) | <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in parent cadre or Department;</p> <p>Or</p> <p>(ii) Private Secretary with six years' service in the Level-8 (Rs. 47600-151100/-) on regular basis in the parent cadre or department.</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 7. | Technical Manager (Information Technology) | Level-10 (₹ 56100 - 177500) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 5,400) | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) With minimum two years' continuous service in the regular PB-2, Rs. 15600-39100 with grade pay Rs. 4800/- in the parent Department or equivalent scale of pay in Central Public Undertakings or Autonomous Bodies</p> <p>Note 1- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>Possessing the following qualifications and experience:</p> <p>(i) B.E./B.Tech. (Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information Technology) or Degree in Computer Applications or B.Sc (Computer Science/Information Technology) from a recognized University/Institute.</p> <p>Desirable:</p> <p>(ii) Three years' experience in relevant areas of Programming/ Information System in a Government/PSU/Autonomous/Body/Statutory Body or in any recognized institution.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 8. | Private Secretary | Level-8 (₹ 47600 - 151100) Pre-revised PB2 (₹ 9300-34800; with Grade Pay ₹ 4,800) | <p>Deputation:</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in parent cadre or Department;</p> <p>Or</p> <p>(ii) Personal Assistant with two years' regular service in Level-7 (Rs. 44900-142400/-) in the parent cadre or department</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 9. | Assistant | Level-7 (₹ 44900 - 142400) Pre-revised PB2 (₹ 9300-34800; with Grade Pay ₹ 4,600) | <p>Deputation:</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in parent cadre or Department;</p> <p>Or</p> <p>(ii) Senior Secretariat Assistant or Upper Division Clerks with three years' regular service in the Level-4 (Rs. 25500-81100/-) on regular basis in the parent cadre or department.</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 10. | Personal Assistant | Level-7 (₹ 44900 - 142400) Pre-revised PB2 (₹ 9300-34800; with Grade Pay ₹ 4,600) | <p>Deputation:</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or Department;</p> <p>Or</p> <p>(ii) Stenographers with three years' regular service in the level-4 (Rs. 25500-81100) on regular basis in the parent department or organization.</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 11. | Junior Hindi Translator | Level 6 (₹ 35400-112400) Pre-revised PB2 (Rs. 9,300-34,800/-, with Grade Pay ₹ 4200/- | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding Analogous Post on regular basis in the Parent Cadre or Department;</p> <p>Or</p> <p>(ii) With 6 years' service in the grade rendered after appointment thereto on regular basis in the level 5 of the revised pay matrix (pre-revised scale of pay of Rs. Rs 5200-20200 + 2800 GP in PB2) or equivalent in the parent cadre or department.</p> <p>Or</p> <p>(iii) With 10 years' service in the grade rendered after appointment thereto on regular basis in level 4 of the revised pay matrix (pre-revised pay scale of Rs. 5200- 20200 + 2400 GP in PB2) or equivalent in the parent cadre or department;</p> <p>Note 1- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of</p> | <p><u>Qualification & Experience:</u></p> <p>A) <u>Essential (i) Educational Qualifications:</u></p> <p>Master's Degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level.</p> <p>Or</p> <p>Master's Degree of a recognized University in any subject other than English or Hindi with Hindi or English medium and English or Hindi respectively as a compulsory or elective subject or as a medium of examination at degree level.</p> <p>Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than English or Hindi, with Hindi or English respectively as a compulsory or elective subject of either or the two as a medium of examination and the other as a compulsory or elective subject at degree level.</p> <p>And</p> <p><u>(ii) Experience:</u></p> <p>Recognized diploma or certificate course in translation from Hindi to English and vice – versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including</p> |

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| | | | receipt of applications. | <p>Government of India Undertakings.</p> <p>B. (i) Knowledge at the level of matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.</p> <p>(ii) Diploma or certificate course in translation from Hindi to English and vice-versa from a recognized institute/ University or two years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertakings.</p> <p>(iii) Working knowledge of computer.</p> |
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| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 12. | Stenographer | Level-4 (₹ 25500-81100) Pre-revised PB1(₹ 5,200-20,200, with Grade Pay ₹ 2,400) | <p>Deputation:</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or Department;</p> <p>Note: 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer.</p> |

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
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| 13. | Receptionist-cum-Telephone Operator | Level-2 (₹ 19900-63200) Pre-revised PB1(₹ 5,200-20,200, with Grade Pay ₹ 1,900) | <p>Deputation:</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations;</p> <p>(i) Holding analogous post in the parent department or equivalent scale of pay in Central Public Sector Undertakings Autonomous Bodies or regulatory authority.</p> <p>Note 1- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>Possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognized University or equivalent</p> <p>(ii) Possessing working knowledge of computer.</p> |

CURRICULUM VITAE PROFORMA

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| Photograph |
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1. Post applied for :
2. Name (in Block Letters):
3. Postal Address (in Block Letters):
4. E-mail and Mobile No.:
5. Date of Birth (Christian era):
6. Details of Employment:

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|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| i. | Name of the Parent Department / Organization along with Address | |
| ii. | Date of joining in Parent Department | |
| iii. | Date of retirement from the Parent Department | |
| iv. | Present Post held, along with pay level & present basic pay / pay scale / Pay band & Grade Pay of the post held, as the case may be. | |
| v. | Office Telephone No. & E-mail ID | |
| vi. | Date of Entry into present Grade Pay / Level on regular basis | |
| vii. | Nature of Duties in detail | |
| viii. | Nature of present employment i.e., ad hoc or Temporary or Quasi- Permanent or Permanent. | |
| ix. | Please state whether working under:- Central Government /State Government /Autonomous Organization/ Government Undertaking/ Universities/ Others | |
| x. | Total emoluments per month now drawn | |
| xi. | Additional information, if any which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and prescribed in the Vacancy Circular / Advertisement). Enclose a separate sheet if the space is insufficient | |

7. Education Qualification :-

1. Education Qualification :-

| Degree/Diploma/Certificate | Name of the Board / Institution/University | Year of Passing | Subject (s) |
|----------------------------|--------------------------------------------|-----------------|-------------|
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2. Whether belongs to SC/ST/OBC/General Category:

3. The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / Societies and (iv) any other information :

Applicants not holding the post in the new pay Matrix Pay scales /Pay Band & Grade pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature & Name of the candidate

Place:.....
Date :

Countersigned

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.....

(Employer with Seal)