

**AV-13030/2/2020-DT**  
**Government of India**  
**Ministry of Civil Aviation**

\*\*\*\*

"B" Block, Rajiv Gandhi Bhavan,  
Safdarjung Airport, New Delhi - 110003  
Dated: 27 July, 2023

**Subject : Selection of 02 Young Professionals in Domestic Transport Division of this Ministry on purely contractual basis initially for a period of one year which is further extendable on performance and requirement basis - reg.**

Domestic Transport Division of the Ministry of Civil Aviation invites applications from the eligible candidates for appointment of two (02) Young Professionals in the Domestic Transport Division purely on contract basis. The tenure of the Young Professional shall be one year which is further extendable on performance and requirement basis. Further details in this regard are attached herewith.

**The Last date for receipt of application through post/email is 10.08.2023 (Thursday).**

  
**(Kameshwar Mishra)**

Under Secretary to the Government of India  
Tele: 011-24648983

**Government of India**  
**Ministry of Civil Aviation**  
\*\*\*\*

Ministry of Civil Aviation requires services of TWO (02) Young Professionals to work in Domestic Transport Division 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**

Bachelor's Degree (Minimum 60 Percent Marks or equivalent) in any discipline from a recognized University.

Candidate with Degree in Science/Technology/Engineering and additional qualification like Master's Degree would be given preference.

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

- Consistent good academic performance,
- Good Comprehension ability and writing skill,
- Ability to draft crisp high-quality reports in Word and Power point;
- Hands-on experience in MS Excel;
- Good understanding of various Rules and Regulations of Government of India,
- Knowledge of Office Procedures in Government Organisation ; and
- Ability to handle long hours and work-stress.

3. **Age Limit:** 26-37 years as on 10.08.2023.

**4. Work Experience:**

- One year of experience from any Public/Private Institution
- Preference shall be given to the candidates having experience of working in Government Offices.

**5. Emoluments/Fee:**

The consolidated fee of the Young Professional shall be fixed at Rs 50,000/- (all inclusive) per month.(As per this guidelines issues by this Ministry for hiring/engaging YPs).

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

The selection for the post shall be conducted through Interview (100 marks) to assess the basic knowledge of works related to various organization under Ministry of Civil Aviation, Government of India as well as analytical ability.

7. Interested candidates may send their CVs in the enclosed format(**Annexure - II**) by **e- mail /post** latest by **10.08.2023** to the following address: -

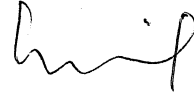
**Under Secretary to the Government**



**of India**

Domestic Transport Division,  
Ministry of Civil Aviation  
Room No. 68, 'B' Block, Rajiv Gandhi  
Bhawan, Safdarjung Airport, New Delhi-  
110003

Email address:- [dtsec.moca@nic.in](mailto:dtsec.moca@nic.in)

A handwritten signature in black ink, appearing to be 'huf', located to the right of the email address.

**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:

- Co-ordination and attending meetings. Preparing agenda and minutes of meetings.
- Co-ordination with PSU and attached offices under Ministry of Civil Aviation for work related to Domestic Transport or Regional Connectivity Scheme (RCS-UDAN).
- Data Analysis of RCS Scheme
- Preparation of background notes and various types of letters for communication with other Government Departments, private entity, individual persons.
- Any other relevant responsibility entrusted to the person.
- Knowledge of financial matters.
- Young Professional will perform the duties under Section Officer (Domestic Transport) 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.
- 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.



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

Self Attested Photograph to be pasted

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing address( with Tel/Mobile No. and Email Address): \_\_\_\_\_
7. PermanentAddress: \_\_\_\_\_  
\_\_\_\_\_

8. Educational Qualifications:(supporting documents to be attached):

Sr. No.	Course	Subject	University/Institute	Year of Passing	Total Marks/Marks Obtained/Division/Grade

Sl. No.	Course	Subject	University/ Institute	Year of Passing	Total Marks/Marks obtained/Division/ Class/grade

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

Sr.No.	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: \_\_\_\_\_