

**No. A- 12018/17/2009-Admn.
Bureau of Civil Aviation Security
'A' Wing, I-III Floor, Janpath Bhawan,
Janpath, New Delhi.**

Dated: 16th November, 2012

Recruitment of Junior Clerk in the Bureau of Civil Aviation Security on deputation basis.

The Bureau of Civil Aviation Security, an attached office of the Ministry of Civil Aviation is responsible for planning and laying down of the National Civil Aviation Security Policy, monitoring and coordination of security arrangements at all civil airports, implementation of the international standards for aviation security etc. It is proposed to fill up two posts of Junior Clerk (General Central Service Group 'C' Non-Gazetted, Ministerial) in the pay scale of in Pay Band 1(Rs. 5200-20,200/-) with Grade Pay of Rs.1900/- in the Bureau of Civil Aviation Security. The posts are to be filled up on deputation/absorption basis from amongst Junior Clerks working in the same pay scale viz. in Pay Band 1(Rs. 5200-20,200/-) with Grade Pay of Rs.1900/-.

2. Period of deputation including 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 three years. The selected candidates may be posted at BCAS headquarters or at any of its regional offices located at Delhi, Mumbai, Kolkata, Chennai, Amritsar, Ahemdabad, Guwahati and Hyderabad.

3. The officer selected for deputation to the post of Junior Clerk will be governed by the terms and conditions of deputation laid down in the Ministry of Personnel, Public Grievances & Pensions (Deptt. Of Personnel and Training) O.M. No.2/22/91-Estt. (Pay-II) dated 05-01-94 as amended from time to time. They have option to either draw pay in the scale of pay applicable to them in their parent organization plus deputation duty allowance or have their pay fixed in the scale of pay applicable to deputation post.

4. The Bio-data, in the prescribed format (in duplicate), of suitable officers may be forwarded along with the following documents, within sixty days from the date of publication of this circular .

5. List of essential documents to be attached with the Bio-data:-

- i) Vigilance Clearance Certificate;
- ii) Integrity Certificate;
- iii) List of penalties (Major/Minor) imposed; if any during the last ten years;
- iv) ACRs dossier or ACRs for the last five years (It may kindly be noted that the photostat copies of ACRs should be attested by an officer not below the rank of Under Secretary or equivalent on each page).

Important Note: Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected.

I) Eligibility Condition as per RRs.

II) Bio data proforma

Contd...

6. Candidates who apply for the post will not be allowed to withdraw their candidatures subsequently.

(Shailesh Kumar)

Dy. Director (Pers)

Tele: 23355165

Encl : As above.

To :-

1. All Ministries/Departments of Govt. of India.
2. Joint Secretary (Admn.), Central Board of Excise and Customs, Deptt. of Revenue, North Block, New Delhi.
3. Joint Secretary (Admn.), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi.
4. The Director General, Central Reserve Police Force, CGO Complex, Lodhi Road, New Delhi-3.
5. The Director, Intelligence Bureau, North Block, New Delhi.
6. The Director, Central Bureau of Intelligence, CGO Complex, Lodhi Road, New Delhi-3.
7. The Director, SSB, East Block-V, R.K. Puram, New Delhi.
8. The Director, National Crime Records Bureau, R.K. Puram, New Delhi
9. The Director, Sardar Vallabh Bhai Patel National Police Academy, Shrirampalli, Distt. Rengareddy, Hyderabad (A.P)
10. The Director General, Indo-Tibetan Border Police, CGO Complex, Lodhi Road, New Delhi-3
11. The Director General, B.P.R & D, CGO Complex, Lodhi Road, New Delhi-3.
12. The Director General, Railway Protection Force, Rail Bhavan, Rafi Road, New Delhi.
13. The Director General, Central Industrial Security Force, CGO Complex, Lodhi Road, New Delhi-3.
14. The Director General, Border Security Force, CGO Complex, Lodhi Road, New Delhi.
15. The Director General, National Security Guard, CGO Complex, Lodhi Road, New Delhi-3.
16. The Director, National Institute of Criminology & Forensic Science, Ministry of Home Affairs, Rohini, Sector-3, Delhi-110085.
17. The Secretary, Cabinet Secretariat, Bikaner House Annexe, Shahjahan Road, New Delhi-110011.
18. The Ministry of Home Affairs (Jt. Secretary, Police), North Block, New Delhi.
19. DGPs/IGPs of All State/UT Administration
20. The Regional Dy. Commissioner of Security, Bureau of Civil Aviation Security, New Delhi/Mumbai/Kolkata and Chennai.
21. Ministry of Civil Aviation: i) Sh. U.K . Bhatia, U.S.(AS)
ii) Sh.LRS. Reddy, Director

BIODATA PROFORMA

Post Applied for:

1. Name (in block letters)
2. Permanent Address
3. Date of Birth (in Christian Era)
4. Date of retirement under Central/State Government
5. Educational Qualifications
6. 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 by the officer
Essential		
Desired		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Organisation	Post	From	To	Scale of pay and basic pay	Nature of duties.

9. Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent.
10. In case the present employment is held on deputation/contract basis please state:
 - i. The date of initial appointment
 - ii. Period of appointment on deputation/contract
 - iii. Name and address of the parent office/organization to which you belong
11. Additional details about present employment please state whether working under:-

a) Central Govt. b) State Govt. c) Union Territory d) Central Police Organisation

12. Are you in the Revised scale of pay?
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Basic Pay and total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability

for the post, enclose a separate sheet, if the space is insufficient.

15. Whether belongs to SC/ST
16. Choice of Place of Posting (indicate 3 preferences)
17. Remarks.

Signature of the applicant

Address: _____

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

- 1 It is certified that the particulars furnished by the officer are correct.
- 2 It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
- 3 His integrity is certified.
- 4 It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

(Head of Office)

VIGILANCE/ INTEGRITY CERTIFICATE

*It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. _____ His/ Her integrity is beyond doubt.

Signature -----

(with office seal)

Designation -----

Dated:-

CERTIFICATE (LIST OF PENALTIES

IMPOSED DURING THE LAST 10 YEARS)

*It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh./Smt. _____.

* The following major/minor penalties have been imposed on Shri/Smt. _____ during the last 10 years:-

Signature -----

Designation -----

(with office seal)

Dated:-

* Strike off whichever not applicable.