

**File No.A-60015/89/2023-E-III SECTION-DGCA**  
GOVERNMENT OF INDIA  
MINISTRY OF CIVIL AVIATION  
DIRECTORATE GENERAL OF CIVIL AVIATION  
RECRUITMENT SECTION  
(www.dgca.gov.in)

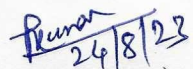
Opp. Safdarjung Airport,  
Aurobindo Marg, New Delhi-110 003  
Dated: 24<sup>th</sup> August, 2023

**VACANCY CIRCULAT**

Subject:- Engagement of Seven (07) Young Professionals, on contract basis, in Directorate General of Civil Aviation (DGCA)-regarding.

Applications are invited from Indian nationals in the prescribed proforma for engagement of Young Professionals, on contract basis, in Directorate General of Civil Aviation **initially for a period of one year** or till the Young Professionals attain the age of 40 years or till the Young Professionals remain eligible as per requirements or till the regular incumbent (s) join (s) or until further orders, whichever is earlier.

2. The details of eligibility requirements, job profile, number of vacancies, lower and upper age limit, etc. for engagement of Young Professionals are available at **Annexure-A**. The details of monthly remuneration, allowances etc have been indicated in para 2 of Terms & Conditions (**Annexure-B**).
3. The applications in the prescribed proforma neatly typed on white paper in double space and typed on only one side of paper from the eligible and interested candidates should reach Room No. A-29, Recruitment Section, DGCA along-with NO OBJECTION CERTIFICATE from the present employer, if any, **latest by 22 September, 2023 (FRIDAY) (1500 Hrs.)**. The envelop containing the application in the prescribed format must be titled as "Application for the post of Young Professional". Applications not conforming to prescribed format will not be entertained.
4. Further, only hard signed copies of applications alongwith the required documents will be accepted. Applications sent through other modes like e-mail etc. will not be entertained.
5. Self-attested and legible photo-copies of all the relevant documents supporting the candidate's eligibility in terms of the requirements for the said engagement are also required to be forwarded along-with duly filled in application. Applications without the supporting documents will not be considered.
6. Applications received after the closing date or otherwise found incomplete will not be considered. Decision of DGCA shall be final.
7. Only those fulfilling the requirements will be shortlisted and called for original documents verification and interview thereof. The selected candidate will be required to join at the place of posting within seven (07) days from the date of receipt of joining communication, failing which her/his selection/candidature shall be treated to be cancelled without any further communication and no extension shall be allowed.
8. Canvassing by candidates in any manner will invite disqualification of their candidature.
9. In case of non-joining of the selected candidates as Young Professionals, on contract basis, she/he shall be debarred for a period of one year from the date of refusal or cancellation of her/his candidature, whichever is earlier, for applying for engagement as Young Professional, on contract basis, in DGCA.
10. Young Professional's engagement will be as per Terms and Conditions enclosed at **Annexure-B**.

  
(Pranava Kumar)  
Deputy Director of Administration

**Details of vacancies and eligibility requirements for engagement of Young Professionals, on contract basis, in Directorate General of Civil Aviation.**

Tentative requirements	Lower/Upper age limit	Eligibility Requirements
Seven (07*) (* Subsequently requirements may change)	The lower age limit shall be 25 years whereas the upper age limit shall be 40 years as on the date of issuance of the said Vacancy Circular.	<p><b>(A) Educational Qualification:</b></p> <p>(i) B.Tech Degree in Civil Civil/Electronics/Electricals/Avionics/Aeronautical/Computer and Information Technology from a recognized University/Institution</p> <p style="text-align: center;">OR</p> <p>(ii) BCA/MCA from recognized University/Institution.</p> <p><b>(B) Desirable Qualification:</b></p> <p>(i) working experience in the respective field.</p> <p>(ii) Preferences will be given to those who possess computer proficiency.</p>

**Duties and Responsibilities of Young Professionals, on contract basis, in DGCA:-**

The services of ‘Young Professional’ would be utilized in carrying out the following tasks:

1. Analysis on procedures, technical matters etc.
2. Preparation of draft reports in Word and/or PowerPoint format.
3. Co-ordination and attending meetings. Preparing agenda and minutes of meetings.
4. Following up with stakeholders in Directorate General of Civil Aviation (DGCA), state governments, Aviation Industries etc. for information, clarification, approvals etc.
5. Presenting findings and reports in the DGCA and /or industry forum.
6. Any other relevant responsibility entrusted to the person.
7. YP will perform the duties under Section Officer/Section Head who would assign the task, provide guidance and monitor the completion of the task by the YP under the overall guidance of the concerned Joint Director General.
8. This is a full time assignment. Young Professional shall be provided necessary facilities of office space/equipment in the premises of DGCA. Office timings of DGCA shall be applicable. In addition, he will be required to attend office on off days or beyond office hours, in exigency.