



**F.No. AERA/10016/RR/2010/**

**Dated : 26<sup>th</sup> July, 2010**

**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 Post
1.	Director (Policy & Statistics)	PB4 (Rs. 37,400-67,000; GP Rs. 8,700) / PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	01
2.	Director (Legal)	PB4 (Rs. 37,400-67,000; GP Rs. 8,700) / PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	01
3.	Under Secretary (Pers. & Admn.)	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	01
4.	Under Secretary (Fin. & Accounts)	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	01
5.	Under Secretary (Policy & Statistics)	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	01
6.	Bench Officer	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	01
7.	Private Secretary	PB2 (Rs. 9,300-34,800; GP Rs. 4,800)	02
8.	Personal Assistant	PB2 (Rs. 9,300 -34,800; GP Rs. 4,600)	03
8.	Assistant	PB2 (Rs. 9,300-34,800; GP Rs. 4,600)	04
9.	Stenographer	PB1 (Rs. 5,200-20,200; GP Rs. 2,400)	05
10.	Receptionist –cum-tele-operator	PB1 (Rs. 5,200-20,200; GP Rs. 1,900)	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 post are being finalized. 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 (Annexure II) 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, AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003. (Telephone No. : 24695044 – 24695047, Fax no. : 24695048)** on or before **7<sup>th</sup> Oct., 2010** 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,



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

## Annexure – I

Sl.No.	Post	Scale of Pay	Eligibility / Experience	Qualification
1.	<b>Director (Policy &amp; Statistics)</b>	PB4 (Rs. 37,400 - 67,000 ; GP Rs. 8,700)	Officers of the Central Government/ CPSUs / Autonomous bodies  (i) holding analogous posts on regular basis in the parent department / organization; or (ii) with five years service in the 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 PSU; or (iii) with ten years service in the scale of pay of PB3 (Rs. 15,600 - 39,100; GP Rs. 6,600) in the parent department / equivalent scale of pay in PSU; (iv) and possessing at least three years experience in regulatory economics or statistical modeling.	Post Graduate degree in Economics or Statistics
		<b>Or</b>  PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	Officers of the Central Government/ CPSUs /Autonomous bodies :  (i) holding analogous posts on regular basis in the parent department / organization; or (ii) with five years 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 PSU; and (iii) possessing at least three years experience in regulatory economics or statistical modeling	Post Graduate degree in Economics or Statistics.



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2.	<b>Director (Legal)</b>	PB4 (Rs. 37,400 - 67,000; GP Rs. 8,700)	Officers of the Central Government/ CPSUs /Autonomous bodies (i) holding analogous posts on regular basis in the parent department / organization; or (ii) with five years service in the 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 PSU; or (iii) with ten years service in the scale of pay of PB3 (Rs. 15,600- 39,100; GP Rs. 6,600) in the parent department / equivalent scale of pay in PSU; (iv) possessing at least three years experience in legal matters including advise, handling court cases etc.	Graduate degree in Law from a recognized university. Preferably with experience in :  (i) Drafting regulations/ statutes and/or legislations. (ii) dealing with Courts/ Appellate Tribunals (iii) Settling disputes/ arbitration. (iv) having worked in similar capacities in a Tribunal/ Regulatory Body or any other quasi judicial body.
		<b>Or</b>  PB3 (Rs. 15,600-39,100; GP Rs. 7,600)	Officers of the Central Government/ CPSUs /Autonomous bodies :  (i) holding analogous posts on regular basis in the parent department / organization; or (ii) with five years 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 PSU; and (iii) possessing at least three years experience in legal matters including advise, handling court cases etc.	Law Graduate from a recognized university. Preferably with experience in:  (i) drafting regulations/ statutes and / or legislations. (ii) dealing with Courts/ Appellate Tribunals (iii) in settling disputes/ arbitration. (iv) having worked in similar capacities in a Tribunal/ Regulatory Body or any other quasi judicial body.

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Sl.No.	Post	Scale of Pay	Eligibility / Experience	Qualification
3.	<b>Under Secretary (Pers. &amp; Admn.)</b>	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	<p>Officers of the Central Government/ CPSUs / Autonomous Bodies</p> <p>(i) Holding analogous posts on regular basis in the parent department / organization ; or</p> <p>(ii) having five years 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 PSU; or</p> <p>(iii) having six years 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 PSU</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 a recognized University.
4.	<b>Under Secretary (Fin. &amp; Accounts)</b>	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	<p>Officers of the Central Government/ CPSUs / Autonomous Bodies</p> <p>(i) holding analogous posts on regular basis in the parent department / organization ; or</p> <p>(ii) having five years 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 PSU; or</p> <p>(iii) having six years service in the scale of pay of PB3 (Rs. 15,600 - 39,100 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in PSU or</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 of 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>

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Sl.No.	Post	Scale of Pay	Eligibility / Experience	Qualification
5.	<b>Under Secretary (Policy &amp; Statistics)</b>	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	Officers of the Central Government/ CPSUs / Autonomous Bodies (i) holding analogous posts on regular basis in the parent department / organization ; or (ii) having five years 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 PSU ;or (iii) having six years service in the scale of pay of PB3 ( Rs. 15,600-39,100 Grade Pay Rs. 4,800) in the parent department / equivalent scale of pay in PSU and (iv) possessing at least three years experience in regulatory economics or statistical modeling	Graduate from recognized University in Economics/ Statistics.
6.	<b>Bench Officer</b>	PB3 (Rs. 15,600-39,100; GP Rs. 6,600)	Officers of the Central Government/ CPSUs / Autonomous Bodies: (i) holding analogous posts on regular basis in the parent department / organization ; or (ii) having five years 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 PSU ; or (iii) having six years service in the scale of pay of PB2 (Rs. 9,300 – 34,800 GP – Rs. 4,800) ; (iv) Possessing at least three years experience in legal matters, quasi-judicial proceedings and like matters.	Law graduate from a recognized University
7.	<b>Private Secretary</b>	PB2 (Rs. 9,300-34,800; GP Rs. 4,800)	Officers of the Central Government / CPSUs/ Autonomous Bodies : (i) holding analogous post on regular basis in the parent department / organization ; or (ii) Personal Assistant with six years service in the grade in the parent department/	(i) Graduate from a recognized University or equivalent. (ii) Possessing working knowledge of computer .

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Sl.No.	Post	Scale of Pay	Eligibility / Experience	Qualification
			equivalent scale of pay in CPSU/ Autonomous Bodies.	
8.	<b>Personal Assistant</b>	PB2 (Rs. 9,300 -34,800; GP Rs. 4,600)	Officers of the Central Government/ CPSUs / Autonomous Bodies : (i) holding analogous posts on regular basis in the parent department / organization; or (ii) Stenographers with ten years service in the pay scale of PB1 (Rs. 5,200 – 20,200 Grade Pay Rs. 2,400) 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.
8.	<b>Assistant</b>	PB2 (Rs. 9,300-34,800; GP Rs. 4,600)	Officials of the Central Government/ CPSUs / Autonomous Bodies : (i) holding analogous posts on regular basis in the parent department/ organization; or (ii) Upper Division clerk with ten years service in the grade of pay in CPSU/ Autonomous Bodies.	(i) Graduate from a recognized University or equivalent. (ii) Possessing working knowledge of computers.
9.	<b>Stenographer</b>	PB1 (Rs. 5,200-20,200; GP Rs. 2,400)	Stenographers of the Central Government/ CPSUs/ Autonomous Bodies holding analogous posts 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.
10.	<b>Receptionist – cum-tele-operator</b>	PB1 (Rs. 5,200-20,200; GP Rs. 1,900)	Officials working in Central Government/ CPSUS/Autonomous bodies holding the post of Lower Division Clerk or equivalent in the parent department/ equivalent scale of pay in CPSU/ Autonomous bodies.	(iii) Graduate from a recognized University or equivalent. (iv) Possessing working knowledge of computers.

**CURRICULUM VITE 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
<b>Essential</b>	(1) (2) (3)	
<b>Desired</b>	(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.

(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)**

