



भारत सरकार
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Government of India
Airports Economic Regulatory Authority of India

A-12026/1/2022-Estb

Dated: 20 April, 2023

To,

All Ministries/Departments of the Govt. of India,
Public Sector Undertakings, Statutory and Autonomous Bodies.

Subject: Filling up of posts vacant in Airports Economic Regulatory Authority of India (AERA) on deputation basis.

Sir,

The Airports Economic Regulatory Authority of India (AERA), New Delhi is a statutory body set up under the Airports Economic Regulatory Authority of India Act, 2008. AERA proposes to fill the following posts, on deputation basis, for a period of three years from amongst eligible candidates:

| Sl. No. | Post | Pre-revised Scale of Pay | No. of posts vacant |
|---------|---|--|---------------------|
| 1. | Director (Policy & Statistics) Pay level 13 | PB4 (₹ 37400-67000; GP ₹ 8700)/ Level 13 | 01 |
| 2. | Under Secretary (Policy & Statistics) Pay level 11 | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 03 |
| 3. | Under Secretary (Information Technology) Pay level 11 | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 01 |
| 4. | Bench Officer (Legal) Pay level 11 | PB3 (₹ 15600-39100; GP ₹ 6600) / Level 11 | 01 |
| 5. | Principal Private Secretary Pay level 11 | PB3 (₹ 15600-39100; GP ₹ 6600)/ Level 11 | 01 |
| 6. | Technical Manager (Information Technology) Pay level 10 | PB3 (₹ 15600-39100; GP ₹ 5400)/ Level 10 | 01 |

| | | | |
|----|---|--|----|
| 7. | Assistant Pay level 7 | PB2 (₹ 9300-34800; GP ₹ 4600)/ Level 7 | 01 |
| 8. | Junior Hindi Translator (JHT) Pay level 6 | PB2 (₹ 9,300-34,800 GP ₹ 4200)/ Level 6 | 01 |
| 9. | Receptionist-cum-Telephone Operator Pay level 2 | PB1 (₹ 5200-20200; GP ₹ 1900)/ Level 2 | 01 |

Note:- Vacancies are liable to change without notice.

2. Details of qualifications and experience required for each post are appended at Annexure – I. Maximum age limit for appointment to all above posts shall not exceed 56 years as on the closing date of receipt of applications. The pay and allowances shall be governed by Ministry of Civil Aviation, Airports Economic Regulatory Authority employees (number of posts and condition of service) Rules 2011. AERA is not an eligible office for allotment/ retention of Govt. accommodation from the General Pool. The Authority reserves the right not to fill up the above vacancy.

3. All Ministries/Departments, Public Sector Undertakings, Statutory & Autonomous Bodies are requested to forward applications of interested candidates in the prescribed proforma (**Annexure II**) in an envelope super scribing the post applied for so as to reach **The Deputy Chief, Airports Economic Regulatory Authority of India, AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003 (Tel No. 011-24695044-47)** on or before **22.05.2023** till **5:30 pm** along with the following documents :-

- (i) Updated APAR dossiers of the applicant for the last 5 years.
- (ii) Vigilance clearance.
- (iii) Cadre clearance.

4. Applications received after the closing date or without the APAR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct. It may also be confirmed that in the event of selection for appointment, the applicant concerned shall be relieved of his/her duties to join AERA. The Authority reserves the right not to fill up any or all the above vacancies. The eligibility of candidate with respect to qualification and experience shall be ascertained as on last date for submission of application.

5. This may please be given wide circulation in the various units/offices under your control. Details of the vacancies and the prescribed proforma can also be downloaded from AERA website <http://aera.gov.in>

Yours faithfully,



(Col. Manu Sooden)

Secretary-AERA

Ph: 24695044-47 (Extn. 220)

Encl: As Above.



सं.ए-2022/1/12026-स्था

दिनांक : 20 अप्रैल, 2023

सेवा में,

भारत सरकार के सभी मंत्रालयविभाग /
सार्वजनिक क्षेत्र के उपक्रम, सांविधिक और स्वायत्तशासी निकाय

विषय: भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) में रिक्त पदों को प्रतिनियुक्ति आधार पर भरना।

महोदय,

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा), नई दिल्ली, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण अधिनियम, 2008 के अंतर्गत गठित सांविधिक निकाय है। ऐरा में निम्नलिखित पदों को पात्र उम्मीदवारों से तीन (03)वर्ष की अवधि के लिए प्रतिनियुक्ति

आधार पर भरे जाने का प्रस्ताव है

| क्र.सं/पद | संशोधन-पूर्व वेतनमान | रिक्त पदों की संख्या |
|---|---|----------------------|
| 1. निदेशक (नीति एवं सांख्यिकी) वेतन स्तर 13 | PB4 (रुपए 37,400-67,000; ग्रेडपे रुपए 8700)/ स्तर 13 | 01 |
| 2. अवर सचिव (नीति एवं सांख्यिकी) वेतन स्तर 11 | PB3 (रुपए 15,600-39,100; ग्रेडपे रुपए 6600)/ स्तर-11 | 03 |
| 3. अवर सचिव (सूचना एवं प्रौद्योगिकी) वेतन स्तर 11 | PB3 (रुपए 15,600-39,100; ग्रेडपे रुपए 6600)/ स्तर-11 | 01 |
| 4. बेंच अधिकारी (विधि) वेतन स्तर 11 | पीबी 3 (रुपए 15,600-39,100; ग्रेडपे रुपए 6600)/ स्तर 11 | 01 |
| 5. प्रधान निजी सचिव वेतन स्तर 11 | पीबी 3 (रुपए 15,600-39,100; ग्रेडपे रुपए 6600)/ स्तर 11 | 01 |
| 6. तकनीकी प्रबंधक (सूचना एवं प्रौद्योगिकी) वेतन स्तर 10 | पीबी 3 (रुपए 15,600-39,100; ग्रेडपे रुपए 5400)/ स्तर 10 | 01 |

| | | | |
|----|--|--|----|
| 7. | सहायक वेतन स्तर 7 | पीबी 2 (रूपए 9,300-34,800; ग्रेडपे रूपए 4600)/ स्तर 7 | 01 |
| 8. | कनिष्ठ हिंदी अनुवादक वेतन स्तर 6 | पीबी 2 (रूपए 9,300-34,800; ग्रेडपे रूपए 4200)/ स्तर 6 | 01 |
| 9. | स्वागत अधिकारी - सह टेलीफोन - ऑपरेटर वेतन स्तर 2 | पीबी 1 (रूपए 5,200-20,200; ग्रेडपे रूपए 1900)/ स्तर 2 | 01 |

नोट:- सूचना दिए बिना रिक्तियों में परिवर्तन किया जा सकता है।

2. प्रत्येक पद के लिए अपेक्षित अर्हताओं एवं अनुभव का ब्यौरा संलग्नक-1 में दिया गया है। उपर्युक्त सभी पदों पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी। वेतन एवं भत्ते नागर विमानन मंत्रालय, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण कर्मचारी (पदों की संख्या और सेवा की शर्तें), नियमावली, 2011 द्वारा निर्धारित होंगे। ऐरा सामान्य पूल के सरकारी आवास के आबंटन / प्रतिधारण के लिए पात्र कार्यालय नहीं है। प्राधिकरण को उपर्युक्त रिक्तियों को भरने का अधिकार नहीं है।

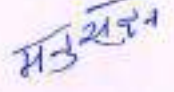
3. सभी मंत्रालयों/विभागों, सार्वजनिक क्षेत्र के उपक्रमों, सांविधिक और स्वायत्तशासी निकायों से अनुरोध है कि इच्छुक उम्मीदवारों के आवेदन निर्धारित प्रोफॉर्मा संलग्नक-11 में लिफाफे पर आवेदन किए गए पद का उल्लेख करते हुए अरोषित करें ताकि यह दिनांक 22.05.2023 को सायं बजे 5.30 या इससे पहले उप प्रमुख, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण, ऐरा भवन, प्रशासनिक कॉम्प्लेक्स, सफदरजंग हवाईअड्डा, नई दिल्ली - 110003 (दूरभाष संख्या : 011-24695044-47) के पास पहुँच जाए। इसके साथ निम्नलिखित दस्तावेज भी हो :

- (i) आवेदक के पिछले पाँच (05) वर्षों के अद्यतन किए गए एपीएआर डोजियर
- (ii) सर्तकता अनापति
- (iii) संवर्ग अनुमति

4. अंतिम तिथि के बाद या एपीएआर डोजियर के बिना या अन्य प्रकार से अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा। आवेदन भेजते समय यह सत्यापित और प्रमाणित किया जाए कि आवेदक द्वारा दिए गए विवरण सही हैं। यह भी पुष्टि की जाए कि नियुक्ति के लिए चयन होने की स्थिति में संबंधित आवेदक को ऐरा में कार्यग्रहण करने के लिए कार्यमुक्त कर दिया जाएगा। प्राधिकरण को उपर्युक्त किसी भी या सभी रिक्तियों को न भरने का अधिकार है। अर्हता और अनुभव के संबंध में उम्मीदवार की पात्रता आवेदन प्रस्तुत करने की अंतिम तारीख को सुनिश्चित की जाएगी।

5. कृपया इसे अपने नियंत्रणाधीन विभिन्न यूनिटों / कार्यालयों में व्यापक रूप से परिचालित किया जाए। रिक्तियों का ब्यौरा और निर्धारित प्रोफॉर्मा ऐरा की वेबसाईट <http://aera.gov.in> से भी डाउनलोड किया जा सकता है।

भवदीय,



(कर्नल मनु सूदन)

सचिव-ऐरा

दूरभाष : 24695044-47 (एक्सटेंशन 220)

संलग्नक : उपर्युक्त के अनुसार



भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण

(भारत सरकार का सांविधिक निकाय)

ऐरा बिल्डिंग, एडमिनिस्ट्रेटिव कॉम्प्लेक्स, सफदरजंग एयरपोर्ट, नई दिल्ली-110003-

फोन : 24695044-47, फैक्स 24695048 :वेबसाईट :<http://aera.gov.in>

रिक्ति सूचना

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) प्रतिनियुक्ति के आधार पर नई दिल्ली में निदेशक (नीति एवं सांख्यिकी) - वेतन स्तर 13 (01 पद), अवर सचिव (नीति एवं सांख्यिकी) - वेतन स्तर 11 (03-पद), अवर सचिव (सूचना एवं प्रौद्योगिकी) - वेतन स्तर 11 (01- पद), बेंच अधिकारी (विधि) - वेतन स्तर 11 (01- पद), प्रधान निजी सचिव- वेतन स्तर 11 (01- पद), तकनीकी प्रबंधक (सूचना एवं प्रौद्योगिकी) वेतन स्तर 10 (01- पद), सहायक - वेतन स्तर 7 (01- पद), कनिष्ठ हिंदी अनुवादक- वेतन स्तर 6 (01- पद), रिसैप्लानिस्ट एवं टेलिफोन ऑपरेटर- वेतन स्तर 2 (01- पद) के पदों को भरने के लिए योग्य उम्मीदवारों से आवेदन-पत्र आमंत्रित करता है। विवरण ऐरा वेबसाईट: <http://aera.gov.in> पर उपलब्ध है। उचित माध्यम से आवेदन प्राप्त करने की अंतिम तारीख 22.05.2023 शाम 5.30 बजे तक है। इस संबंध में यदि कोई शुद्धि पत्र होगा तो वह ऐरा वेबसाईट पर प्रकाशित किया जाएगा।

नोट:- रिक्तियों की संख्या बिना किसी नोटिस के बढ़ाई या घटाई जा सकती है।

ह/-

उप प्रमुख, ऐरा

सुभाष चन्द / SUBHASH CHAND
अवर सचिव (वि. लेख) / Under Secretary (F&A)
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
ऐरा भवन प्रशासनिक कॉम्प्लेक्स
AERA Building Administrative Complex
सफदरजंग एयरपोर्ट, नई दिल्ली-110003
Subhash Chand, New Delhi-110003



Airports Economic Regulatory Authority of India
(A Statutory Body of the Government of India)
AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003
Ph ; 24695044-47, Fax : 24695048, Website : <http://aera.gov.in>

VACANCY NOTICE

Airports Economic Regulatory Authority, invites applications from eligible candidates for filling up posts of, **Director (Policy & Statistics) – Pay Level 13 (01 No.), Under Secretary (Policy & Statistics) – Pay level 11 (03 No.), Under Secretary (Information Technology) – Pay level 11 (01 No.), Bench Officer (Legal) – Pay level 11 (01 No.), Principal Private Secretary - Pay level 11 (01 no.), Technical Manager (Information Technology) – Pay Level 10 (01 No.), Assistant – Pay Level 7 (01 No.), Junior Hindi Translator-Pay level 6 (01 no.), Receptionist-cum-telephone operator-Pay level 2 (01 no.)** in New Delhi on **deputation basis**. Details are available on AERA's website <http://aera.gov.in>. Last date for receipt of applications through proper channel is **22.05.2023 till 5:30 pm**. Corrigendum/Addendum, if any, in this regard would be published only on AERA's Website.

Note: - The vacancies are liable to change without notice.

sd/-

Deputy Chief, AERA

सुभाष चन्द / SUBHASH CHAND
अवर सचिव (वि. सेवा) / Under Secretary (F&A)
भारतीय विमानचलन अर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
ऐरा भवन प्रशासनिक कॉम्प्लेक्स
AERA Building Administrative Complex
साफरजुंग एअरपोर्ट, नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003

Recruitment Rules

| Sr. No. | Post | Pay Band and Grade Pay / Pay Scale | Mode of Recruitment/ Eligibility / Experience | Qualification |
|---------|----------------------------------|--|--|---|
| 1. | Director (Policy and Statistics) | Level-13 (₹ 123100 - 215900/-) Pre-revised PB4 (₹ 37400-67000; with Grade Pay Rs. 8,700) | <p>Deputation: -</p> <p>Officers of the Central Government or State Government or Union territory Administration or Public Sector Undertaking or recognized Research Institute or Universities or Semi-Government or Statutory or Autonomous organization;</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs.78800-209200/-) of the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in level-11 (Rs.67700 – 208700/-) of the pay matrix or equivalent in the parent cadre or department; and</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.</p> | <p>possessing the following qualifications and experience-</p> <p>Post graduate degree from recognized University in Economics or Statistics or Commerce or Business Administration with Finance and Accountancy or Chartered Accountant or Cost Accountancy or any other qualification considered useful by the Authority.</p> <p>(i) At least one-year experience in Central Government or State Government or Union Territory Administration or Public Sector Undertaking or recognized Research Institute or University or Semi Government or Statutory or Autonomous Organization in regulatory economics or statistical modeling or tariff.</p> |

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|----|---|--|--|---|
| 2. | Under Secretary (Policy & Statistics) | Level-11 (₹ 67700 - 208700/) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay Rs. 6,600) | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) having three years' experience in level 10- (Rs.56100-177500/-) on regular basis in the parent cadre or department; or</p> <p>(iii) having Six years' experience in Level-8 (Rs.47600-151100/-) + Level-9(Rs.53100-167800/-) on regular basis in the parent cadre or department.</p> <p>Note 1.- 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 or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>possessing the following qualifications and experience-</p> <p>(i) Graduate degree from a recognised University in Economics or Statistics or Commerce or Business Administration with finance and accounts or Chartered Accountant or Cost Accountancy or any equivalent degree considered useful by the Authority; or</p> <p>(ii) Possessing at least three years' experience in regulatory economics or statistical modeling or tariff.</p> |
| 3. | Under Secretary (Information Technology) | Level-11 (₹ 67700 - 208700/) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 6,600) | <p>Deputation: -</p> <p>(a) <u>Eligibility/Experience:</u></p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> | <p>Possessing the following qualifications and experience:</p> <p>(i) (Master's Degree in Computer Applications or M. Sc (Computer Science/ Information Technology) from a recognized University/Institute; or B.E./ B.Tech. (Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information</p> |

| | | | | |
|----|-----------------------|---|---|--|
| | | | <p>(ii) With three years continuous service in the regular PB-3, Rs. 15600-39100 with grade pay Rs. 5400 in the parent Department or equivalent scale of pay in Central Public Undertakings or Autonomous Bodies;</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> | <p>Technology) from a recognized University/Institute.</p> <p>(ii) Three years' experience in relevant areas of Programming/ Information System in a Government/PSU/Autonomous/Body/Statutory Body or in any recognized institution.</p> |
| 4. | Bench Officer (Legal) | Level-11 (Rs.67700 - 208700/) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 6,600) | <p>Deputation: -</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) having three years' experience in level-10 (Rs.56100-177500/-) on regular basis in the parent cadre or department; or</p> <p>(iii) having Six years' experience in Level-8 (Rs.47600-151100/-) + Level-9(Rs.53100-167800/-) on regular basis in the parent cadre or department.</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation</p> | <p>possessing the following qualifications and experience-</p> <p>(i) Graduate Degree in law from recognized University or Institute.</p> <p>(ii) possessing at least three years' experience in legal matters, quasi-judicial proceedings and like matters.</p> |

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| | | | shall be not exceeding fifty-six years as on the closing date of receipt of applications. | |
| 5. | Principal Private Secretary | Level-11 (₹ 67700 – 208700/) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 6,600) | <p>Deputation/short term contract from amongst the officer of the Central Government/ Central Public Sector Undertakings/ Autonomous Bodies.</p> <p>(i) holding analogous posts on regular basis in the parent department/organization; or</p> <p>(ii) Private Secretary in the Level-8(Rs.47600-151100/-) / Rs. 9300-34800 with GP of Rs. 4800/- (pre-revised) with 06 years continuous regular service in the grade in the parent department or equivalent scale of pay in Central Public Sector Undertakings/Autonomous Bodies.</p> | <p>possessing the following qualifications and experience-</p> <p>(i) Graduate from a recognised University or equivalent; and</p> <p>(ii) possessing working knowledge of computers.</p> |
| 6. | Technical Manager (Information Technology) | Level-10 (₹ 56100 - 177500/-) Pre-revised PB3 (₹ 15,600-39,100; with Grade Pay ₹ 5,400) | <p>Deputation: -</p> <p>(a) <u>Eligibility/Experience:</u></p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With minimum two years' continuous service in the regular PB-2, Rs. 15600-39100 with grade pay Rs. 4800/- in the parent Department or equivalent scale of pay in Central Public Undertakings or Autonomous Bodies;</p> <p>Note 1- 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 or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2- The Maximum age-limit for appointment by deputation</p> | <p>Possessing the following qualifications and experience:</p> <p>(i) (Master's Degree in Computer Applications or M. Sc (Computer Science/ Information Technology) from a recognized University/Institute; or B.E./ B.Tech. (Computer Engineering/Computer Science/ Computer Technology/Computer Science & Engineering/Information Technology) from a recognized University/Institute.</p> <p>(ii) Three years' experience in relevant areas of Programming/ Information System in a Government/PSU/Autonomous/Body/Statutory Body or in any recognized institution.</p> |

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| | | | shall be not exceeding fifty-six years as on the closing date of receipt of applications. | |
| 7. | Assistant | Level-7 (₹ 44900 - 142400/-) Pre-revised PB2;9300-34800/-, with Grade Pay ₹ 4600/- | Deputation / Short term contract from amongst the officers of the Central Government / Central Public Sector Undertakings / Autonomous bodies: (i)holding analogous posts on regular basis in the parent department / organization; or (ii)Senior Secretariat Assistant (SSA)/UDC with three years continuous service in the scale of pay at Level 4 of Pay Matrix in the parent department /equivalent scale of pay in Central Public Sector Undertakings /Autonomous Bodies. | Possessing the following qualifications and experience: i)Graduate from a recognized University or equivalent and (ii)Possessing working knowledge of Computers. |
| 8. | Junior Hindi Translator | Level 6 (₹ 35400-112400) Pre-revised PB2 (Rs. 9,300-34,800/-, with Grade Pay ₹ 4200/- | Deputation: - Holding Analogous Post on regular basis in the Parent Cadre or Department; Or With 6 years' service in the grade rendered after appointment thereto on regular basis in the level 5 of the revised pay matrix (pre-revised scale of pay of Rs. Rs 5200- 20200 + 2800 GP in PB2) or equivalent in the parent cadre or department. Or With 10 years' service in the grade rendered after appointment thereto on regular basis in level 4 of the revised pay matrix (pre-revised pay scale of Rs. 5200- 20200 + 2400 GP in PB2) or equivalent in the parent cadre or department; and processing the educational qualifications and experience as under: - | <u>Qualification & Experience:</u> A) <u>Essential (i) Educational Qualifications:</u> Master's Degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level. Or Master's Degree of a recognized University in any subject other than English or Hindi with Hindi or English medium and English or Hindi respectively as a compulsory or elective subject or as a medium of examination at degree level. Or Master's Degree of a recognized University or equivalent in any subject other than English or Hindi, with Hindi or English respectively as a compulsory or elective subject of either or the two as a medium of examination and the other as a compulsory |

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| | | | | <p>or elective subject at degree level. And <u>(ii) Experience:</u></p> <p>Recognized diploma or certificate course in translation from Hindi to English and vice – versa or two years’ experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertakings.</p> <p>B) <u>Desirable:</u></p> <p>(i) Knowledge at the level of matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution. (ii) Diploma or certificate course in translation from Hindi to English and vice-versa from a recognized institute/ University or two years’ experience of translation work from Hindi to English and vice- versa in Central or State Govt. offices, including Government of India Undertakings. (iii) Working knowledge of computer.</p> |
| 9. | Receptionist-cum-Telephone Operator | Level-2 (₹ 19900-63200) Pre-revised PB1(₹ 5,200-20,200, with Grade Pay ₹ 1,900) | Deputation / Short term contract from amongst the officials working in the Central Government/Central Public Sector Undertaking/Autonomous Bodies holding the post of Lower Division Clerk or equivalent on continuation basis in the parent department or equivalent scale of pay in Central Public Sector Undertakings /Autonomous Body. | <p>(i) Graduate from a recognized University or equivalent; and (ii) Possessing working knowledge of computers.</p> |

CURRICULUM VITAE PROFORMA

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| Photograph |
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1. Post applied for :
2. Name (in Block Letters):
3. Postal Address (in Block Letters):
4. E-mail and Mobile No.:
5. Date of Birth (Christian era):
6. Details of Employment:

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| i. | Name of the Parent Department / Organization along with Address | |
| ii. | Date of joining in Parent Department | |
| iii. | Date of retirement from the Parent Department | |
| iv. | Present Post held, along with pay level & present basic pay / pay scale / Pay band & Grade Pay of the post held, as the case may be. | |
| v. | Office Telephone No. & E-mail ID | |
| vi. | Date of Entry into present Grade Pay / Level on regular basis | |
| vii. | Nature of Duties in detail | |
| viii. | Nature of present employment i.e., ad hoc or Temporary or Quasi- Permanent or Permanent. | |
| ix. | Please state whether working under:- Central Government /State Government /Autonomous Organization/ Government Undertaking/ Universities/ Others | |
| x. | Total emoluments per month now drawn | |
| xi. | Additional information, if any which you would like to mention 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 prescribed in the Vacancy Circular / Advertisement). Enclose a separate sheet if the space is insufficient | |

7. Education Qualification :-

1. Education Qualification :-

| Degree/Diploma/Certificate | Name of the Board / Institution/University | Year of Passing | Subject (s) |
|----------------------------|--|-----------------|-------------|
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2. Whether belongs to SC/ST/OBC/General Category:

3. The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / Societies and (iv) any other information :

Applicants not holding the post in the new pay Matrix Pay scales /Pay Band & Grade pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature & Name of the candidate

Place:.....
Date :

Countersigned

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(Employer with Seal)