

H-11021/61/2022-PU-MOCA (CNo. 232314)

**Government of India
Ministry of Civil Aviation**

**“B” Block, Rajiv Gandhi Bhavan,
Safdarjung Airport, New Delhi - 110003
Dated: 13th February, 2022**

Subject: Selection procedure of 02 Young Professional to be engaged in Parliament Unit of this Ministry on purely contractual basis initially for a period of one year which is further extendable on performance and requirement basis.

Ministry of Civil Aviation, invites applications for TWO (02) Young Professionals for appointment in the Parliament Unit of the Ministry of Civil Aviation 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 28.02.2023 (Tuesday).



(Anup Pant)

Under Secretary to the Government of India
Tele: 011-24640215

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Government of India
Ministry of Civil Aviation

Ministry of Civil Aviation requires services of TWO (02) Young Professionals to work in Parliament Unit 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 in any discipline from a recognized University; and

2. Additional Abilities in the following fields

- Consistent good academic performance in Class 10th, 12th and Graduation; and
- Flair for research and analysis; and
- Ability to draft crisp high-quality reports in Word and Power point; and
- Hands-on experience in MS Excel; and
- Confident, self-driven and team player; and
- Good communication skills in Hindi and English; and
- Ability to work in team; and
- Ability to handle long hours and work-stress.

3. Age Limit: 21-32 years as on 28.02.2023.

4. Work Experience:

Preference shall be given to the candidates having experience in the Data management and Information Technology.

5. Emoluments/Fee: -

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

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

The selection for the post shall be conducted through Oral Test/ Interview (100 marks) to assess the basic knowledge of Parliamentary procedure in India.

7. Interested candidates may send their CVs in the enclosed format (**Annexure - II**) by **e- mail /post** latest by **28.02.2023** to the following address: -

Under Secretary to the Government of India
Parliament Unit,
Ministry of Civil Aviation
Room No. 51, 'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-110003

Email address:- parli.moca@nic.in

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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:

- Analysis on procedures, parliamentary matters etc.
- Preparation of background notes and power point presentations on the subjects taken up by Parliamentary Committees. Assisting in preparation of replies to queries raised by MPs during the meetings of Parliamentary Committees which may include Word, Excel and/or Power-Point format.
- Co-ordination and attending meetings. Preparing agenda and minutes of meetings.
- Keeping watch over the progress in respect of Government Bills pending in Parliament, New Bills to be introduced, Ordinances to replace Bills and status of framing of rules and regulations under various Acts administered by the Ministry.
- Handling, monitoring and timely submission of Parliament Questions of Lok Sabha and Rajya Sabha in Parliament.
- Any other relevant responsibility entrusted to the person.
- Young Professional will perform the duties under Section Officer (Parliament Unit) who would assign the task, provide guidance and monitor the completion of the task by the Young Professional under the overall guidance of Additional/Joint Secretary (Parliament Unit).
- 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.

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ANNEXURE -II

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 number and E-mail address):

7. Permanent Address:

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

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

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

Sl. 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 _____

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