

No.AV.13024/538/2015-AS  
Government of India  
Ministry of Civil Aviation  
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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi,  
Dated the 9<sup>th</sup> December, 2019


**CIRCULAR**

**Sub: Engagement of Young Professional by the Ministry of Civil Aviation, Government of India for the work relating to Civil Aviation Security.**

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Ministry of Civil Aviation, Government of India is dealing with the issues regarding Aviation Security and this Ministry is in the process to achieve the highest standard possible in this regard. Services of a young professional are required to assist the Ministry in implementation and formulation of policy related to Aviation Security.

2. The Ministry of Civil Aviation, Government of India, invites applications from eligible candidates for young professionals. The details including eligibility criteria, TOR etc. are available on the Ministry's website: [www.civilaviation.gov.in](http://www.civilaviation.gov.in). Last date of receipt of application is 23.12.2019 up to 05:00 PM. Applications received after due date and time will not be considered.

  
(Garima Singh)  
Director  
Tele No. 24653750

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

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

Paste your  
photo here

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

1. The Young Professional shall be responsible for processing the proposals connected with signing of bilateral agreement on Aviation Security.
2. The Young Professional shall be responsible for handling the personnel and administrative matters of Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation.
3. The Young Professional shall be responsible for processing proposals relating to framing of instructions on Civil Aviation Security related issues.
4. The Young Professional shall be responsible for organizing Universal Security Audit Programme (USAP) conducted by International Civil Aviation Organization (ICAO) and assist in monitoring implementation of the decisions taken during these audits.
5. The Young Professional shall be responsible for coordinating with foreign agencies such as Transportation Security Administration (TSA), International Civil Aviation Organization (ICAO), Cooperative Aviation Security Programme - Asia Pacific (CASP-AP) etc. on the issues concerned with Aviation Security.
6. The Young Professional shall be responsible for handling the C&AG audit observations and consequential monitoring of utilization of Passenger Service Fee (PSF) fund.
7. The Young Professional shall be responsible for framing the rules/guidelines as per the Annex 17 to the convention on International Aviation.
8. Any other works as decided by the management from time to time.

## Qualification

### 1. **Qualification:**

#### (i) **Essential:-**

**Qualification:-** Bachelor degree from any recognized university

**Experience:-** Minimum 2-3 years' experience in the field of aviation security

#### (ii) **Desirable:-**

**Qualification:-** Master degree from any recognized university

**Experience:-** Experience in the field of aviation security.

(iii) **Qualities:-** Enthusiastic, energetic and dedicated team player. Should be able to work for long working hours and should have good coordination/negotiation 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 government rule.

### 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 and shall be extended for further period of one year at a time as may be decided by the Ministry. The contract can be terminated by either party by giving one month notice in advance.

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

As per Rule 182 of GFR, 2017, Ministry or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations engaged in similar activities.

The emoluments for engagement of Young Professional are proposed to be fixed at Rs. 50,000/- per month (all inclusive). The term of the contract is valid for one year and can be extended further for a period of one year at a time, 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, 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 the 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 so as to reach this Ministry at below mentioned address on or before **05.00 P.M. on 23<sup>rd</sup> December, 2019**. Any application received after the above mentioned deadline will not be considered.

Mrs. Garima Singh,  
Director  
Ministry of Civil Aviation,  
Room No. 57, 'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi-110003.  
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