

Government of India
Ministry of Civil Aviation
Directorate General of Civil Aviation

Opp. Safdarjung Airport,
New Delhi - 110003,
Dated the 04th October, 2023

VACANCY CIRCULAR

Subject: Proposal for filling up of (five) 05* (Subject to change) posts of Deputy Director Airworthiness in Level-12 of the pay matrix on Deputation (including short-term contract basis) in Directorate General of Civil Aviation.

Applications are invited from eligible candidates for recruitment to the following posts (**General Central Services, Group 'A', Gazetted, Non-Ministerial**) in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi by the method of Deputation (including short-term contract):

Sl. No.	Name of Post	No. of Posts	Pay Scale	Educational Qualifications and experience as per
1.	Deputy Director Airworthiness	05* (Subject to change)	Level – 12 Pay Matrix as per the recommendations of 7 th CPC	Annexure 'A'

2. In accordance with the Recruitment Rules, the post of Deputy Director Airworthiness can be filled up by Deputation (including short-term contract). Application form and eligibility conditions are given in Annexure – A.

Note 1: The departmental officers in the feeder grade who are in 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: The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not to exceed **four years**. The maximum age limit for appointment by deputation (including short term contract) shall not be exceed **56 years** on the closing date of receipt of application.

3. The duties attached to the post of Deputy Director Airworthiness are enclosed at Annexure-'X'.

4. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded in the prescribed Proforma, to the undersigned together with the up-to-date photocopies of **Annual Performance Appraisal Reports for last five years (duly attested by an officer not below the rank of Under Secretary) along with 03 (three) copies of Bio-data**, strictly in the prescribed Proforma as per Annexure mentioned above. The application should reach to this office **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, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are

and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. Integrity certificate and a statement of major/minor penalty, imposed if any, during preceding last 10 years may also be sent along with all above documents.

Encl: As above.



(Pavan Malviya)
Deputy Director of Administration

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)

(Note: Enclose a separate sheet, if the space is insufficient)	
16. B. Achievements :- The candidates are requested to indicate information with regard to :- (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet, if the space is insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Date _____

Address _____

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 possesses 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 Dossiers in original is enclosed/photocopies of the ACRs 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)

Duties for the post of Deputy Director of Airworthiness

1. Issue of certificate of registration, certificate of airworthiness, permit to fly and amendments, renewals of such certificates;
2. Inspection of aircraft for issue, renewal, validation and cancellation of certificates of airworthiness/permit to fly and the subsequent execution of such documents as appropriate;
3. Issue, endorse, renewal, validation and extension of licenses of aircraft maintenance personnel and grant of authorizations, approvals and certificate of competency to aircraft personnel.
4. Supervision of the aircraft maintenance and flight crew licensing examinations and other examinations;
5. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
6. Investigation of major defects in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance, in order to assess the standard of work and adherence to maintenance procedures;
7. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementation of the relevant airworthiness regulations issued by the headquarters;
8. Surveillance of the approved organisations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft;
9. Surveillance of the carriage of dangerous goods, shippers and related organizations;
10. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
11. Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary; and