

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

**Invitation of applications for engagement of 02 Young
Professionals purely on contractual basis in the Ministry of
Civil Aviation**

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for the Domestic Transport Division, on purely contractual basis initially for a period of one year which is further extendable on performance and requirement basis.

2. The Ministry of Civil Aviation, Government of India, invites applications from eligible candidates for Young Professional. The details including eligibility criteria, TOR etc. are available on the Ministry's website: www.civilaviation.gov.in. Last date of receipt of application **is 30 days from the date of uploading of vacancy circular on Ministry's website**. Applications received after due date and time will not be considered.


18/11/25

Shri Amit
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No. AV-13030/2/2020-DT
Government of India
Ministry of Civil Aviation

B Block, Rajiv Gandhi Bhawan,
New Delhi, Dated: 18th November, 2025

Subject: Invitation of applications for engagement of 02 Young Professionals purely on contractual basis in the Ministry of Civil Aviation-reg.

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for the Domestic Transport Division, purely on contractual basis initially for a period of one year which is further extendable on performance and requirement basis. Candidate with requisite qualification, expertise and experience as prescribed would be hired as Young Professional.

The applicants are to communicate with the addressee given below only by email. Telephone calls or other means of communication shall not be entertained.

The details of the advertisement are as follows:-

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

II. Essential Qualification : Qualification for the Category of Young Professional is given in the table below:

Bachelor's Degree/ Master's Degree (Minimum 60 Percent Marks or equivalent) in any discipline from a recognized University.

Candidate with Degree in Science/Technology/Engineering and additional qualification would be given preference.

III. Desirable Qualification/Skills:

- i. Consistent good academic performance,
- ii. Good Comprehension ability and writing skill,
- iii. Ability to draft crisp high-quality reports in Word and Power point,
- iv. Hands-on experience in MS Office including data processing in MS Excel,
- v. Good understanding of various Rules and Regulations of Government of India,
- vi. Knowledge of Office Procedures in Government Organisation; and
- vii. Ability to handle long hours and work-stress.

IV. **Age Limit:** not exceeding 32 years as on ***Last date of receipt of application.***

V. **Work Experience:**

- i. One year of experience from any Public/Private Institution.
- ii. Preference shall be given to the candidates having experience of working in Government Offices.

VI. **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.

VII. **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.

VIII. **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 notice in advance.

IX. **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.

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

XI. **Terms of Payment of remuneration:** The emoluments for engagement of Young Professional will be in the range of Rs. 50,000/- per month (all inclusive) to Rs. 54,000/- per month (all inclusive) and will vary on the basis of his/ her qualifications.

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

XIII. **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 personal interview with the shortlisted applicants in compliance with the provisions of GFR, 2017.

XIV. **Guidelines for submission of the Applications:** The duly

completed Application in prescribed format should be submitted so as to reach this Ministry at below mentioned address on or before 05.00 P.M. on **17/12/2025**. Any application received after the above mentioned deadline will not be considered.

XV. **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.

XVI. **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 send their CV in the enclosed format (Annexure-II) by email/ post to the following address, and also fill out the Google Form:-

Domestic Transport Division,
Ministry of Civil Aviation
Room No. 69, 'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-1 10003
Email address:- dtsec.moca@nic.in
Google form:- <https://forms.gle/o2nPKZsnNkettQZN8>

ANNEXURE-I

TERMS OF REFERENCE FOR ENGAGEMENT OF 'YOUNG PROFESSIONALS' IN THE DT DIVISION, MINISTRY OF CIVIL AVIATION.

The services of 'Young Professional' would be utilized in carrying out the following tasks:

1. Co-ordination and attending meetings. Preparing agenda and minutes of meetings.
2. Co-ordination with PSU and attached offices under Ministry of Civil Aviation for work related to Domestic Transport or Regional Connectivity Scheme – Ude Desh ka Aam Nagrik (RCS-UDAN)/ Modified UDAN Scheme.
3. Data collection, compilation, and analysis related to the RCS-UDAN scheme and other initiatives of the Ministry.
4. Preparation of background notes, reports, briefs and various types of official correspondence for communication with Government Departments, private entity, individuals.
5. Any other relevant responsibilities entrusted to the person.
6. Knowledge of financial matters.
7. Young Professional will perform the duties under Section Officer (Domestic Transport) 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.
8. 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.

**Application format for engagement of Young Professional in the DT Division,
Ministry of Civil Aviation.**

Affix recent
self-attested
passport size
photograph

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Particulars:

Postal/Current Address	Permanent Address	Phone/Mobile	e-Mail ID

7. Educational Qualifications(Scanned copies of all supporting documents to be attached):

Sl. No.	Course	Subject	University/Institute	Year of Passing	Total Marks/Marks Obtained/Division/Grade

8. Work Experience (Scanned copies of all supporting documents to be attached):

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

9. Desirable Qualification, if any (Scanned copies of all supporting documents to be attached):

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

10. Additional information about work experience nature of work etc. may be furnished separately as attachment.

Signature of the Candidate

Place:
Date: