

1245/396/2015-Under Secretary(AG) office  
Government of India  
Ministry of Civil Aviation

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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi,  
Dated the 24<sup>th</sup> December, 2019

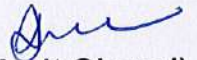
CIRCULAR

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

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Ministry of Civil Aviation, Government of India is dealing with the issues regarding formulation of budget and scrutiny of various financial proposals. Services of a qualified young professional are required to assist the Ministry in implementation and formulation of budget of M/o Civil Aviation and examination of financial proposals of Ministry as per extant guidelines of Government of India.

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 **16.01.2020 up to 05:00 PM.** Applications received after due date and time will not be considered.



(Amit Ghosal)

Under Secretary to Government of India  
Tele No. 24610364

**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	Organization	Period	Key tasks accomplished (Attach separate sheet if necessary)

## TERMS OF REFERENCE

- Updation of Data in FVMS Portal/ Quarterly Rolling Plan for foreign visits of Officers of MOCA.
- Seeking approval of SCoS by submitting proposals through online (FVMS Portal).
- Updation of the Data in NITI Aayog Portal showing status of Outcome/Output of various projects under MOCA.
- Processing proposals for seeking approval of AS&FA allowing officers of MOCA and its attached offices to travel by private airlines for their official purpose.
- Coordinating with audit team for enabling them to conduct Internal Audit/Compliance Audit of MOCA.
- Coordinating the updation of Data in OCMS portal by user organizations under MOCA.
- Monitoring of PFMS and EAT Module introduced by MOF recently.
- Submission of budget related data through UBIS portal of MOF.
- Regular updation of RTI portal on the basis of disposal of RTI requests in r/o IFD.
- Uploading proposals on EFC/PIB portal for comments of Ministry of Finance and other Ministries/Departments.
- Updating data regarding Audit Paras on APMS Portal.
- Updating data of Autonomous Bodies on portal.
- Any other work that may be allocated to her/him.

## Qualification

### 1. **Qualification:**

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

**Qualification:-** M.Com from any recognized university.

**Experience:-** Minimum 2-3 years' experience.

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

**Experience:-** Experience in the field of budget and accounting.

#### (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 16<sup>th</sup> January, 2020**. Any application received after the above mentioned deadline will not be considered.

Mr. Amit Ghosal,  
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Ministry of Civil Aviation,  
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