



F.No. A-12026/2/2012-Estb.

Dated : 1<sup>st</sup> March, 2013

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	Scale of Pay	No. of posts vacant
1.	Deputy Chief	PB3 (Rs 15600-39100; GP Rs 7600)	01
2.	Sr. PPS	PB3 (Rs 15600-39100; GP Rs 7600)	01
3.	Under Secretary(F&A)	PB3 (Rs 15600-39100; GP Rs 6600)	01
4.	Under Secretary (Policy & Statistics)	PB3 (Rs 15600-39100; GP Rs 6600)	01
5.	Under Secretary (Pers. & Admn.)	PB3 (Rs 15600-39100; GP Rs 6600)	01
6.	Principal Private Secretary	PB3 (Rs 15600-39100; GP Rs 6600)	01
7.	Private Secretary	PB2 (Rs. 9300-34800; GP Rs 4800)	02
8.	Personal Assistant	PB2 (Rs. 9300 - 34800; GP Rs 4600)	02
9.	Assistant	PB2 (Rs. 9300 - 34800; GP Rs 4600)	01
10.	Stenographers	PB1 (Rs. 5200 - 20200; GP Rs 2400)	05
11.	Receptionist-cum-Telephone Operator	PB1 (Rs. 5200 - 20200; GP Rs 1900)	01

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 be not exceeding 56 years as on the closing date of receipt of applications. AERA has obtained relaxation from the rule of immediate absorption in respect of all these posts. 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 **25.03.2013** along with the following documents :

- i. Updated CR dossiers of the applicant for last 5 years.
- ii. A statement showing major or minor penalties imposed on the applicant (if any) during the last ten years.
- 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 our website <http://aera.gov.in>.

Yours faithfully,



**(Capt. Kapil Chaudhary)**  
**Secretary**

Sl.No.	Post	Pay Band and Grade Pay / Pay Scale	Eligibility / Experience	Qualification
1.	<b>Deputy Chief</b>	PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	<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) with five years regular/ continuous service in the 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 CPSU/Autonomous Bodies; and</p> <p>(iii) Possessing adequate experience in personnel and financial administration, preferably having experience of functioning of autonomous organizations.</p>	Graduate from a recognized University or equivalent
2.	<b>Senior Principal Private Secretary</b>	PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	<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) Principal Private Secretary in the scale of pay of PB3 (Rs.15600-39100 Grade Pay Rs.6600/-) with five years regular/ continuous service in the grade in the parent department/equivalent scale of pay in CPSU/Autonomous Bodies.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>

3.	<b>Under Secretary (Policy &amp; Statistics)</b>	PB3 (Rs. 15,600-39,100; GP 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 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 Public Sector Undertaking ;or</p> <p>(iii)having six years regular/continuous service in the scale of pay of PB2 (Rs. 9,300-34,800 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in 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.
4.	<b>Under Secretary (Fin. &amp; Accounts)</b>	PB3 (Rs. 15,600-39,100; GP 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 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 Public Sector Undertaking ;or</p> <p>(iii)having six years regular/continuous service in the scale of pay of PB2 (Rs. 9,300-34,800 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in Public Sector Undertaking and</p> <p>(iv) possessing at least three years experience in finance and accounts in the Government sector.</p>	<p>Graduate from recognized University or equivalent.</p> <p>(i) Preferably passed SAS/JAO (Civil) examination or equivalent.</p> <p>(ii)Having knowledge or Central Government Accounting procedure such as the procedural details for budget, drawing and disbursing, receipts and payments, statutory recoveries, funds management and their accounting and financial control.</p>

5.	<b>Under Secretary (Pers. &amp; Admn.)</b>	PB3 (Rs. 15,600-39,100; GP 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 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 Public Sector Undertaking ;or</p> <p>(iii) having six years regular/ continuous service in the scale of pay of PB2 (Rs. 9,300-34,800 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in Public Sector Undertaking and</p> <p>(iv) possessing at least three years experience in General Administration matters, Personnel Management, Establishment, and maintenance of discipline and like matters, etc.</p>	Graduate from recognized University.
6.	<b>Principal Private Secretary</b>	PB3 (Rs. 15,600-39,100; GP 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) Private Secretary with six years regular/ continuous service in the pay scale of PB2 (Rs. 9300-34800, Grade Pay Rs. 4800) in the parent department / equivalent scale of pay in Central Public Sector Undertaking / Autonomous Body.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>

7.	<b>Private Secretary</b>	PB2 (Rs. 9300 – 34800, Grade Pay Rs. 4800)	<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) Personal Assistant with two years regular/continuous service in the pay scale of PB2 (Rs. 9300-34800, Grade Pay Rs. 4600) in the parent department / equivalent scale of pay in Central Public Sector Undertaking / Autonomous Body.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
8.	<b>Personal Assistant</b>	PB2 (Rs. 9300 – 34800, 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 regular/continuous service in the pay scale 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 Undertaking / Autonomous Body.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
9.	<b>Assistant</b>	PB2 (Rs. 9300 – 34800, 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) Upper Division Clerk with three years regular/continuous service in the pay scale 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 Undertaking / Autonomous Body.</p>	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>

10.	<b>Stenographer</b>	PB1 (Rs. 5200 – 20200, Grade Pay Rs. 2400)	Stenographers of the Central Government/Central Public Sector Undertakings/Autonomous bodies holding analogous posts in the parent department/equivalent scale of pay in CPSU/Autonomous Body.	(i) Graduate from a recognized University or equivalent; and  (ii) Possessing working knowledge of computers.
11.	<b>Receptionist-cum-Telephone Operator</b>	PB1 (Rs. 5200-20200, Grade Pay Rs. 1900)	Officials working in the Central Government/Central Public Sector Undertaking/Autonomous Bodies holding the post of Lower Division Clerk or equivalent in the parent department/equivalent scale of pay in CPSU/Autonomous Body.	(i) Graduate from a recognized University or equivalent; and  (ii) Possessing working knowledge of computers.

**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)

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

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....



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<b>Office / Institution</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in details)</b>
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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.

(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)**