

No: A-60/5/2019-PERS-BCAS (E- 170287)

Government of India
Ministry of Civil Aviation
Bureau of Civil Aviation Security

'A' Wing, I-III Floor, Janpath Bhawan
Janpath, New Delhi – 01
Dated: 13th April 2023

CIRCULAR

Subject: Invitation of applications for engagement as Young Professionals in the Bureau of Civil Aviation Security, Ministry of Civil Aviation – reg.

The Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation (MoCA) invites applications to engage three (03) Young Professionals (YPs) at BCAS Hq, New Delhi from Information Technology (IT) field/background to provide assistance in e-HRMS Rollout and in day to day handling/management of Govt. portals viz. e-Office, SPARROW, Govt. e-Mails, Kavach, CSCMS, CPGRAM, SANDES, e-SAMPADA, VPN, RTI, etc.

2. Terms of Reference, Terms and Conditions of engagement and Bio-data Proforma for applying for the post of YP are detailed at the Annexure (I-III).

3. Duly filled up applications along with self-attested copies of testimonials regarding qualification/experience (*in triplicate*) may be sent to Deputy Director (Pers.), Bureau of Civil Aviation Security, 2nd Floor, Janpath Bhawan, New Delhi-110001 within one month of hosting of this advertisement on BCAS website.



(Rakesh Kumar)

Deputy Director (Pers.)

Tele. 011 – 23718561

Email Id: ddpers.bcas@gov.in

TERMS OF REFERENCE

- To provide day to day assistance in e-HRMS Rollout.
- To provide day to day assistance in handling/management of Govt. portals viz. e-Office, SPARROW, Govt. e-Mails, Kavach, CSCMS, CPGRAM, SANDES, e-SAMPADA, VPN, RTI, etc.
- To provide day to day assistance in minor hardware & software issues of official equipments viz. Computer Systems, Printers, Scanners etc.
- Organizing Virtual Conferences, meetings (daily/monthly/quarterly etc), etc.
- Coordination with NIC, Ministry of Civil Aviation, etc on above technical matters.
- Creation of Google Sheets for collecting data from BCAS HQ/Regional Offices.
- Working knowledge of Networking, Internet, LAN, VLAN, etc.
- Working knowledge of management of L2 & L3 switch, etc.
- Management of records of MAC, IP, etc of all equipments installed at BCAS HQ.
- Advance knowledge of MS Work, MS Excel & MS Power Point, etc.
- Any other work related to IT field that may be allocated to her/him.

TERMS AND CONDITIONS OF ENGAGEMENT

1. **Qualification:** BE/B-Tech in Computer/IT/MS(CIT/CS) or MCA or higher from a recognized university.
2. **Age Limit:** Candidate should be of 21-35 years old on the closing date of receipt of application.
3. **Type of Engagement:** This engagement will be purely on contractual basis.
4. **Place & Tenure of Engagement:** The selected YPs will be deployed at BCAS Hq, New Delhi. Initial engagement would be for a period of one year which can be further extended for a period of one year at a time.
5. **Remuneration:** A fixed remuneration of **Rs. 50,000/- (Rupees Fifty Thousand only) per month** would be paid to a Young Professional (YP). In case, the engagement of YP is extended beyond one year, monthly remuneration will be increased by a maximum of six (06) per cent on yearly basis.
6. **Other entitlements/allowances/facilities:**
 - (a) **Increment:** No increment shall be allowed.
 - (b) **TA/DA:** No TA/DA shall be admissible for attending the interview (if called), joining BCAS or on completion of their engagement.
 - (c) **Other allowances/facilities:**
 - (i) The Young professionals will not be entitled for any separate monthly allowances, House rent Allowances etc.
 - (ii) The Young professionals will not be eligible for any other facilities such as telephone, Accommodation, Transport facilities, medical etc.
7. **Leave:**
 - (i) The Young professionals shall be eligible for 12 days leave in a single year of engagement.
 - (ii) The leaves shall accrue to YPs on completed month basis, calculated from their date of joining on pro-rata basis.
 - (iii) An YP shall not draw any remuneration in case of his/her absence period beyond 12 days in a year (calculated on pro-rata basis).
 - (iv) Un-availed leave in engagement of one year cannot be carried forward to next year of engagement, in case engagement extends.
 - (v) The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 12 days leaves.
8. **Attendance and working days:** The working hours of the YPs shall be same as regular Govt. employees working in BCAS. No extra remuneration shall be allowed for working beyond office hours on Saturday/Sunday. However, compensatory leave in such cases shall be at the discretion of the competent authority in BCAS. They shall

mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

9. **Confidentiality and secrecy:** During the period of assignment with BCAS the YPs would be subject to the provisions of India Official Secret Act 1923 and will not divulge any information gathered during the assignment. Selected candidates shall provide integrity certificates from 2 references known to them. A self undertaking shall be provided by the candidates to the effects that no criminal record or criminal case in any court is pending against him/her.
10. **Conflict of interest:** The young professional shall be expected to follow all the rules and regulation of the Govt. of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity during assignment. In case the services of YPs are not found satisfactory his/her service will be liable for discontinuation without assigning any reason.
11. **Termination of services and requirement of notice:**
 - (i) The engagement is on full-time basis and it would not be permitted to take up any other assignment during the period of engagement.
 - (ii) The YP is required to give '30 days' written notice to the BCAS Authority in case he/she opts to quit the assignment.
 - (iii) BCAS reserves the right to terminate the contract without assigning any explanation or whatsoever with immediate effect without any notice period.
 - (iv) The contract of Young professionals can be terminated immediately in following situations:
 - If the Young professional is unable to do the assigned work.
 - Quality of the assigned work is not to the satisfaction of the BCAS.
 - If the YP is found lacking in honesty and integrity
 - If the young Professional is absent from duty without due authorization

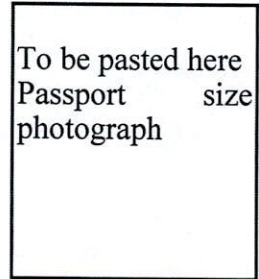
If BCAS not renew the contract of the Young Professional, then at the end of engagement period.

12. **Other terms & conditions:**
 - (i) The Young Professional will be required to discharge the duties as assigned to him/her by the BCAS.
 - (ii) The Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the BCAS will issue TDS certificate(s).
 - (iii) The Young professional shall, in no case, work for any other authority.
13. **Selection Procedure:** Selection will be made by Oral Test/Interview.
14. Preference will be given to the candidates who have experience of working in Central Govt. Organizations.

Annexure III

BIODATA PROFORMA

Post Applied for: _____



1. Name (in block letters):
2. Address:
 - (i) Permanent Address:
 - (ii) Address for communication:
3. Email ID:
4. Phone No.
5. Mobile No.
6. Fax No:
7. Date of Birth:
8. Educational Qualifications:

Sr. No	Qualification (supporting documents to be attached)	Passing Year

9. 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):

10. Details of work experience, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sr. No	Organization	Post	From	To	Nature of duties.

11. Declaration:

I hereby declare that all statements made in this application are true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being declared before or after the selection, my candidature/appointment is liable to be cancelled.

Signature of the Applicant

Date:

Place: