



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

A-12026/1/2022-Estb

Dated: 7th January, 2022

To,

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

Subject: Filling up of posts vacant in Airports Economic Regulatory Authority of India (AERA) on deputation basis.

Sir,

The Airports Economic Regulatory Authority of India (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.	Under Secretary (Policy & Statistics)	PB3 (Rs.15600-39100; GP Rs.6600)/Level 11	01
2.	Principal Private Secretary	PB3 (Rs.15600-39100; GP Rs.6600)/Level 11	01
3.	Personal Assistant	PB2 (Rs.9,300- 34,800 GP Rs.4600)/ Level 7	02
4.	Assistant	PB2 (Rs.9,300- 34,800 GP Rs.4600)/ Level 7	02
5.	Junior Hindi Translator	PB2 (Rs.9,300- 34,800 GP Rs.4200)/ Level 6	01
6.	Stenographers	PB1 (Rs.5200-20200; GP Rs.2400)/Level 4	04
7.	Receptionist-cum-Telephone Operator	PB1 (Rs.5200-20200; GP Rs.1900)/Level 2	01

Note:- Vacancies are liable to change without notice.

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 governed by Ministry of Civil Aviation, Airports Economic Regulatory Authority employees (number of posts and condition of service) Rules 2011. AERA is not an eligible office for allotment/ retention of Govt. accommodation from the General Pool. The Authority reserves the right not to fill up the above vacancy.

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 Deputy Chief, Airports Economic Regulatory Authority of India, AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003 (Tel No. 011-24695044-47)** on or before **25.02.2022 till 5:30 pm** along with the following documents :-

- Updated APAR dossiers of the applicant for the last 5 years.
- Vigilance clearance.
- Cadre clearance.

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4. Applications received after the closing date 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. The Authority reserves the right not to fill up any or all the above vacancies. The eligibility of candidate with respect to qualification and experience shall be ascertained as on last date for submission of application.

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,



(Col. Manu Sooden)
Secretary-AERA

Ph: 24695044-47 (Extn. 223)

Encl: As Above.



Airports Economic Regulatory Authority of India
(A Statutory Body of the Government of India)
AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003
Ph ; 24695044-47, Fax : 24695048, Website : <http://aera.gov.in>

VACANCY NOTICE

Airports Economic Regulatory Authority, invites applications from eligible candidates for filling up posts of, **Under Secretary (Policy & Statistics)-Pay level 11 (01 no.), Principal Private Secretary- Pay level 11 (01 no.), Personal Assistant- Pay level 7 (02 nos.), Assistant-Pay level 7 (02 nos.), Junior Hindi Translator-Pay level 6 (01 no.), Stenographer-Pay level 4 (04 no.), Receptionist-cum-telephone operator-Pay level 2 (01 no.)** in New Delhi on **deputation basis**. Details are available on AERA's website <http://aera.gov.in>. Last date for receipt of applications through proper channel is **25.02.2022 till 5:30 pm**. Corrigendum/Addendum, if any, in this regard would be published only on AERA's Website.

Note:- The vacancies are liable to change without notice.

Deputy Chief, AERA



भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण

(भारत सरकार का सांविधिक निकाय)

ऐरा बिल्डिंग, एडमिनिस्ट्रेटिव कॉम्पलेक्स, सफदरजंग एयरपोर्ट, नई दिल्ली 110003-

फोन 47-24695044 ; फैक्स 24695048 : वेबसाइट : <http://aera.gov.in>

रिक्ति सूचना

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) प्रतिनियुक्ति के आधार पर नई दिल्ली में **अवर सचिव (नीति एवं सांख्यिकी)- वेतन स्तर 11(01), प्रधान निजी सचिव- वेतन स्तर 11(01), वैयक्तिक सहायक-वेतन स्तर 7(02), सहायक- वेतन स्तर 7(02), कनिष्ठ हिंदी अनुवादक- वेतन स्तर 6(01), आशुलिपिक- वेतन स्तर 4(04), रिसैप्शनिस्ट एवं टेलिफोन ऑपरेटर- वेतन स्तर 2(01)** के पदों को भरने के लिए योग्य उम्मीदवारों से आवेदन-पत्र आमंत्रित करता है। विवरण ऐरा वेबसाइट : <http://aera.gov.in> पर उपलब्ध है। उचित माध्यम से आवेदन प्राप्त करने की **अंतिम तारीख 25.02.2022** शाम 5.30 बजे तक है। इस संबंध में यदि कोई शुद्धि पत्र होगा तो वह ऐरा वेबसाइट पर प्रकाशित किया जाएगा।
नोट:- रिक्तियों की संख्या बिना किसी नोटिस के बढ़ाई या घटाई जा सकती है।

उप प्रमुख, ऐरा

Recruitment Rules

S.No	Post	Pay Band and Grade Pay / Pay Scale	Mode of Recruitment/ Eligibility / Experience	Qualification
1	Under Secretary (Policy & Statistics)	Level-11 (Rs.67700 - 208700) Pre-revised PB3 (Rs. 15,600-39,100; with Grade Pay Rs. 6,600)	<p>Deputation:-</p> <p>Officer under Central Government or State Government or Union territory or Public Sector Undertakings or semi-Government or Statutory or Autonomous organisations :</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) having three years experience in level 10- (Rs.56100-177500/-) on regular basis in the parent cadre or department; or</p> <p>(iii) having Six years experience in Level-8 (Rs.47600-151100/-) + Level-9(Rs.53100-167800/-) on regular basis in the parent cadre or department.</p> <p>Note 1.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other rganization or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>	<p>Possessing the following qualifications and experience-</p> <p>(i) Graduate degree from a recognised University in Economics or Statistics or Commerce or Business Administration with finance and accounts or Chartered Accountant or Cost Accountancy or any equivalent degree considered useful by the Authority; or</p> <p>(ii) Possessing at least three years experience in regulatory economics or statistical modeling or tariff.</p>
2	Principal Private Secretary	Level-11 (Rs.67700 - 208700) Pre-revised PB3 (Rs. 15,600-39,100; with Grade Pay Rs. 6,600)	<p>Deputation/short term contract from amongst the officer of the Central Government/ Central Public Sector Undertakings/ Autonomous Bodies .</p> <p>(i) holding analogous posts on regular basis in the parent r department/organization ; or</p> <p>(ii) Private Secretary in the Level-8(Rs.47600-151100/-) / Rs. 9300-34800 with GP of Rs. 4800/- (pre-revised) with 06 years continuous regular service in the grade in the parent department or equivalent scale of pay in Central</p>	<p>(i) Graduate from a recognised University or equivalent; and</p> <p>(ii) possessing working knowledge of computers.</p>

			Public Sector Undertakings/Autonomous Bodies.	
3	Personal Assistant.	PB2;9300-34800/-, GP 4600/-/Level 7	Deputation / Short term contract from amongst the 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 three years continuous service in the scale of pay of Level 4 of Pay Matrix 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.
4	Assistant	PB2;9300-34800/-, GP 4600/-/Level 7	Deputation / Short term contract from amongst the 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)Senior Secretariat Assistant (SSA)/UDC with three years continuous service in the scale of pay at Level 4 of Pay Matrix 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.
5	Junior Hindi Translator	PB2 (Rs. 9,300-34,800 GP Rs. 4200)/ Level 6	Deputation :- Holding Analogous Post on regular basis in the Parent Cadre or Department; . Or With 6 years service in the grade rendered after appointment thereto on regular basis in the level 5 of the revised pay matrix (pre-revised scale of pay of Rs. Rs 5200- 20200 + 2800 GP in PB2) or equivalent in the parent cadre or department. Or With 10 years service in the grade rendered after appointment thereto on regular basis in level 4 of the revised pay matrix (pre-revised pay scale of Rs. 5200- 20200 + 2400 GP in PB2) or equivalent in the parent cadre or	<u>Qualification & Experience :</u> A) <u>Essential (i) Educational Qualifications</u> Master's Degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level. Or Master's Degree of a recognized University in any subject other than English or Hindi with Hindi or English medium and English or Hindi respectively as a compulsory or elective subject or as a

			<p>department, and processing the educational qualifications and experience as under:-</p>	<p>medium of examination at degree level.</p> <p>Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than English or Hindi, with Hindi or English respectively as a compulsory or elective subject of either or the two as a medium of examination and the other as a compulsory or elective subject at degree level.</p> <p>And</p> <p><u>(ii) Experience:</u></p> <p>Recognized diploma or certificate course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertakings.</p> <p><u>B) Desirable:</u></p> <p>(i) Knowledge at the level of matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.</p> <p>(ii) Diploma or certificate course in translation from Hindi to English and vice-versa from a recognized institute/ University or two years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertakings.</p> <p>(iii) Working knowledge of computer.</p>
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6.	Stenographer	PB1 (Rs. 5,200 – 20,200, with Grade Pay Rs. 2,400)	Deputation / Short term contract from amongst the Stenographers of the Central Government/Central Public Sector Undertakings/Autonomous bodies holding analogous posts on regular/continuous basis in the parent department/equivalent scale of pay in Central Public Sector Undertakings/Autonomous Bodies.	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
7	Receptionist-cum-Telephone Operator	PB1(Rs.5,200-20,200, with Grade Pay Rs. 1,900)	Deputation / Short term contract from amongst the officials working in the Central Government/Central Public Sector Undertaking/Autonomous Bodies holding the post of Lower Division Clerk or equivalent on continuation basis in the parent department or equivalent scale of pay in Central Public Sector Undertakings /Autonomous Body.	<p>(i) Graduate from a recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>

Annexure – II

CURRICULUM VITAE PROFORMA

Photograph

1. Post applied for :
2. Name (in Block Letters):
3. Postal Address (in Block Letters):
4. E-mail and Mobile No.:
5. Date of Birth (Christian era):
6. Details of Employment:

7. E d u c a t i o n a l i n f o r m a t i o n	i.	Name of the Parent Department / Organization along with Address	
	ii.	Date of joining in Parent Department	
	iii.	Date of retirement from the Parent Department	
	iv.	Present Post held, along with pay level & present basic pay / pay scale / Pay band & Grade Pay of the post held, as the case may be.	
	v.	Office Telephone No. & E-mail ID	
	vi.	Date of Entry into present Grade Pay / Level on regular basis	
	vii.	Nature of Duties in detail	
	viii.	Nature of present employment i.e., ad hoc or Temporary or Quasi- Permanent or Permanent.	
	ix.	Please state whether working under:- Central Government /State Government /Autonomous Organization/ Government Undertaking/ Universities/ Others	
	x.	Total emoluments per month now drawn	
	xi.	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). Enclose a separate sheet if the space is insufficient	

1. Education Qualification :-

Degree/Diploma/Certificate	Name of the Board / Institution/University	Year of Passing	Subject (s)

2. Whether belongs to SC/ST/OBC/General Category:

3. 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 :

Applicants not holding the post in the new pay Matrix Pay scales /Pay Band & Grade pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

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 & Name of the candidate

Place:.....

Date :

Countersigned

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.....

(Employer with Seal)