



फा. सं. ऐरा/12026/1/2017-स्था.(Vol. II)

दिनांक: 29 अगस्त, 2019

सेवा में

भारत सरकार के सभी मंत्रालय/विभाग,  
सार्वजनिक क्षेत्र उपक्रम, सांविधिक और स्वायत्त निकाय

विषय : भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा) में रिक्त पदों का प्रतिनियुक्ति आधार पर भरा जाना।

महोदय,

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण (ऐरा), नई दिल्ली एक सांविधिक निकाय है जिसका गठन भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण अधिनियम, 2008 के तहत किया गया। ऐरा द्वारा निम्नलिखित पदों को प्रतिनियुक्ति आधार, पर तीन वर्ष की अवधि के लिए, पात्र उम्मीदवारों में से भरने का प्रस्ताव है:

क्र. सं.	पद	पूर्व संशोधित वेतनमान	रिक्त पदों की संख्या
1.	निदेशक (नीति और सांख्यिकी)	पीबी 4 (रु 37400-67000 ग्रेड पे रु.8700/-)	01
2.	निदेशक (विधि)	पीबी 4 (रु 37400-67000 ग्रेड पे रु.8700/-)	01
3.	उप प्रमुख	पीबी 3 (रु 15600-39100 ग्रेड पे रु.7600/-)	01
4.	वरिष्ठ प्रधान निजी सचिव	पीबी 3 (रु 15600-39100 ग्रेड पे रु.7600/-)	01
5.	अवर सचिव (नीति और सांख्यिकी)	पीबी 3 (रु 15600-39100 ग्रेड पे रु.6600/-)	01
6.	अवर सचिव (वित्त एवं लेखा)	पीबी 3 (रु 15600-39100 ग्रेड पे रु.6600/-)	01
7.	अवर सचिव (कार्मिक एवं प्रशासन)	पीबी 3 (रु 15600-39100 ग्रेड पे रु.6600/-)	01
8.	बैंच अधिकारी	पीबी 3 (रु 15600-39100 ग्रेड पे रु.6600/-)	01
9.	निजी सचिव	पीबी 2 (रु 9300-34800 ग्रेड पे रु.4800/-)	02
10.	आशुलिपिक	पीबी 1 (रु 5200-20200 ग्रेड पे रु.2400/-)	05
11.	रिसैप्शनिस्ट एवं टेलिफोन ऑपरेटर	पीबी 1 (रु 5200-20200 ग्रेड पे रु.1900/-)	01

2. प्रत्येक पद के लिए आवश्यक योग्यताएं और अनुभव का विवरण संलग्नक-1 में दिया गया है। सभी उपरोक्त पदों पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन की प्राप्ति की समाप्ति तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए। वेतन और भत्ते नागर विमानन मंत्रालय, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण कर्मचारी (पदों की संख्या और सेवा की शर्तें) नियम 2011 द्वारा शासित होंगे। ऐरा सामान्य पूल से सरकारी आवास का आबंटन/प्रतिधारण के लिए पात्र नहीं हैं।

जारी ..2/

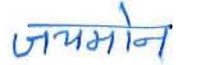
3. सभी मंत्रालयों/विभागों, सार्वजनिक क्षेत्र उपक्रमों, सांविधिक और स्वायत्त निकायों से अनुरोध है कि वे इच्छुक उम्मीदवारों के आवेदन निर्धारित प्रोफार्मा (संलग्नक -II) में एक लिफाफे में अग्रेषित करें जिस पर आवेदित पद का नाम लिखा जाए और जो निम्नलिखित दस्तावेजों सहित दिनांक 28.09.2019 को शाम 5.30 बजे तक या उससे पूर्व उप प्रमुख, भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण, ऐरा बिल्डिंग, प्रशासनिक कॉम्प्लेक्स सफदरजंग एयरपोर्ट, नई दिल्ली-110003 (दूरभाष संख्या: 24695044-24695047, फैक्स संख्या -24695048) तक पहुंच जाए:

- i. आवेदक के पिछले 5 वर्षों के अद्यतन सीआर डोजियर।
- ii. सतर्कता अनापत्ति
- iii. काडर क्लियरेंस

4. अंतिम तिथि के पश्चात या सीआर डोजियर के बिना या अन्यथा अपूर्ण पाए जाने पर प्राप्त आवेदनों पर विचार नहीं किया जाएगा। आवेदनों को अग्रेषित करते समय यह सत्यापित और प्रमाणित किया जाए कि आवेदक द्वारा प्रस्तुत किए गए विवरण सही हैं। यह भी पुष्टि की जाए कि नियुक्ति के लिए चयन की स्थिति में आवेदक को ऐरा में कार्य ग्रहण करने के लिए कार्यमुक्त किया जाएगा।

5. यह आपके नियंत्रण में विभिन्न इकाईयों/ कार्यालयों में व्यापक रूप से परिचालित किया जाए। रिक्तियों का विवरण और निर्धारित प्रोफार्मा ऐरा वेबसाइट <http://aera.gov.in> से डाउनलोड किया जा सकता है।

भवदीय,



(जयमोन स्कारिया)

वरिष्ठ प्रबन्धक / उप प्रमुख I/c

Ph. No: 24695044 - 47

E-mail: [dychief@aera.gov.in](mailto:dychief@aera.gov.in)

संलग्नक : तथैव ।



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/12026/1/2017-Estb (Vol II).

Dated: 29<sup>th</sup> Aug, 2019

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	Director(Policy & Statistics)	PB4 (Rs.37400-67000;GP Rs. 8700)	01
2	Director (Legal)	PB4 (Rs.37400-67000;GP Rs. 8700)	01
3	Deputy Chief	PB3 (Rs. 15600-39100; GP Rs 7600)	01
4	Sr. Principal Private Secretary	PB3 (Rs. 15600-39100; GP Rs 7600)	01
5	Under Secretary (Policy & Statistics)	PB3 (Rs. 15600-39100; GP Rs 6600)	01
6	Under Secretary (Finance & Accounts)	PB3 (Rs. 15600-39100; GP Rs 6600)	01
7	Under Secretary (Personnel & Administration)	PB3 (Rs. 15600-39100; GP Rs 6600)	01
8	Bench Officer	PB3 (Rs. 15600-39100; GP Rs 6600)	01
9	Private Secretary	PB2 (Rs. 9300-34800; GP Rs 4800)	02
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 not exceed 56 years as on the closing date of receipt of applications. The pay and allowances shall be govern 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 general pool.

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 28.09.2019 till 5:30 pm along with the following documents :-

- (i) updated APAR dossiers of the applicant for the last 5 years.
- (ii) Vigilance clearance.
- (iii) Cadre clearance.

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.

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,**



**(Jaimon Skaria)**

**Deputy Chief**

Ph: 24695044-47 (Extn. 208)

Dychief@aera.gov.in

**Encl: As Above.**



S.No	Post	Pay Band and Grade Pay / Pay Scale	Mode of Recruitment/ Eligibility / Experience	Qualification
1	Director (Policy and Statistics).	Level-13 (Rs.123100 -215900/-) )Pre-revised PB4 (Rs.37400-67000;GP Rs. 8700)	<p>Deputation:-</p> <p>Officers of the Central Government or State Government or Union territory Administration or Public Sector Undertaking or recognised Research Institute or Universities or Semi-Government or Statutory or Autonomous organisation;</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs.78800-209200/-) of the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in level-11 (Rs.67700 – 208700/-) of the pay matrix or equivalent 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 organization or department of the Central Government shall ordinarily not exceed five 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 application.</p>	<p>Possessing the following qualification and experience;</p> <p>(i) Post graduate degree from recognized University in Economics or Statistics or Commerce or Business Administration with Finance and Accountancy or Chartered Accountant or Cost Accountancy or any other qualification considered useful by the Authority.</p> <p>(ii) At least one-year experience in Central Government or State Government or Union Territory Administration or Public Sector Undertaking or recognized Research Institute or University or Semi Government or Statutory or Autonomous Organization in regulatory economics or statistical modeling or tariff.</p>
2.	Director (Legal).	Level-13(Rs.123100 -215900/-) Pre-revised PB4 (Rs.37400-67000;GP Rs. 8700)	<p>Deputation:-</p> <p>Officer of the 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 post on regular basis in the parent cadre or department; or</p>	<p>possessing the following qualifications and experience:-</p> <p>Essential:-</p> <p>(i) Graduate degree in Law from a recognised University or equivalent.</p>

			<p>(ii)with three years' experience in level 12 (Rs.78800-209200/-) on regular basis in the parent cadre or department; or</p> <p>(iii)with eight years' experience in Level 11 (Rs.67700-208700/-) 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 organisation or department of the Central Government shall ordinarily not exceed five 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>Desirable:-</p> <p>(i) experience in drafting regulations or statutes or legislations or dealing with Courts or Appellate Tribunals or settling disputes or arbitration.</p> <p>(ii) experience in handling in legal matters in a Tribunal or Regulatory Body or any other quasi-judicial body.</p>
3.	Deputy Chief.	PB3 (Rs. 15600-39100; GP Rs 7600)	<p>Deputation / Short term contract from amongst the 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 continuous service in the pre-revised scale of pay at Level 11 of Pay Matrix in the parent department/equivalent scale of pay in Central Public Sector Undertakings/ Autonomous Bodies; and</p> <p>(iii)Possessing adequate experience in personnel and financial administration.</p>	Graduate from a recognized University or equivalent
4	Senior Principal Private Secretary	PB3 (Rs 15,600-39,100, with Grade Pay Rs. 7,600/-)	<p>Deputation / Short term contract from amongst the 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 15,600-39,100, with Grade Pay Rs. 6,600/-) with five years regular /continuous service in the grade in the parent department / equivalent scale of pay in Central Public Sector Undertaking/Autonomous Bodies.</p>	<p>(i) Graduate from recognized University or equivalent; and</p> <p>(ii) Possessing working knowledge of computers.</p>
5	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>possessing the following qualifications and experience-</p> <p>(i) Graduate degree from a recognised University in Economics or Statistics or</p>

			<p>(a)(i) Holding analogous postson regular basis in the parent cadre or department; or  (ii) having threeyears experience in level 10- (Rs.56100-177500/-) on regular basis in the parent cadre or department; or  (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 organisation 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>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>
6.	Under Secretary (Finance and Accounts.).	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 postson regular basis in the parent cadre or department; or  (ii) having threeyears experience in level-10 (Rs.56100-177500/-) on regular basis in the parent cadre or department; or  (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 organisation 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>(i) Graduate degree from a recognized University or equivalent.  (ii) Possessing at least three years experience in finance and accounts in the Government sector.</p> <p>Desirable :-  The priority may be given to the officer having graduate degree in Finance.</p>
7.	Under Secretary (Personnel and	Level-11 (Rs.67700 - 208700/) Pre-revised PB3 (Rs. 15,600-	Deputation:-	(i) Graduate degree from a recognised University or equivalent.

	Administration.)	39,100; with Grade Pay Rs. 6,600)	<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 postson regular basis in the parent cadre or department; or  (ii) having threeyears experience in level-10 (Rs.56100-177500/-) on regular basis in the parent cadre or department; or  (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 organisation 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>	(ii) Possessing at least three years experience in General Administration matters, Personnel Management, Establishment.
8.	Bench Officer	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 postson regular basis in the parent cadre or department; or  (ii) having threeyears experience in level-10 (Rs.56100-177500/-) on regular basis in the parent cadre or department; or  (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 organisation 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</p>	<p>possessing the following qualifications and experience-</p> <p>(i) Graduate Degree in law from recognized University or Institute.</p> <p>(ii) possessing at least three years experience in legal matters, quasi-judicial proceedings and like matters.</p>



			applications.	
9.	Private Secretary	PB2 (Rs. 9300- 34,800 with Grade Pay Rs. 4,800)	<p>Deputation / Short term contract from amongst the 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 continuous service in the pre-revised scale of pay of PB2 (Rs. 9,300- 34,800 with Grade Pay Rs. 4,600) in the parent department / equivalent scale of pay in Central Public Sector Undertakings / Autonomous Body.</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)	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>
11.	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>

**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:

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 present basic pay with new pay Matrix Level / Pay Scale & 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	

## 7. Education Qualification :-

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

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

9. 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 :

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

Place:.....

Date : .....

Countersigned

.....  
.....

(Employer with Seal)