

**IB-15011/1/2020-SDIT-MOCA**  
**Government of India**  
**Ministry of Civil Aviation**  
**SDIT Division**

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Rajiv Gandhi Bhavan, New Delhi  
25<sup>th</sup> November 2024

**Subject: Hiring of Services of two (02) Young Professionals [01 from Legal Background and 01 from the General Background] to be engaged in the Skill Development and Information Technology (SDIT) Division in the Ministry of Civil Aviation**

The Ministry of Civil Aviation invites applications from eligible candidates for engagement of two (02) Young Professionals [01 from Legal Background and 01 from the General Background] in the SDIT Division of the Ministry of Civil Aviation on a contract basis for a period of one year, and a maximum extendable by further two years, subject to performance and requirement basis.

The last date for the receipt of the applications through post/email is **10.12.2024 by 5:00 PM**. Applications received after due date and time will not be considered.

  
(Manoj Kumar Yadav)

Under Secretary to the Government of India  
Email: sdit.div-moca@gov.in  
Tel: 011-24640214

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Ministry of Civil Aviation requires services of one (01) Young Professionals from the General Background and one (01) Young Professionals from the Legal Background for SDIT Division with the following job description and education qualifications and work experience:

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

**1. Essential Qualification**

**a. For Young Professional in General Background**

Bachelor's Degree from a recognized University/Institution with a minimum 60 percent marks or equivalent.

**b. For Young Professional in Legal Background**

LLB or 5 years integrated course in LLB from a recognized University/Institution with a minimum 60 percent marks or equivalent.

**2. Desirable Qualification for Young Professional**

Candidates with relevant specialization, experience in relevant field, and work experience in Government organizations may be preferred.

**3. Preferable Skills**

- a. Good drafting skills with hands on experience in MS Office.
- b. Good communication skills in Hindi and English;
- c. Flair for research and analysis;
- d. Confident, self-driven and team player;

**4. Age Limit:** 21-35 years as on date of advertisement.

**5. Emoluments/Fee:**

The consolidated fee of the Young Professional shall be fixed at Rs 50,000/- (all inclusive) per month to Graduate candidates and Rs. 54,000/- (all inclusive) per month to Post-Graduate candidates

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

The selection for the post shall be conducted through Personal Interview and Typing Test (English) on computer.

**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 15 days** from the date of publishing of advertisement on the Ministry's website.

The Under Secretary,  
SDIT Division (Room no. 257),  
Ministry of Civil Aviation, B Wing,  
Rajiv Gandhi Bhavan, Safdarjung Airport,  
New Delhi- 110003  
**Email Address: [sdit.div-moca@gov.in](mailto:sdit.div-moca@gov.in)**

## ANNEXURE-I

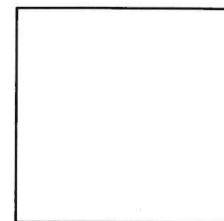
### **TERMS OF REFERENCE FOR ENGAGEMENT OF 02 YOUNG PROFESSIONAL IN THE MINISTRY OF CIVIL AVIATION.**

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

- Analysis on procedures, technical matters, IT matters, Legal matters etc.
- Preparation and presentation of reports in MS Office.
- 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.
- Any other relevant responsibility entrusted to the person.
- Young Professional will perform the duties under Section Officer (SDIT) 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 (SDIT).
- This is a full time assignment. Young Professional shall be provided necessary facilities of office space/equipment in the premises of Rajiv Gandhi Bhavan. Office timings and schedule of Ministry of Civil Aviation shall be applicable. In addition, he/she may be required to attend office on non-working days or for extended hours, if necessary.
- Dealing with day to day office communication, maintenance of records, preparation of reports, compilation of data and its analysis and other ancillary assignments.

**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)

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

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

S. No.	Organization/Institute	Period From-to	Nature of work	Remarks

10. Additional/Preferable Qualification/Skills/Specialization may be mentioned as separate attachment.

(Signature of candidate)

Date .....

Mob No. ....

Email Id.....