

A-12034/2/2026 (284734)
Government of India
Ministry of Civil Aviation
Directorate General of Civil Aviation
E-1 Section

Aurobindo Marg, opposite Safdarjung Airport
New Delhi - 110003
Date: 30.06.2026

VACANCY CIRCULAR

Subject: Filling up of Twenty (20) posts of Stenographers Grade - I on Deputation basis in Regional Offices of Directorate General of Civil Aviation.

Applications in the prescribed proforma (as per **Annexure-II** of the advertisement) are invited from eligible candidates for recruitment to the **Twenty (20) posts of Stenographers Grade - I** (General Central Services, Group 'B', Non-Gazetted, Ministerial) in Level-06 of the Pay Matrix (Rs. 35,400 - 1,12,400.) [as per 7th CPC] on Deputation basis in Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, Regional Offices of Chennai, Hyderabad, Kolkata, Bengaluru, Mumbai (including Bhopal) and Delhi .

2. The Qualification/Experience requirements for the said post are as under:

Officers under the Central Government:-

- a. (i) **holding analogous post** on regular basis in the parent cadre or department; or
(ii) **With ten years' service rendered after appointment** thereto on a regular basis in Level 4 in the pay matrix or equivalent in the parent cadre or department.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including the period of deputation 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 three years.

Note 3. The maximum age-limit for appointment by deputation 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-II 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. 6/08/2004-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 II) 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 along with the application:-
 - a. Application in the prescribed pro-forma (Annexure II)
 - b. 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.
 - c. Integrity Certificate
 - d. Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
 - e. 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 II) to E1 Section (Deputy Director : Shri Chandan Kumar), A Block, DGCA(HQ), Aurobindo 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.


(Chandan Kumar)
30/6/2026

**Deputy Director of Administration
For Director General of Civil Aviation**

To,

1. All sections of DGCA (Hqrs.) including CEO, R.K. Puram.
2. All Regional offices of DGCA (Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad).
3. Notice Board, DGCA Website.

Annexure I

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)