

No.AV.29013/27/2020-AD  
GOVERNEMENT OF INDIA  
MINISTRY OF CIVIL AVIATION

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

New Delhi, the dated 28.07.2020

Subject: - Hiring of services of one Young Professional 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 01 Young Professional 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](http://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 17.08.2020  
(Monday).

(S K Singh)  
Under Secretary to the Government of India  
Tel: 24640361

No. AV-29013/27/2020-AD  
Government of India  
Ministry of Civil Aviation

Ministry of Civil Aviation requires services of **01 (One)** Young Professional 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/ Law/ Commerce/ Business Management from a reputed institute in India; and

ii. **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.

iii. **Work Experience:**

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

2. **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.

3. Interested candidates may send their CVs in the enclosed format by e- mail /post latest by 17.08.2020 (Monday) to the following address:-

Under Secretary (Airport Development),  
Ministry of Civil Aviation,  
Room No.181A, B Wing,  
Rajiv Gandhi Bhavan,  
Safdarjang Airport, New Delhi- 110003.

Email address: [usad-moca@gov.in](mailto:usad-moca@gov.in)

## ANNEXURE-II

### **TERMS OF REFERENCE FOR ENGAGEMENT OF 01 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 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 Development) 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.

**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. \_\_\_\_\_