

No.A-12023/3/2019-Admn
GOVERNEMENT OF INDIA
MINISTRY OF CIVIL AVIATION


'B' Block, Rajiv Gandhi Bhawan
Safdarjang Airport
New Delhi-110003

New Delhi, the dated 22.11.2019

Subject: - Hiring of services of two Young Professionals on Contract basis initially for a period of one year and maximum extendable upto three years on performance and requirement basis

Ministry of Civil Aviation, invites applications for 02 Young Professionals in the Ministry of Civil Aviation on purely contract basis for a period of one year and maximum extendable upto three years on performance and requirement basis. Full details of the vacancy circular are available in Ministry of Civil Aviation website (www.civilaviation.nic.in) under link "in focus". Further details in this regard are given at Annexures I, II and III respectively.

The Last date for receipt of application is 27.12.2019 (Friday).


(R.N. Upadhyay)
Under Secretary to the Government of India
Tel: 24640217

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Government of India
Ministry of Civil Aviation

Ministry of Civil Aviation requires services of **02 (Two)** Young Professionals to assist Joint Secretary concerned with the following job description and educational qualifications and work experience:-

Job Requirement: As per detailed Terms of Reference at Annexure- II

(i) Essential Qualification for Young Professionals

Graduate in Science/ Engineering/ Economics/ Commerce/ Business Management from a reputed institute in India; and

Additional Abilities in the following fields

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

Work Experience: Desirable

Experience of atleast one year in Aviation Industry (i.e. Airports, Airlines, Cargo, MRO, Manufacturing, Ground Services, Aviation IT etc).

(ii) Fee:-

The consolidated fee of the Young Professional shall be fixed at Rs 50,000/- (all inclusive) per month. In case, the services of Young Professional are extended beyond one year, monthly fees will be increased by maximum of 06 % on yearly basis.

2. Interested candidates may send their CVs in the enclosed format by e- mail /post latest by 27.12.2019 (Friday) to the following address:-

Under Secretary (Administration),
Ministry of Civil Aviation,
Room No. 61, B Wing,
Rajiv Gandhi Bhavan,
Safdarjang Airport, New Delhi- 110003.

Email address: rnupadhyay.moca@nic.in

TERMS OF REFERENCE FOR ENGAGEMENT OF 02 YOUNG PROFESSIONALS IN THE MINISTRY OF CIVIL AVIATION.

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

- Research and analysis on policy, procedures, industry matters etc.
- Preparation of draft reports in Word and/or PowerPoint format.
- Attending meetings and preparing minutes of meetings.
- Following up with stakeholders in ministry, industry, academia 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.
- Joint Secretary concerned would assign the task, provide guidance and monitor the completion of the task by the Young Professional.
- 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.

Application format for engagement of Young Professional in Ministry of Civil Aviation.

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. Educational Qualifications:

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. Reference (Name, Address. Phone, Email ID to be given):

(i)

(ii)

10. Additional abilities in the required fields as per Annexure-I may be furnished separately as attachment.

(Signature of candidate)

Date _____

Mob No. _____