

North Block, New Delhi  
the 8<sup>th</sup> June, 2016

To,

1. The Chief Secretaries  
All State Governments,
2. All Secretaries  
Ministries/Departments of Government of India

**Subject: Filling up the post of Project Director (Director level), Rajiv Gandhi National Aviation University (RGNAU), Fursatganj (U.P.) under the Ministry of Civil Aviation.**

Sir/Madam,

It is proposed to fill up the post of Project Director (Director level), Rajiv Gandhi National Aviation University (RGNAU) under the Ministry of Civil Aviation on deputation basis initially for a period of three years, in the Pay Band of Rs. 37,400-67,000/- plus Grade Pay of Rs. 8900/-. The place of posting would be Delhi. However, the Project Director would be required to also operate from the Project site, i.e. Fursatganj, U.P.

2. RGNAU was set up under Section 1 of the Rajiv Gandhi National Aviation University Act, 2013 and is a statutory body under the Ministry of Civil Aviation. The role and responsibilities of the post of Project Director are as under :-

- a) Single Point of Contact with oversight of execution for the construction work on RGNAU;
- b) Custodian of implementation plan providing periodic communication to Steering Committee/Vice Chancellor of Project Progress and timely escalation of issues when necessary;
- c) Articulation of key decisions to be made by Steering Committee from time to time;
- d) Monitoring of steps involving in execution of project and construction work;
- e) Coordination work with Airports Authority of India, IGRUA and Ministry of Civil Aviation;
- f) Any other task that may be assigned by Vice Chancellor/Ministry of Civil Aviation.

3. Officers eligible to hold Director level post at the Centre are eligible to apply for the aforesaid post. Experience in dealing with the following would be desirable:

- a) Higher education administration;
- b) Setting up of projects involving constructions;
- c) Service matters' and
- d) Matters relating to Aviation.


4. Names of willing and eligible officers, who can be spared by the State Governments and Ministries / Departments of the Government of India, may be forwarded to this Office along with cadre clearance, vigilance clearance, bio-data containing details, viz. name, date of birth, service, batch, contact telephone no., email address, educational qualifications, complete experience/posting details etc., CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past Central deputation. In case the officer is currently on Central deputation the nomination may be forwarded with the approval of Minister-in-Charge of the concerned Ministry/Department.

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5. The post is a non-Central Staffing Scheme post to be filled through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to this post. However, those officers who have served and are currently serving on a Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years on CSS post and she/he needs to retain Government accommodation for her/his tenure on non-CSS post.

6. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

  
(J. Srinivasan)  
Deputy Secretary (MM)  
Tel: 23092842

Copy to:

1. Ministry of Civil Aviation, [Dr. Reena Sethi, Deputy Secretary, 'B' Block, Rajiv Gandhi Bhawan, New Delhi w.r.t. OM No. AV-28011/12/2015-ER dated 11.04.2016].
2. NIC Cell, DOP&T for placing on Departmental Website.
3. PS to DS(MM) for uploading the circular through bulk e-mail system.

### Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No. (O)	(R)	(M)		
6	Educational Qualifications	:			
7	Complete Experience/Posting Profile				
Sl.No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description
8	Whether clear from Vigilance angle?	:	YES / NO		
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:	YES / NO		

11. Certified that the above particulars are correct and complete.

Signature of the applicant  
Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars

*Note:*

*Columns 1-7 to be filled in by applicant.*

*Columns 9-11. to be filled in by Ministry/Department concerned.*