

AV-29012/108/2022-A-MOCA  
Government of India  
Ministry of Civil Aviation  
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B' Block, Rajiv Gandhi Bhawan,  
New Delhi-110 003.  
Dated: 17<sup>th</sup> January, 2023

**Subject: Hiring of services of 02 Young Professionals to be engaged in International Co-operation Division (Agreement) in the Ministry of Civil Aviation.**

Ministry of Civil Aviation, invites applications for TWO (02) Young Professionals for appointment to International Co-operation Division (Agreement) of the Ministry of Civil Aviation on contract basis for a period of one year and maximum extendable by two years maximum, subject to performance and requirement basis. Further details in this regard are attached herewith.

**The Last date for receipt of application through post/email is 30 days from the date of publishing of advertisement in the leading newspaper.**



(Anup Pant)

Under Secretary to Government of India

Tel: 2461 7547

Email: anup.pant@nic.in

**AV-29012/108/2022-A-MOCA**  
**Government of India**  
**Ministry of Civil Aviation**  
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Ministry of Civil Aviation requires services of two (02) Young Professionals for Environment Cell with the following job description and educational qualifications and work experience:

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

**1. Essential Qualification for Young Professional**

Post Graduate Degree in Environmental Sciences

**2. Additional Abilities in the following fields**

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

**3. Age Limit: 21-32 years as on date of advertisement.**

**4. Work experience:**

Relevant post qualification experience of minimum two years in consultancy/Organizations or in Corporate Sectors or NGOs in the relevant field and should be proficient in creating and managing with digital interactive platforms.

**5. Emoluments/Fee:-**

The consolidated fee of the Young Professional shall be fixed at Rs 55,000/- (all inclusive) per month.

**6. Procedure for Recruitment/ Scheme of the Examination:-**

The selection for the post shall be conducted through Oral Test/ Interview.

**7. Mode of Application**

Interested candidates may send their CVs to the following address in the enclosed format (Annexure - II) by e-mail /post under 30 days from the date of publishing of advertisement in the leading newspaper.

The Under Secretary,  
Agreement Division Room No. 251,  
Ministry of Civil Aviation B Wing,  
Rajiv Gandhi Bhavan, Safdarjung Airport,  
New Delhi- 110033  
Email address: [soa.moca@nic.in](mailto:soa.moca@nic.in)

## ANNEXURE-I

### **TERMS OF REFERENCE FOR ENGAGEMENT OF 02 YOUNG PROFESSIONAL IN THE MINISTRY OF CIVIL AVIATION.**

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

- Analysis on procedures, technical matters etc.
- Preparation of draft reports utilizing software's which may include Word, Excel and/or Power Point format.
- Co-ordination and attending meetings.
- Preparing agenda and minutes of meetings.
- Following up with stakeholders in Ministry, State Governments, Industry 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.
- Young Professional will perform the duties under Section Officer (Agreement) 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 (Agreement).
- 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.

**ANNEXURE –II**

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

Photograph of the applicant

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. \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ 8. \_\_\_\_\_  
Educational Qualifications: (supporting documents to be attached)

SNo.	Course	Subject	University/Institute	Year of Passing	Total Marks/Marks obtained/Division/Class/grade

9. Work Experience (supporting documents to be attached):

SNo	Organization/ Institute	Period From-to	Nature of work	Remarks

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

**(Signature of candidate)**

Date .....

Mob No. ....

Email Id .....

