

**Government of India
Ministry of Civil Aviation
Rajiv Gandhi Bhawan, New Delhi**

**Invitation of applications for recruitment of 04 Young Professionals in the
Ministry of Civil Aviation**

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for the Office of Hon'ble Minister of Civil Aviation (HMCA) and two (02) YPs for ER Division (Total 04) for attending to specific and time-bound work related to research, data analysis, and policy formulation. Candidate with requisite qualification, expertise and experience as prescribed would be hired as Young Professional.

2. The Ministry of Civil Aviation, Government of India, invites applications from eligible candidates for Young Professional. The details including eligibility criteria, TOR etc. are available on the Ministry's website: www.civilaviation.gov.in. Last date of receipt of application is **30/08/2024 upto 5.00 P.M.** Applications received after due date and time will not be considered.

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Under Secretary to the Government of India
Ministry of Civil Aviation
'B' Block, Rajiv Gandhi Bhawan,
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No. A-12023/6/2024-E R
Government of India
Ministry of Civil Aviation

“B” Block, Rajiv Gandhi Bhavan,
Safdarjung Airport, New Delhi - 110003

Dated: 16th August, 2024

CIRCULAR

Subject: Invitation of applications for appointment of four (04) Young Professionals in the Ministry of Civil Aviation

Ministry of Civil Aviation proposes to hire two (02) Young Professionals (YPs) for the Office of Hon'ble Minister of Civil Aviation (HMCA) and two (02) YPs for ER Division (Total 04) for attending to specific and time-bound work related to research, data analysis, and policy formulation. These professionals, drawn from both aviation and policy backgrounds, will brief the Minister on key issues, prepare comprehensive reports and assist in the development and implementation of strategic initiatives. Selected candidates will work closely with the Minister, providing essential support in research, data analysis, and policy formulation. Candidate with requisite qualification, expertise and experience as prescribed would be hired as Young Professional.

The applicants are to communicate with the addressee given below only by email. Telephone calls or other means of communication shall not be entertained.

The details of the advertisement are as follows:-

- I. Job Requirement:** As per detailed Terms of Reference at **Annex-I**.
- II. Qualification and Age Limit:** Qualification and age limit for the Category of Young Professional is given in the table below:

Category of Young Professional	No. of posts	Qualifications	Age
Aerospace	02	<ul style="list-style-type: none">Bachelor's/ Master's degree in Aviation Management, Aerospace Engineering, or related fieldsPrior work experience of 03 to 05 years with a reputable company/ firm/ research body specializing in aviation/ drone policy and ancillary areas	Not exceeding 35 years
Economics/ Finance/ Management	02	<ul style="list-style-type: none">Masters' Degree in Economics or MBA (specialization in Aviation or Finance) from a reputed University/ Institute or MBA with work experience in aviation sector.	Not exceeding 35 years

		<ul style="list-style-type: none"> • Prior work experience of 02 years with a reputable company/ firm/ research body specializing in aviation and related areas 	
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- III. Desirable:** Candidate with experience in working in the following areas
1. Applying latest research, techniques and business intelligence to solve practical problems in aviation domain.
 2. Developing and/or applying existing mathematical, statistical, economic or financial models to analyze data in areas of research, data analysis, and policy formulation.
 3. Interpreting data and preparation of brief reports/ drawing conclusions for policy making and/or implementation.
- IV. Leave:** YPs shall be eligible for 12 days' casual leave for a completed period of 1 year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to YPs. Un-availed leave shall neither be carried forward to next year nor encashed.
- V. TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.
- VI. Type of appointment:** The appointment will be purely on contract basis.
- VII. Contract Period:** Individual YPs will be engaged for a period of one year, which may be extended by one year at a time (subject to the maximum tenure mentioned in MoCA's guidelines) as per the requirement of MoCA, satisfactory Annual Performance Review based on clearly defined Key Performance Indicators, overall situation of requirement of YPs by MoCA and availability of funds under the relevant Budget Head. The contract can be terminated by either party by giving one month notice in advance.
- VIII. Maximum Tenure:** The maximum continuous tenure of YP will be for a maximum of three years (1+1+1) subject to factors mentioned in MoCA's guidelines.
- IX. Extension beyond maximum tenure:** Extension beyond the maximum tenure mentioned above may be considered for 1 more year under exceptional circumstances.
- X. Terms of Payment of remuneration:** The emoluments for engagement of Young Professional will be in the range of ₹50,000/- per month (all inclusive) to ₹54,000/- per month (all inclusive) and will vary on the basis of his/ her qualifications.
- XI. Annual Increment:** Up to 6% of the consolidated remuneration subject to satisfactory performance.
- XII. Basis for Evaluation:** The scrutiny of applications will be carried out by the Ministry on the basis of required and desirable qualification and past work experience of individuals. Consultancy Evaluation Committee constituted for the purpose may conduct personal interview with the shortlisted applicants in compliance with the provisions of GFR, 2017.
- XIII. Guidelines for submission of the Applications:** The duly completed Application in prescribed format should be submitted so as to reach this Ministry at below mentioned address on or before **05.00 P.M. on 30/08/2024**. Any application received after the above mentioned deadline will not be considered.

- XIV. The Department reserves its rights, as follows:** To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.
- XV. Note:** The selection of YPs shall be made in accordance with the provisions contained in General Financial Rules 2017, Manual of Procurement for Consultancy and Other Services 2017, extant communications of Government of India and MoCA's O.M. dated 14/10/2022 and 04/04/2024 regarding Procedure and Guidelines for Ministry of Civil Aviation.

2. Interested applicants may send their CV in the enclosed format (Annex-II) by email/ post to the following address:-

Economic Regulation (ER) Division
Ministry of Civil Aviation
'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-110003
Email address:- ersec.moca@nic.in

Kr 16.08.24

(Krishan Swami)
Section Officer

कृष्ण स्वामी / Krishan Swami
अनुभाग अधिकारी / Section Officer
नागर विमानन मंत्रालय / Ministry of Civil Aviation
राजीव गांधी भवन / Rajiv Gandhi Bhawan
नई दिल्ली - 110003 / New Delhi - 110003

NIC Cell for uploading on the Ministry's web site.

**TERMS OF REFERENCE FOR ENGAGEMENT OF 'YOUNG PROFESSIONALS'
IN THE OFFICE OF HON'BLE MINISTER OF CIVIL AVIATION AND ER DIVISION
MINISTRY OF CIVIL AVIATION**

The service of the 'Young Professionals' would be utilized in carrying out the following tasks:

1. Brief the Minister on key issues, prepare comprehensive reports and assist in the development and implementation of strategic initiatives. Their role will be crucial in ensuring that the Ministry remains at the forefront of innovation and efficiency, contributing to the advancement of civil aviation in India.
2. Work closely with the Minister, providing essential support in policy analysis, research and data analytics. This will cover aviation policies/ programmes and schemes of the Government and related research, data analysis and interpretation, and business intelligence support.
3. Conduct impact assessment and other studies – conduct pilot, special and innovative interventions.
4. To provide high quality inputs in their discipline/ data analysis/ project management/ evaluation of scheme/ programme/ start-up/ innovation/ special studies including feasibility studies/ compliance supervision/ training and development/ implementation monitoring etc.
5. Assist in projects in diverse areas of aviation and ancillary areas and study the impact of policy interventions and global developments on various aviation sub-sectors in India.
6. Assist in various aspects of the research process, including literature review, data collection, data analysis, preparing presentations, and writing briefs. There will be opportunities to independently develop research ideas in the aviation sector.
7. Preparation of position papers and power point presentations on the aviation sector, or its sub-sectors, giving current snapshot and future outlook. These would, *inter alia*, draw upon detailed analysis of data pertaining to the aviation sector and writing reports thereon, modelling and forecasting based on data.
8. Provide strategy and policy consultation for planning and working on actionables as prioritized by the Ministry of Civil Aviation.
9. Financial analysis of viability of operations of carriers and other entities in the aviation sector.
10. Analysis of competition issues, including *inter alia*, competitive/ uncompetitive prices, charges, tariffs in the sector and developing regulatory models.
11. Any other task that may be assigned from time to time by Hon'ble Minister of Civil Aviation.
12. This is full time assignment. The Young Professionals shall be provided necessary facilities of office space/ equipment in the premises of Rajiv Gandhi Bhavan, New Delhi. Office timings of Ministry of Civil Aviation shall be applicable.

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**Application Format for recruitment of Young Professional in the
Office of Hon'ble Minister of Civil Aviation and ER Division, Ministry of Civil Aviation**

Affix recent
passport size
photograph

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Particulars:

Postal / Current Address	Permanent Address	Phone / Mobile	e-Mail ID

7. Educational Qualification: *(Scanned copy needs to be attached)*

S. No.	Course	Subject	University / Institute	Year of Passing	Division / Class

8. Work Experience: *(Scanned copy needs to be attached)*

S. No.	Organization / Institute	Period from-to	Nature of work	Remarks

9. Desirable Qualification, if any: *(Scanned copy needs to be attached)*

10. References (Name, Address, Phone, email ID to be given):

S. No.	Name	Address	Phone / Mobile	e-Mail ID
(i)				
(ii)				

11. Additional information about work experience nature of work etc. may be furnished separately as attachment.

Signature of the Candidate

Place:

Date: