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Government of India  
Ministry of Civil Aviation  
Bureau of Civil Aviation Security  
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'A' Wing, I-III Floor, Janpath Bhawan  
Janpath, New Delhi  
Dated: 02<sup>nd</sup> November 2023

**VACANCY CIRCULAR**

**Subject: Filling up of various Group 'A', 'B' & 'C' posts in Bureau of Civil Aviation Security, Ministry of Civil Aviation by deputation including Short-Term Contract basis –reg.**

The Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation (MoCA), Government of India (GOI) invites applications for filling up the following posts from the eligible and willing candidates under the Central Government or State Governments or Union Territories or Central Armed Police Forces or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous organization by deputation including Short-Term Contract basis:

Sl. No.	Name of the post	Level in the pay Matrix	No. of Posts
1.	Joint Director/Regional Director (JD/RD) ( <i>equivalent to Second in Command</i> )	Level - 12	02
2.	Deputy Director/DD ( <i>equivalent to Deputy Commandant</i> )	Level - 11	02
3.	Assistant Director/AD ( <i>equivalent to Assistant Commandant</i> )	Level - 10	06
4.	CASLO Coordinator ( <i>equivalent to Inspector</i> )	Level - 7	03
5.	Senior Aviation Security Officer/SASO ( <i>equivalent to Inspector</i> )	Level - 7	11
6.	Aviation Security Officer/ASO ( <i>equivalent to Sub-Inspector</i> )	Level - 6	30
7.	Deputy Aviation Security Officer/DASO ( <i>equivalent to Assistant Sub-Inspector</i> )	Level - 4	43
8.	Senior Aviation Security Assistant/SASA ( <i>equivalent to Head Constable</i> )	Level - 3	06
9.	Aviation Security Assistant/ASA ( <i>equivalent to Constable</i> )	Level - 2	24
10.	Staff Car Driver (Grade I)	Level - 5	07
11.	Staff Car Driver (Grade II)	Level - 4	07
12.	Staff Car Driver (Ordinary Grade)	Level - 2	03
13.	Dispatch Rider/DR	Level - 2	16

*(The numbers of vacancies are tentative and may change at the time of selection.)*

2. The essential eligibility criteria, qualifications, etc are as under:

Sl. No.	Name of the Post	Level in the pay Matrix	Eligibility Conditions	Experience	Initial Deputation tenure	Maximum Age Limit

1.	JD/RD	Level – 12	Holding analogous post on regular basis <i>OR</i> five years regular service in level 11 in the pay matrix or equivalent with Bachelor's Degree from a recognized University or equivalent.	Ten years experience in Police/Security/Intelligence department in any of the feeder organization.	Four years	56 years
2.	DD	Level – 11	Holding analogous post on regular basis <i>OR</i> five years regular service in level 10 in the pay matrix or equivalent with Bachelor's Degree from a recognized University or equivalent.	Five years experience in Police/Security/Intelligence department in any of the feeder organization.	Four years	56 years
3.	AD	Level – 10	Holding analogous post on regular basis <i>OR</i> three years regular service in level 7 in the pay matrix or equivalent with Bachelor's Degree from a recognized University or equivalent.	Three years experience in Police/Security/Intelligence department in any of the feeder organization.	Three years	52 years
4.	CASLO Coordinator	Level – 7	Holding analogous post on regular basis <i>OR</i> five years regular service in level 6 in the pay matrix or equivalent with Bachelor's Degree from a recognized University or equivalent.	Three years' experience of liaison work in any of the feeder organization.	Three years	56 years
5.	SASO	Level - 7	Holding analogous post on regular basis <i>OR</i> five years regular service in level 6 in the pay matrix or equivalent with Bachelor's Degree from a recognized University or equivalent.	Three years experience in Police/Security/Intelligence department in any of the feeder organization.	Three years	56 years
6.	ASO	Level – 6	Holding analogous post on regular basis <i>OR</i> six years regular service in level 5 in the pay matrix or equivalent	Two years experience in Police/Security/Intelligence department in	Three years	56 years

			with Bachelor's Degree from a recognized University or equivalent.	any of the feeder organization.		
7.	DASO	Level - 4	Holding analogous post on regular basis <i>OR</i> five years regular service in level 3 in the pay matrix with Bachelor's Degree from a recognized University or equivalent.	Three years experience in Police/Security/Intelligence department in any of the feeder organization.	Five years	56 years
8.	SASA	Level - 3	Holding analogous post on regular basis <i>OR</i> three years regular service in level 2 in the pay matrix	Officers of the CAPFs/CPOs or State Police Organizations or Union Territory	Three years	56 years
9.	ASA	Level - 2	Holding analogous post on regular basis	Police Organizations.	Three years	40 years
10.	Driver (Gr. I)	Level - 5	Holding analogous post on regular basis <i>OR</i>	(i) Must have a valid driving license for heavy/light motor vehicle with at least 10 years of driving a motor vehicle.	Three years	56 years
11.	Driver (Gr. II)	Level - 4	Head Constable in level 4 of the pay matrix with 05 years regular service from CAPFs/CPOs or State Police Organizations or Union Territory Police Organizations, <i>having fifteen years regular service in total.</i>	(ii) Must be able to read English Numerals and figures. (iii) Must have a thorough knowledge of Traffic Regulation. (iv) Must have a good knowledge of petrol and diesel engine working and be able to locate	Three years	56 years

				faults and rectify minor running defects. (v) Must be able to clear car carburetor and plug.		
12.	Staff Car Driver (OG)	Level – 2	Holding analogous post on regular basis and possessing valid driving license for Motor Vehicles.	Officers of the CAPFs/CPOs or State Police Organizations or Delhi Police.	Three years	52 years
13.	DR	Level – 2	Holding analogous post on regular basis and possessing valid driving license for Motor cycle or three wheeler scooter.		Three years	52 years

3. The candidates selected for deputation to any of the above post will be governed by the terms and conditions of deputation laid down in the DOPT OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The candidates will 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.

5. The candidates selected on these posts may be posted at BCAS Headquarters at New Delhi and/or at any of its Regional Offices (ROs). The existing Twenty (20) ROs, however, located at Ahmadabad, Amritsar, Bengaluru, Bhopal, Bhubaneswar, Chennai, Cochin, Dehradun, Delhi, Guwahati, Hyderabad, Imphal, Jaipur, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi and Srinagar.

6. The Bio-data (*in triplicate*), in the prescribed format (attached at **Annexure**), **countersigned by the Competent Authority**, of suitable and willing candidates may be forwarded along with the documents mentioned in Para 7 below, within 45 days from the date of publication of this circular in the 'Employment News' to **Deputy Director (Pers.), Bureau of Civil Aviation Security, 'A' Wing, I-III Floor, Janpath Bhawan, Janpath, New Delhi.**

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

- (i) DE/Vigilance Clearance Certificate;
- (ii) Integrity Certificate;
- (iii) List of penalties (Major/Minor) imposed, if any, during the last 10 years;

- (iv) APARs/ACRs for the last five years (*It may be noted that the Xerox copies of ACRs/APARs should be attested by an official not below the rank of Under Secretary to the Government of India or equivalent on each page*).

**Important Notes:**

- (i) **Incomplete applications and/or applications forwarded without the complete set of essential documents listed above will not be entertained and summarily rejected without further correspondence. Candidates who apply for the posts will not be allowed to withdraw their candidatures subsequently.**
- (ii) **Private candidates are not eligible to apply.**



(Rakesh Kumar)

Deputy Director (Pers.)

Tele: 011- 23718561

Email: ddpers.bcas@gov.in

To:

1. The Lt. Governors/Administrators of all Union Territories.
2. The Chief Secretaries, all State Governments.
3. All Secretaries, Ministries/Departments of Government of India – with request to give wide publicity to this Circular in the Ministry including Attached Offices/Subordinate Offices/PSUs/Autonomous Bodies etc.
4. The Secretary (R), Cabinet Secretariat, CGO Complex, Lodhi Road, New Delhi.
5. The Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
6. The Director, Intelligence Bureau, North Block, New Delhi.
7. The Director, Special Protection Group, Cabinet Secretariat, 9 Lok Kalyan Marg, New Delhi.
8. The Director, Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi.
9. The Director General, Border Security Force, CGO Complex, Lodhi Road, New Delhi.
10. The Director General, Central Reserve Police Force, CGO Complex, Lodhi Road, New Delhi.
11. The Director General, Indo-Tibetan Border Police, CGO Complex, Lodhi Road, New Delhi.
12. The Director General, Central Industrial Security Force, CGO Complex, Lodhi Road, New Delhi.
13. The Director General, National Investigation Agency, CGO Complex, Lodhi Road, New Delhi-110003.
14. The Director General, Sahastra Seema Bal, East Block-V, R.K. Puram, New Delhi.
15. The Director General, Fire Services, Civil Defense & Home Guards, East Block-7, R.K. Puram, New Delhi-110066.
16. The Director General, Assam Rifles, Shillong, Meghalaya – 793010.
17. The Director General, Railway Protection Force, Rail Bhawan, Rafi Road, New Delhi.
18. The Director General, National Security Guard, Mehramnagar, Palam, New Delhi, Delhi 110037.
19. The Director General, National Disaster Response Force, 6<sup>th</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001.
20. The Director, National Crime Records Bureau, R.K. Puram, New Delhi.
21. The Director, Sardar Vallabh Bhai Patel National Police Academy, Shivrampally, Raghavendra Nagar, Hyderabad, Telangana - 500052.

22. The Director General, Bureau of Police Research and Development Head Quarters, Mahipalpur, New Delhi.
23. The Director, National Institute of Criminology & Forensic Science, Ministry of Home Affairs, Rohini, Sector-3, Delhi-110085.
24. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 02.
25. The DGPs/Commissioner of Police of All States/Union Territories.
26. The Deputy Secretary (AS), Ministry of Civil Aviation, Rajiv Gandhi Bhawan, New Delhi.
27. The Under Secretary (CS-I, Coord.), Department of Personnel & Training (DOPT), 2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 *with the request to upload this Circular on the website of DOPT for wide publicity.*
28. All I/C Regional Offices, Bureau of Civil Aviation Security for wide publicity.
29. NIC, BCAS (with request to upload the circular on the website immediately).

**BIO-DATA/CURRICULUM VITAE PROFORMA**

Name of the Post Applied for .....

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and Other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</i>	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A ) Qualification	A ) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A ) Qualification	A ) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.	
<b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>	

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

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

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**\*Important:** Pay-band and Grade Pay (Level in the Pay Matrix) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Level in the Pay Matrix) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

**9.2 Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking	



e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14. Total emoluments per month now drawn	
<b>Basis Pay in the PB (Level &amp; Cell in the Pay Matrix)</b>	<b>Grade Pay</b>
	<b>Total Emoluments</b>
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay- scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)
	Total Emoluments
<p><b>16(A) Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16(B) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition  (vi) any other information.</p> <p><b>(Note: Enclose a separate sheet If the space is insufficient)</b></p>	

<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.  #(Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for Short Term Contract/STC)</p>	
<p>#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio-Data/Curriculum Vitae duly supported by the documents in respect of essential qualification/work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address.....  
.....

Date.....

## **Certification by the Employer/ Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

### **2. Also certified that;**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major/Minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (*as the case may be*)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**