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No. AV-13024/29/2016-AS  
Government of India/ भारत सरकार  
Ministry of Civil Aviation/ नागर विमानन मंत्रालय  
\*\*\*\*\*

Block B, Rajiv Gandhi Bhawan,  
New Delhi, Dated the 11<sup>th</sup> August, 2025

**CIRCULAR**

**Subject: Filling up of the post of Deputy Director General (DDG) in Bureau of Civil Aviation Security (BCAS) in Level 13A in the Pay Matrix on deputation basis.**

Ministry of Civil Aviation invites applications for the post of Deputy Director General (DDG) in Bureau of Civil Aviation Security (BCAS) in Level-13A in the Pay Matrix on deputation basis. The advertisement for the same is enclosed at annexure.

2. The last date for receipt of the application through post/email is six weeks from the date of publication of the advertisement in Employment News. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

PS 11. 8. 2025  
(Padma Agnihotri)  
Under Secretary to the Govt. of India  
Tel: 011-24342854

Enclosure: As above

Copy to (with a request to give wide publicity to the above Circular):

- i. MHA
- ii. DoPT



OK

Abhishek

No.AV.13024/29/2016-AS  
Government of India/ भारत सरकार  
Ministry of Civil Aviation/ नागर विमानन मंत्रालय  
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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi,  
Dated the 11<sup>th</sup> August, 2025

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Deputy Director General (DDG) in Bureau of Civil Aviation Security (BCAS) in Level 13A in the Pay Matrix on deputation basis.**

The undersigned is directed to inform that it is proposed to fill up two post of DDG in BCAS at New Delhi in Level-13A in the Pay Matrix. The number of posts may increase if there is any additional vacant post. The eligibility criterion are given at **Annexure-I**.

2. Applications of such officers will be considered which are routed through proper channel and are accompanied with the following:

- i. bio-data in the proforma at **Annexure-II**;
- ii. checklist to be verified by Controlling Authority of the applicant at **Annexure-III**;
- iii. clear photocopies of the up-to-date APAR dossier of the officer containing APARs of at least last five years, duly attested by a Group 'A' officer;
- iv. An attested Statement indicating the grading in the APAR during the last five years;
- v. cadre clearance;
- vi. clearance from vigilance and disciplinary angle; and
- vii. statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officers in the prescribed proforma to:

The Under Secretary, Aviation Security Division, Ministry of Civil Aviation, 'B' Block, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003, so as to reach this Office, within six weeks of the publication of this advertisement in employment News. **The applications may also be emailed at 'padma.agnihotri@gov.in' or soas.moca@nic.in.**

4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The application once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

(Padma Agnihotri)

Under Secretary to the Govt. of India  
Tel: 011-24342854

To

- i. The Secretaries, all the Ministries/Departments of Government of India
- ii. Chief Secretaries of all State Government/ Union Territories

## **ANNEXURE-I**

### **Eligibility Criterion for the post of DDG, BCAS, New Delhi.**

1. **Name of Post:** Deputy Director General, BCAS, New Delhi.

2. **Scale of pay:** Level 13A in the Pay Matrix.

3. **Recruitment method:** by deputation.

4. **Eligibility:** Officers of the Central Government/ All India Service (AIS):

(A) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level 13 in the pay matrix or equivalent in the parent cadre or department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in level 12 in the pay matrix or equivalent in the parent cadre or department;

and

(B) possessing the following educational qualifications and experience:

#### **Essential:**

(i) Bachelors' degree in any discipline from a recognised University or Institute; and

(ii) minimum five years' experience in formulation, appraisal, execution or implementation, research, monitoring and evaluation of policy, programme or projects.

#### **Desirable:**

Two years' experience of work in -

(i) an economic or infrastructure related matters;

(ii) International co-operation; or

(iii) security or aviation security.

5. **Period of Deputation:** Period of deputation including 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.

6. **Age Limit:** The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications.

7. The applicants may send their application for the post of DDG in BCAS within six weeks of the publication of the advertisement for the post in employment News.

**PROFORMA**

Photograph

1. Name and address (in block letters):
2. Service & Cadre to which belongs/Batch:  
Domicile State:
3. Date of Birth:  
and age (as on xx.xx.2025)  
(write as \_\_\_\_ Year \_\_\_\_ Months)
4. Gender:
5. Date of retirement under Central Government Rules:
6. Educational Qualification:
7. Whether belongs to SC/ST/Minority:
8. Please indicate the following particulars of the present post held:
  - a. Present post held with date:
  - b. Whether regular/ad-hoc:
  - c. Scale of Pay:
  - d. Present basic Pay:
  - e. whether appointed under Central Staffing Scheme:
9. Please specify how you meet the prescribed criterion:
  - i. Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Please specify Yes or No; details to be indicated in the table below):
  - ii. Whether you possess two years' service in the grade rendered after appointment on a regular in the Level 13 in the pay-matrix or equivalent in the parent cadre or Department (please specify Yes or No; details to be indicated in the table below):
  - iii. Whether you possess six years' service in the grade rendered after appointment on a regular in the Level 12 in the pay-matrix or equivalent in the parent cadre or Department (please specify Yes or No; details to be indicated in the table below):

iv. Whether you possess the essential educational qualification as mentioned in eligibility criterion of the post at Annexure-I (please specify Yes or No and details thereof):

v. Whether you possess the desirable educational qualification as mentioned in eligibility criterion of the post at Annexure-I (please specify Yes or No and details thereof):

- vi. The details of positions held in the last 10 years should be indicated in the table below (starting with the current position):

Sl. No	Name of office/ organization where employed	Post held	From	To	Pay Scale
1	2	3	4	5	6

- vii. The details of experience in the last 10 years in dealing with Security aspects including framing of Policy and its monitoring should be furnished as per table under:

Field of experience in the last 10 years	Nature of duties	Period of Experience	Organization in which the relevant experience was gained
(a) Policy Framing:			
(b) Security:			
(c) Others: (please specify)			

10. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)

Telephone No (STD code)/Mobile No:

e-mail id:

Office Address with office Telephone Number:

Residential Address:

Date:

**ANNEXURE-III**

**CHECK LIST**

- i. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- ii. Certified that no disciplinary proceeding/vigilance case is either pending or contemplated against the officer.
- iii. List of punishments awarded, if any, during the last 10 years attached.
- iv. Integrity is certified.
- v. Attested photocopies of up-to-date APAR dossier of the officer for the last five years, duly attested, attached.
- vi. Attested statement indicating gradings in the APAR during the last five years.
- vii.

APAR GRADING PROFORMA					
Name of the officer	2020-21	2021-22	2022-23	2023-24	2024-25

- vii. Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....

Name and designation of the e-mail id:

Forwarding officer with seal and  
Telephone Number (STD code) and  
Mobile Number: