

BIO-DATA / CURRICULUM VITAE PROFORMA for Deputy Director
Airworthiness

Advertisement No. and Date	
1. (a) Name and Address (in block letters)	
2. Date of birth (in Christian Era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification :- A Bachelor's Degree in Physics or Mathematics or Aircraft Maintenance or Engineering Degree in Aeronautical or Mechanical or Electrical or Electronics or Telecommunication from a recognized University; and (ii) A valid Aircraft Maintenance Engineer's (AME) Licence endorsed in either of the Categories B1 or B2 issued by Directorate General of Civil Aviation.	A) Qualification :-
B) Experience	B) Experience
Minimum ten years of Aircraft Maintenance experience on an operating aircraft in an Aircraft Maintenance Organization approved by Directorate General of Civil Aviation.	
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or	
(ii) (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-11 in the pay matrix or equivalent in the parent cadre/department;	
C) Desirable	Desirable

Work experience in a continuing Airworthiness Management Organisation or Aircraft intenance Organisation.

5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note:- In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note:- Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre / organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details

11. 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

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

13. Are you in Revised Scale of Pay? If yes give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn:

Basic Pay in the PB	Grade Pay	Total emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break up details)	Total emoluments

16. A. Additional information, if any, relevant to the post you applied for 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)