



No. AERA/10016/RR/2009/

Dated: 25<sup>th</sup> September, 2009

To

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

**Subject: - Filling up of posts on deputation basis.**

Sir,

The Airports Economic Regulatory Authority (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, initially for a period of three years, extendable for a further period of two years on yearly basis from amongst eligible candidates:

Sl No	Post	Scale of pay	No. of Post
1.	Deputy Chief	PB 3 (Rs 15600 – 39100 Grade Pay Rs 7600)	01
2.	Senior Principal Private Secretary	PB 3 (Rs 15600 – 39100 Grade Pay Rs 7600 )	01
3.	Principal Private Secretary	PB 3 (Rs 15600 – 39100 Grade Pay Rs 6600 )	02
4.	Private Secretary	PB 2 (Rs 9300 – 34800 Grade Pay Rs 4800)	01
5.	Personal Assistant	PB 2 (Rs 9300 – 34800 Grade Pay Rs 4200 )	01
6.	Assistant	PB 2 (Rs 9300 – 34800 Grade Pay Rs 4200 )	02
7.	Stenographer	PB 1 (Rs 5200 – 20200 Grade Pay Rs 2400 )	05
8.	Receptionist cum Telephone Operator	PB 1 (Rs 5200 – 20200 Grade Pay Rs 1900 )	01

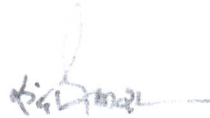
2. Details of qualifications and experience required for each post are appended at Annexure-I. AERA has obtained relaxation from the rule of immediate absorption in respect of all these posts. The Recruitment Rules for the aforesaid posts are being finalised. Pending the same, present recruitment process is being undertaken with the concurrence of DOPT. The pay and allowances shall be at par with the officers drawing equivalent Grade pay in the Central Government.

3. All Ministries / Departments, Public Sector Undertakings , Statutory & Autonomous Bodies are requested to forward applications of interested candidates in the prescribed proforma appended as Annexure II to this circular in an envelope super scribing the post applied for so as to reach **Shri G S Bawa, Officer on Special Duty- I, Airports Economic Regulatory Authority of India, Room No.1, New Administrative Block, Safdarjung Airport, New Delhi 110003**

**(Telephone No. 24618539, 24629018) on or before 25<sup>th</sup> November, 2009**  
along with the following documents :

- i. Updated CR dossiers of the applicant for last 5 years.
  - ii. A statement showing major or minor penalties during the last ten years, if any, imposed on the applicant.
  - iii. Integrity certificate and Vigilance clearance.
  - iv. Cadre clearance
4. Applications received after the closing date of receipt of applications or without the CR dossiers or otherwise found incomplete will not be considered. Applicants who apply for the post will not be allowed to withdraw their candidature subsequently. 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 duties to join AERA as per the requirement of AERA.
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 CORNER' on the Ministry of Civil Aviation's website, i.e. <http://www.civilaviation.nic.in>.

**Yours faithfully,**



**( Sandeep Prakash )**  
**Secretary**

SI No	Post	Scale of pay	Eligibility / Experience	Qualification
1.	Deputy Chief	PB-3 (Rs.15600 - 39100 Grade Pay Rs.7600)	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) with five years continuous service in the scale of pay of PB-3 (Rs.15600- 39100 Grade Pay Rs 6600 ) in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies; and  (iii) Possessing at least three years experience in personnel and financial administration, preferably having experience of functioning of autonomous organizations.	Graduate from a recognized University or equivalent
2.	Senior Principal Private Secretary	PB-3 (Rs.15600- 39100 Grade Pay Rs 7600)	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) Principal Private Secretary in the scale of pay of PB 3 ( Rs 15600 – 39100 Grade pay Rs 6600 ) with five years continuous service in the grade in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.
3.	Principal Private Secretary	PB-3 (Rs.15600- 39100 Grade Pay Rs 6600)	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) Private Secretary in the scale of pay of PB 2 (Rs 9300 – 34800 Grade pay Rs 4800 ) with six years continuous service in the grade in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.



4.	Private Secretary	PB-2 (Rs.9300-34800 Grade Pay Rs 4800)	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) Personal Assistant with six years continuous service in the grade in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.
5.	Personal Assistant	PB-2 (Rs.9300-34800 Grade Pay Rs 4200)	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) Stenographers with ten years continuous service in the pay scale of PB 1 (Rs 5200 – 20200 Grade Pay Rs 2400 ) in the grade in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.
6.	Assistant	PB-2 (Rs.9300-34800 Grade Pay Rs 4200)	Officials of the Central Government/ Central Public Sector Undertakings / Autonomous Bodies:  (i) Holding analogous posts on regular basis in the parent department / organization ; or  (ii) Upper Division Clerk with ten years continuous service in the grade in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.
7.	Stenographer	PB-1 (Rs.5200-20200 Grade Pay Rs.2400)	Stenographers of the Central Government / Central Public Sector Undertakings / Autonomous Bodies holding analogous posts on continuous basis in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies	(i) Graduate from a recognized University or equivalent.  (ii) Possessing working knowledge of computers.
8.	Receptionist cum Telephone	PB-1(Rs.5200-	Officials working in Central Government/ Central Public Sector Undertakings /	(i) Graduate from a recognized

	Operator	20200 Grade Pay Rs 1900)	Autonomous Bodies holding the post of Lower Division Clerk or equivalent on continuous basis in the parent department / equivalent scale of pay in CPSU / Autonomous Bodies.	University or equivalent.  (ii) Possessing working knowledge of computers.
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## CURRICULUM VITAE PRO FORMA

- 1 Name and Address (in Block Letters)
- 2 Date of Birth (in Christian era)
- 3 Date of retirement under Central Government rules
- 4 Educational Qualification
- 5 Whether Educational and other qualification 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)

	Qualification/ Experience required	Qualification/Experience possessed
Essential	(1) (2) (3)	
Desired	(1) (2)	

- 6 Please state clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Scale of pay and basic pay	Nature of duties (in details)
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- 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 the parent office / organisation to which you belong

- 10 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 Organisation
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- 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.  
(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).  
(NOTE,-- Enclose a separate sheet, if the space is Insufficient)
- 13 Whether belongs to SC/ST/OBC
- 14 Remarks  
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 / institution / Societies and (iv) any other information.  
(Note, --- Enclose a separate sheet if the space is insufficient)

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 of the  
candidate

Date .....

Address .....

Countersigned

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(Employer with Seal)