


No. AV-29013/86/2021-AAI-MOCA (208188)
Government of India
Ministry of Civil Aviation

'B' Block,
Rajiv Gandhi Bhawan,
New Delhi-110 003.
Dated: 03rd January, 2022

Subject: Selection procedure of 02 Young Professionals to be engaged in Airport Division of this Ministry on purely contract basis initially for a period of one year or till the vacancy is filled up with regular employees, whichever is earlier, on performance and requirement basis.

Ministry of Civil Aviation invites applications for TWO (02) Young Professionals for appointment in the Airport Division of the Ministry of Civil Aviation on purely contract basis. The tenure of the Young Professionals shall be one year or till the vacancy is filled up with regular employees, whichever is earlier, on performance and requirement basis. Further details in this regard are attached herewith.

The Last date for receipt of application through post/email is 18.01.2022 (Tuesday).


(Narendra Singh)
Deputy Secretary to the Govt. of India
Tel: 24642145

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Ministry of Civil Aviation requires services of **02 (two)** Young Professionals with the following job description; educational qualifications and work experience: -

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

1. Essential Qualification for Young Professionals

Bachelor's Degree in any discipline from a recognized University; and

2. 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.

3. Age Limit: 20-32 years as on 31.12.2021.

4. Work Experience:

Preference shall be given to the candidates having experience in the Aviation Industry, Infrastructure Sector, Economics, Finance, Law, Business Management, Data management and Information Technology.

5. Emoluments/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 6 % on yearly basis.

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

The selection for the post shall be done through exam, which will be conducted in the following manner:

- (a) Tier I (50 marks): Written Test comprising questions on (i) English Language and Comprehension; (ii) General Intelligence and Reasoning and (iii) General Awareness.
- (b) Tier II (Qualifying): Computer Efficiency Test (MS Office)
- (c) Tier III (50 marks): Oral Test/Interview.

7. Interested candidates may send their CVs in the enclosed format (Annexure-II) by **e-mail/post** latest by 18.01.2022 (Tuesday) to the following address:-

Shri Narendra Singh
Deputy Secretary,
Ministry of Civil Aviation,
Room No.181A, B Wing,
Rajiv Gandhi Bhavan,
Safdarjang Airport, New Delhi- 110003.

Email address: soai.moca@nic.in

ANNEXURE-I

TERMS OF REFERENCE FOR ENGAGEMENT OF 02 YOUNG PROFESSIONALS 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 in Word and/or PowerPoint 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.
- YP will perform the duties under Section Officer (Airport Division) who would assign the task, provide guidance and monitor the completion of the task by the YP under the overall guidance of Joint Secretary (Airports).
- 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 will be required to attend office on *off days*, if necessary.

ANNEXURE –II

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

Photograph to be pasted

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)

S.No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

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

S.No.	Organization/ Institute	Period From-To	Nature of Work	Remarks

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

(i)

(ii)

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

(Signature of candidate)

Date _____

Mob No. _____