



सत्यमेव जयते

GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
DGCA COMPLEX, OPP. SAFDARJUNG AIRPORT, NEW DELHI-110003
Telephone No: 24622495, 24622499, 2422500

File No. A.35014/1/2008-E I
5th September, 2008

VACANCY CIRCULAR

It is proposed to fill up only post of Assistant Foreman(Machine Shop) in the pay scale of Rs. 5500-175-9000 in this Office by the method of deputation basis.

2. **Eligibility:** Persons holding analogous posts on regular basis/three years regular service in the post in the pay scale of Rs. 5000-150-8000 or equivalent under the Central/State Government/Autonomous or Statutory Organization or Public Sector Undertaking and possessing the qualifications prescribed below:

a) **Essential qualification:**

- (i) **10th Pass**
- (ii) **Industrial Training Institute Certificate in Machine shop practice.**
- (iii) **10 years experience in Machine Shop practice involving work on lathe, Milling, grinding and shaper machines etc.**

A sound knowledge of operating mechanism of machine shop machines like lathe and milling machines etc.

Should be able to work from engineering drawings

b) **Desirable:**

- (i) **A good knowledge of sheet metal work**
- (ii) **Knowledge of welding techniques.**
- (iii)

3. The terms and conditions of the appointment on deputation will be regularized in terms of the instructions issued by the Department of Personnel and Training on the subject from time to time and its period will be for 3 (three) years
4. The applications of the eligible candidates who are willing to be considered for appointment on deputation basis and whose services could be spared by the Ministries/Department/State Govts. in the event of their selection, may please be forwarded in the enclosed Proforma along with complete and up-to-date Confidential Reports of preceding five years and the vigilance clearance reports through proper channel so as to reach this office within two months of the issue of this circular. This Office website www.dgca.nic.in may also please be referred to for details.
5. Chargeman (Machine Shop) in the Research & Development Directorate of this office with 3 (three) years` regular service in the grade would also be considered for appointment on deputation basis and in the event of his selection, his appointment would be deemed to have been made on the basis of promotion

(K. Unnikrishnan)
Deputy Director of Administration
For Director General of Civil Aviation

To

1. All Ministries/Department of Govt. of India
2. All State Governments/Union Territories of India
3. Directorate of Research & Development, O/o the DGCA, New Delhi-03.
4. Assistant Media Officer, DAVP), PTI Building (with three spare copies)with a request to kindly arrange to advertise the post in the employment news at an early date.
5. Notice board/Hindi Section/C&G Section/PA to DRD/Machine Shop.
6. NIC Centre with the request to kindly put this vacancy circular on our web site. This issues with the approval of Deputy Director General (Admn.) of CA

BIO DATA PROFORMA

1. Name and address (in block letters):

2. Date of birth:

3. Date of retirement under
Central/State Government Rules

4. Whether conditions of eligibility
as mentioned in the circular
have been satisfied.

Conditions of eligibility as
Prescribed in the circular

Conditions of eligibility
possessed by the
applicant

5. Please state clearly whether in the light of entries made by you as
above, you meet the requirements of the post.

6 Details of employment, in chronological order. Enclose a
separate sheet, duly authenticated by your signature.

Office/Instt/Corp.	Post held	From	to	Scale of pay	Nature of duties
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7. Nature of present employment i.e
adhoc/ temporary / permanent.

8. In case the present employment is held on deputation/contract basis,
please state:-

- a. Date of initial appointment
- b. Period of the appointment on deputation/contract
- c. Name of the present office/organization to which you belong.

9. Additional details about present employment:

Please state whether working under:

- (a) Central Govt.
- (b) State Govt.
- (c) Autonomous organization
- (d) Government Undertaking
- (e) Universities.

10. Are you in the revised scale of pay ? If yes, give the date from which
the revision took pace and also indicate the pre-revised scale:

11. Total emoluments per month now drawn

12. Additional information, if any, which you would like to mention in
support of your suitability for the post. Enclose a separate sheet.

13. Whether you belong to SC/ST/OBC/Gen.

14. Remarks

Date:

Signature of the candidate
Address

Countersigned
(Employer)