

## APPLICATION PROFORMA FOR THE POST OF DIRECTOR OF OPERATIONS

Advertisement No. and Date	
1. (a) Name, Address and Contact No.(in block letters)	
(b) Father's Name	
2. (a) Date of birth (in Christian Era)	
(b) Age as on closing date	
(c) Nationality	
3. Date of retirement under Central/State Govt. Rules	
4. Educational Qualifications	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
<u>Qualifications/experience required</u> <b>ESSENTIAL</b>	<u>Qualifications/experience possessed by the officer</u>
Officers under the Central/State Governments or Union territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:	
<b>(A)</b> (i) holding analogous posts on regular basis in the parent cadre or department; <b>or</b>  (ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in the posts in Level-11 in pay matrix in the parent cadre or department; <b>and</b>	
<b>(B)</b> possessing the following educational qualifications and experience: -  Degree in Engineering in Civil or Mechanical or Computer Science or Information Technology or Aeronautical or Electrical or Electronics disciplines from a recognized University with eight years' experience in; <b>or</b> Masters Degree in Science in the subjects of Electronics or Physics with seven years' experience in; <b>or</b> B. Sc. Degree from a recognised University or equivalent with Physics or Electronics as subjects with ten years' experience in, -	

<p>(a) Air Traffic Control with Aerodrome Control or Approach Control or Area Control rating; or</p> <p>(b) Licensing of Aerodromes or Flight Crew or Air Transport; or</p> <p>(c) Management of Airside operations of major or International civil Airport; or</p> <p>(d) Aircraft flying with Commercial Pilot Licence; or</p> <p>(e) Aircraft flying in Defence Services; or</p> <p>(f) Flight operations department of a Schedules Airlines; or</p> <p>(g) Aerodrome Design and Planning.</p>	
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**Note 1:** (i) The period of required experience may also be considered by combining experience in more than one field listed above. Further, experience obtained in multiple fields in a particular year will be treated as a single period towards total experience.

(ii) The period of actual training in any of the specialised area (as specified in essential qualification above) may be counted towards experience provided that such benefits will be restricted to a maximum period of one year.

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department of the Central Government shall ordinarily **not to exceed four years**. The maximum age limit for appointment by deputation (including short-term contract) shall **not be exceeding 56 years**, as on the closing date of receipt of applications.

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./ Organization	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

8. Nature of present employment i.e. ad-hoc or temporary or Quasi-Permanent or Permanent.

9. In case the present employment is held on deputation/contract basis, please state –	
a) The date of initial appointment	
b) Period of appointment on Deputation / Contract	
c) Name of parent office/organization to which you belong	
10. Additional details about present employment :- Please state whether working under (indicate the name of your employer against the relevant column) :-	
(a) Central Government	
(b) State Government	
(c) Autonomous organization	
(d) Government Undertaking	
(e) Universities	
(f) Others	
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12. Are you in Revised Scale of Pay?	YES / NO
If yes, give the date from which the revision took place and also indicate the pre-revised scale :	
(i) Date of revision of pay	
(ii) Revised Scale of pay, PB & GP	
(iii) Basic pay	
(iv) Pre-revised scale of pay	
13. Total emoluments per month now drawn.	
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement) (NOTE:- Enclose a separate sheet, if the space is insufficient)	
15. Whether belongs to <b>SC/ST</b>	
16. Remarks –  (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information. (NOTE:- Enclose a separate sheet if the space is insufficient )	DETAILS OF ENCLOSURES
<b>DECLARATION</b>	
I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED / DISTORTED. IF AT ANY TIME, I AM	

FOUND TO HAVE CONCEALED/DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.

Place:

Dated:

Signature of the candidate

CERTIFICATE

(TO BE GIVEN BY HEAD OF DEPARTMENT)

[Essential for through proper channel]

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer and no major/minor penalty has been imposed on the officer during preceding 10 years. It is also certified that the Integrity of the officer is beyond doubt.

Place:

Dated

Signature of the Head of Department with Office Seal