

GOVERNMENT OF INDIA  
MINISTRY OF CIVIL AVIATION  
O/o DIRECTORATE GENERAL OF CIVIL AVIATION  
OPP. SAFDARJUNG AIRPORT,  
NEW DELHI - 110 003  
TELEPHONE: 091-011-24622495/24622499/24640322



भारत सरकार  
नागर विमानन मंत्रालय  
महानिदेशक नागर विमानन का कार्यालय  
सफदरजंग एयरपोर्ट के सामने  
नई दिल्ली - ११०००३  
दूरभाष: -०९१-०११-२४६२२४९५, ०११-  
२४६२२४९९

Website: <http://dgca.nic.in>  
Email id: [elsec.dgca@nic.in](mailto:elsec.dgca@nic.in)

File No.: E 136431, A 12025/15/2018 E1  
Date :01-03-2024

### VACANCY CIRCULAR

**Subject: Filling up of the 01 post of Superintendent on Deputation (including short term contract) basis in various Regional Offices of Directorate General of Civil Aviation.**

Applications in the prescribed proforma (as per **Annexure-A**) are invited from eligible candidates for recruitment to the **01 post of Superintendent** (General Central Services, Group 'B' Gazetted, Ministerial post) in the scale of Level 8 (Rs 47600 - 151100) in the pay matrix on Deputation (including short term contract) basis in following Regional Offices of Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation:

S. No.	Region	Name of office	No. of post to be filled by Deputation
1	Delhi	O/o DDG New Delhi	01

2. The **Qualification/Experience** requirements for the said post are as under:  
**Deputation (Including short term contract):**

Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

- (a) (i) holding analogous post on a regular basis in the parent cadre or department; or
- (ii) with **two years'** service in the grade rendered after appointment thereto on a regular basis in post in **level-7** in the pay matrix in the parent cadre or department; or
- (iii) with **six years'** service in the grade rendered after appointment thereto on a regular basis in post in **level-6** in the pay matrix in the parent cadre or department; **and**
- (b) Processing the **educational qualification** and **experience** as under:
- (i) **Degree** from a recognized university; and
- (ii) **two years' experience** in Administration, Establishment and Accounts preferably in a supervisory capacity.

**Note 1-** 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 2:** Persons employed in private companies, or in companies/organization other than that mentioned in para 2 above, or unemployed persons need not apply. Their applications will be summarily rejected.

**Note 3:** Periods 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 Organization or Department of the Central Government shall ordinary not to exceed three years.

**Note 4:** 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.

3. Officials who apply for the post will not be permitted to withdraw their candidature subsequently. Only such recommendations which are accompanied by requisite personal data as in Annexure-A will be considered.
4. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoPT's OM No. 6/08/2009-Estt. (Pay.II) dated 17.06.2010, OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.
5. While forwarding the applications in the prescribed format (Annexure A) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents must also be sent alongwith the application:-

- (1) Application in the prescribed pro-forma (Annexure A)
- (2) Copies of up-to-date and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer not below the rank of Under Secretary.
- (3) Integrity Certificate
- (4) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (5) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

6. Bio-data (03 (three) copies) and other documents mentioned in para 5 above, of the eligible and interested officers who could be spared immediately may please be forwarded **through proper official channel** on the prescribed Proforma (Annexure A) to E1 Section, A Block, DGCA(HQ), Aurbindo Marg, Opposite Safdarjung Airport, New Delhi, Pin: 110003. The complete application should reach within **60 days** from the date of advertisement in Employment News/रोजगार समाचार. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, **certification** by the cadre controlling authority **must be submitted**.

7. In case of difference between English and Hindi version of Vacancy Circular, the Vacancy Circular in English language will be considered valid.

Encl: As above.

*S. Pahuja*  
11/3/24

(Seema Pahuja)

Deputy Director of Administration  
For Director General of Civil Aviation

- To
1. All Ministries/Department of Government of India (as per list enclosed in **Annexure B**).
  2. All sections of DGCA (Hqrs.) including CEO, R.K. Puram.
  3. Ministry of Civil Aviation (Kind Attn: Shri Sanjay Singh, Under Secretary), Rajiv Gandhi Bhawan, New Delhi —3, **may send to DoPT (CS-II Division)** with the request that the circular may be **uploaded on DOPT website** for circulation to all Ministries/Departments of the Govt. of India.
  4. Bureau of Civil Aviation Security (Kind Attn: Shri Zulfiquar Hasan, Director General), Jan path Bhawan, New Delhi.
  5. All Regional offices of DGCA (Delhi, Mumbai, Kolkata, Chennai & Bangalore).
  6. Notice Board
  7. DGCA Website