



भारत सरकार
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
एरा भवन, प्रशासनिक कॉम्प्लेक्स,
सफदरजंग एयरपोर्ट, नई दिल्ली-110003
Government of India
Airports Economic Regulatory Authority of India
AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi-110003

F.No. AERA/12026/2/2016-Estb.(Vol-II)

Dated: 02 September, 2016

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, 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)	PB4 (Rs.37400-67000;GP Rs. 8700 or PB3 (Rs. 15600-39100; GP Rs. 7600)	01
2.	Director(Legal)	PB4 (Rs.37400-67000;GP Rs. 8700 or PB3 (Rs. 15600-39100; GP Rs. 7600)	01
3.	Under Secretary (Policy & Statistics)	PB3 (Rs. 15600-39100; GP Rs 6600)	01
4.	Bench Officer	PB3 (Rs. 15600-39100; GP Rs 6600)	01
5.	Sr. Principal Private Secretary	PB3 (Rs. 15600-39100; GP Rs 7600)	01
6.	Principal Private Secretary	PB3 (Rs. 15600-39100; GP Rs 6600)	02
7.	Private Secretary	PB2 (Rs. 9300-34800; GP Rs 4800)	02
8.	Personal Assistant	PB2 (Rs. 9300 -34800; GP Rs 4600)	01
9.	Assistant	PB2 (Rs. 9,300-34,800; GP Rs. 4600)	05
10.	Stenographers	PB1 (Rs. 5200-20200; GP Rs 2400)	05
11.	Receptionist-cum-Telephone Operator	PB1 (Rs. 5200-20200; GP Rs 1900)	01

Contd..2/-

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 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 (Annexure II) in an envelope super scribing the post applied for so as to reach **the Under Secretary (P&A), Airports Economic Regulatory Authority of India, AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003. (Telephone No. : 24695044 – 24695047, Fax no. : 24695048)** on or before **07.10.2016** along with the following documents:

- i. Updated CR dossiers of the applicant for last 5 years.
- ii. Vigilance clearance.
- iii. 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. 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.

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,



**(Puja Jindal)
Secretary**

2.	Director (Legal)	PB4 (Rs. 37,400 -67,000; with Grade Pay Rs. 8,700)	<p>Officers 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) with five years regular /continuous service in the pre-revised scale of pay of PB-3 (Rs. 15,600 - 39,100 Grade Pay Rs. 7,600) in the parent department/ equivalent scale of pay in Central Public Sector Undertaking; or</p> <p>(iii) with ten years regular /continuous service in the pre-revised scale of pay of PB3 (Rs. 15,600-39,100; GP Rs. 6,600) in the parent department / equivalent scale of pay in Central Public Sector Undertaking;</p> <p>(iv) Possessing at least three years experience in legal matters including advise, handling court cases etc.</p>	<p>Graduate degree in Law from a recognized university or equivalent. Preferably with experience in :</p> <p>(i) Drafting regulations/ statutes and/or legislations.</p> <p>(ii) dealing with Courts/ Appellate Tribunals</p> <p>(iii) Settling disputes/ arbitration.</p> <p>(iv) having worked in similar capacities in a Tribunal/ Regulatory Body or any other quasi judicial body.</p>
		<p style="text-align: center;">Or</p> <p>PB3 (Rs. 15,600-39,100; with Grade Pay Rs. 7,600)</p>	<p>Officers 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) with five years regular /continuous service in the pre-revised scale of pay of PB-3 (Rs. 15,600- 39,100 Grade Pay Rs 6,600) in the parent department / equivalent scale of pay in Central Public Sector Undertaking; and</p> <p>(iii) Possessing at least three years experience in legal matters including advise, handling court cases etc.</p>	<p>Law Graduate from a recognized university or equivalent. Preferably with experience in:</p> <p>(i) drafting regulations/ statutes and / or legislations.</p> <p>(ii) dealing with Courts/ Appellate Tribunals</p> <p>(iii) settling disputes/ arbitration.</p> <p>(iv) having worked in similar capacities in a Tribunal/ Regulatory Body or any other quasi judicial body.</p>

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3.	Under Secretary (Policy & Statistics)	PB3 (Rs. 15,600-39,100; with Grade Pay Rs. 6,600)	<p>Officers 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) having five years regular /continuous service in the pre-revised scale of pay of PB 3 (Rs. 15,600 - 39,100 Grade Pay Rs. 5,400) in the parent department / equivalent scale of pay in Central Public Sector Undertaking ;or</p> <p>(iii) having six years regular /continuous service in the pre-revised scale of pay of PB2 (Rs. 9,300-34,800 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in Central Public Sector Undertaking and</p> <p>(iv) possessing at least three years experience in regulatory economics or statistical modeling</p>	Graduate from recognized University in Economics/ Statistics or equivalent.
4.	Bench Officer	PB3 (Rs. 15,600-39,100; with Grade Pay Rs. 6,600)	<p>Officers 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) having five years regular /continuous service in the pre-revised scale of pay of PB 3 (Rs. 15,600 - 39,100 Grade pay Rs. 5,400) in the parent department/ equivalent scale of pay in Central Public Sector Undertaking ; or</p> <p>(iii) having six years regular /continuous service in the pre-revised scale of pay of PB2 (Rs. 9,300 - 34,800 GP - Rs. 4,800) ; and</p> <p>(iv) Possessing at least three years experience in legal matters, quasi-judicial proceedings and like matters.</p>	Law graduate from a recognized University or equivalent.

5.	Sr. Principal Private Secretary	PB3 (Rs. 15,600-39,100, with Grade Pay Rs. 7,600)	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 pre-revised scale of pay of PB3 (Rs. 15,600-39,100, Grade Pay of Rs. 6600) with five years continuous service in the grade in the parent department or equivalent scale of pay in Central Public Sector Undertakings / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent; and (ii) Possessing working knowledge of computers.
6.	Principal Private Secretary	PB3 (Rs. 15,600-39,100, with Grade Pay Rs. 6,600)	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 pre-revised scale of pay of PB2 (Rs. 9,300-34,800, Grade Pay of Rs. 4,800) with six years continuous regular service in the grade in the parent department or equivalent scale of pay in Central Public Sector Undertakings / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent; and (ii) Possessing working knowledge of computers.
7.	Private Secretary	PB2 (Rs. 9,300 - 34,800, with Grade Pay Rs. 4,800)	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) Personal Assistant with two years continuous service in the pre-revised scale of pay of PB2, Rs. 9,300-34,800 with Grade Pay of Rs. 4,600 in the parent department / equivalent scale of pay in Central Public Sector Undertakings / Autonomous Bodies.	(i) Graduate from a recognized University or equivalent; and (ii) Possessing working knowledge of computers.

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8.	Personal Assistant	PB2 (Rs. 9300-34800 with Grade Pay Rs. 4600)	<p>Officials 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) Stenographers with three years continuous service in pre-revised scale of pay of PB1, Rs. 5,200- 20,200 with Grade Pay Rs. 2,400 in the parent Department / equivalent scale of pay in Central Public Sector Undertakings / Autonomous Bodies.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
9.	Assistant	PB2 (Rs. 9,300 - 34,800, with Grade Pay Rs. 4,600)	<p>Officials 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) Upper Division Clerk with three years continuous service in the pre-revised scale of pay of PB-1, Rs. 5,200-20,200, Grade Pay Rs. 2,400 in the parent Department / equivalent scale of pay in Central Public Sector Undertakings / Autonomous Bodies.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
10.	Stenographer	PB1 (Rs. 5,200 - 20,200, with Grade Pay Rs. 2,400)	<p>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 Central Public Sector Undertakings/Autonomous Bodies.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>

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11.	Receptionist-cum-Telephone Operator	PB1 (Rs. 5,200-20,200, with Grade Pay Rs. 1,900)	Officials working in the Central Government/ Central Public Sector Undertakings/ Autonomous Bodies holding the post of Lower Division Clerk or equivalent on continuation basis in the parent Department or equivalent scale of pay Central Public Sector Undertakings/ Autonomous Bodies.	(i) Graduate from a recognized University or equivalent; and (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 (Christian era) :
3. Date of retirement under Central Government rules :
4. Education Qualification :
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) :

		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 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/ organization 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 Organization
- (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 / institutions / Societies and (iv) any other information.

[Handwritten mark]

(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:
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Countersigned

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(Employer with Seal)