

No. AV.35021/3/2016-AS
Government of India
Ministry of Civil Aviation

'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi,
Dated the 18th May, 2021

CIRCULAR

Subject: Engagement of Young Professional by the Ministry of Civil Aviation, Government of India for the work relating to Publicity and Media

Ministry of Civil Aviation, Government of India is dealing with the various matters including Media and Publicity and regularly strives to achieve the highest standard possible in its areas of works. In this regard, to assist the Ministry to cater to work related to publicity and media and other miscellaneous works, service of a young professional is required.

2. Accordingly, the Ministry of Civil Aviation, Government of India, invites applications from eligible candidates for working as young professional with the Ministry for above category. The details including eligibility criteria, ToRs etc. are available on the Ministry's website: www.civilaviation.gov.in. Last date of receipt of application is **04.06.2021 upto 05:00 PM**. Applications received after due date and time will not be considered.


(Garima Singh)
Director

NIC Cell for up-loading on the Ministry's website.

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**APPLICATION FORM FOR APPOINTMENT AS YOUNG PROFESSIONAL IN
MINISTRY OF CIVIL AVIATION FOR PUBLICITY AND MEDIA**

1. Name:
2. Date of Birth:
3. Contact Number:
4. Address for communication:
5. E-mail:
6. Date of Joining in Govt. Service (if any):
7. Name of the Ministry/PSUs/Department/other:
8. Educational Qualification:
9. Details of knowledge of Computer:
10. Brief particulars of experience (As per format attached):

Signature

Date:

Place:

Work Experience

S. No.	Designation	Name of Ministry/ Department/other organisations	Period	Key tasks accomplished (Attach separate sheet if necessary)

TERMS OF REFERENCE FOR YOUNG PROFESSIONAL FOR PUBLICITY AND MEDIA

1. Administrative work related to publicity and media
2. Coordinating with specialist Media agency hired by MoCA
3. Working with the agency to create awareness among people about policies and initiatives undertaken by Ministry of Civil Aviation.
4. Work related to facilitating Ease of Doing Business
5. Any other miscellaneous work assigned by senior officers.

Qualification

1. **Qualification:**

(i) **Essential:-**

Qualification:- Bachelor degree from any recognized university

(ii) **Desirable:-**

Qualification:- Master degree from any recognized university

Experience:- Candidates with prior experience in handling awareness campaigns about govt. programmes would be preferred.

(iii) **Qualities:-** Enthusiastic, energetic and dedicated team player. Should be able to achieve the assigned work within given timelines and should have good communication/coordination skills.

2. **Age Limit:**

Candidate should not be more than 35 years of age as on closing date of receipt of application.

3. **Leave:**

Young professional shall be eligible for 12 days leave in a calendar year on pro-rata basis.

4. **TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Young Professional will not be allowed foreign travel at Government expenses. However, Young Professional shall be allowed TA/DA for their travel inside the country in connection with the official work as per extant Government rules.

5. **Type of appointment:**

The appointment will be purely on contract basis.

6. **Contract Period:**

Initial contract would be for a period of one year shall be extended for further period as may be decided by the Ministry. The contract can be terminated by either party at any point of time by giving one month's notice period without assigning any reason for the same.

7. **Terms of Payment of remuneration:**

The emoluments for engagement of Young Professional are fixed at Rs. 50,000/- per month. The term of the contract is valid for one year and can be further extended based on the performance of the Young Professional.

8. **The Department reserves the 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, reason whatsoever.

9. Basis for Evaluation:

The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on past work experience. Consultancy Evaluation Committee constituted for the purpose, may conduct personal interview with the shortlisted applicants in compliance with the provisions of GFR, 2017.

10. Guidelines for submission of the Applications:

The duly completed Application in prescribed format should be submitted to the following email address on or before **05.00 P.M.** on **04th June, 2021**. Any application received after the above-mentioned deadline will not be. Any claim/submission in this regard will not be entertained and the decision of this Ministry shall be final.

Shri Brajesh Kumar Srivastava,
Under Secretary,
Ministry of Civil Aviation,
Tel. No. 011-24619282/24610059
Email: soas.moca@nic.in