

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

**'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New  
Delhi,  
Dated, the 15th February, 2025**

**CIRCULAR**

**Sub: Engagement of 03 Young Professionals by the Ministry of Civil Aviation, Government of India for the work relating to Integrated Finance Division.**

The Integrated Finance Division in the Ministry of Civil Aviation, Government of India is dealing with the issues regarding formulation of budget and scrutiny of various financial proposals. Services of qualified young professionals are required to assist the Ministry in implementation and formulation of budget of the Ministry and examination of financial proposals as per extant guidelines of Government of India.

2. The Ministry of Civil Aviation, Government of India, invites applications from eligible candidates as 'Young Professional'. 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 **01.03.2025 up to 05: 00 PM**. Applications received after due date and time will not be considered.

Digitally signed by  
Anupam Raja  
**Anupam Raja**  
15/02/2025  
Section Officer  
Tele No. 24610218

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

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

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)

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### **TERMS OF REFERENCE**

- Examining Board Meeting Agenda of PSUs in the light of Corporate Laws, RBI Circulars, DPE guidelines, etc.
- Research and preparing briefs on new developments in the areas of Finance and Civil Aviation.
- Analysis of diverse data sets using Excel and other analytic tools.
- Coordinating with audit teams for enabling them to conduct Internal Audit/Compliance Audit of MOCA.
- Coordinating the updation of Data in OOMF, AMRCD portal by user organizations under MOCA.
- Monitoring of PFMS and EAT Module introduced by MOF.
- Submission of budget related data through UBIS portal of MOF.
- Uploading proposals on EFC/PIB/ SFC/ DIB 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.
- Financial aspects of NASFT and RACFT
- Any other financial work that may be allocated to her/him

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### **Qualification**

#### **1. Qualification:**

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

**Qualification:-** Any graduate/ post graduate.

**Experience:-** Minimum 2-3 years' experience in the relevant subject.

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

**Experience:-** Preference will be given to applicants having experience of working in Government Sector.

**(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 rules.

#### **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 possessing graduate degree is proposed to be fixed at Rs. 50,000/- per month (all inclusive) and for post graduate, it is proposed to be fixed at Rs. 54,000/- 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 **1st March, 2025.**

Sh. Suresh Babu  
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Safdarjung Airport, New Delhi-110003.  
Telephone No. 011-24640218/ 011-24632950  
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