



Airports Authority of India
Regional Headquarters - Eastern Region

Engagement of Consultant (Operation) for Civil Enclave at RCS Airports Under Eastern Region.

Airports Authority of India, Regional Headquarters (Eastern Region) desires to engage consultant (OPS) having experience in handling Civil Aircraft movement, to be engaged as Sr. Consultant/Jr. Consultant (Operation) **at Darbhanga (Civil Enclave), Jharsuguda, Pakyong and Deoghar Airports under Eastern Region**, purely on contract basis for a period of one year, extendable by another one year as per the eligibility criteria appended below:

1. Eligibility Criteria

Sl. No	Designation	Monthly Remuneration (All Inclusive)	Eligibility
01	Sr. Consultant	INR 85,000/-	Defense Commissioned Officer (Retired) / AAI officials (retired) not more than 70 years of age having more than 15 years of experience in the field of Aerodrome Management with medical fitness.
02	Jr. Consultant	INR 50,000/-	Defense Commissioned/ non- commissioned Officer (Retired)/AAI officials (retired) not more than 70 years of age having more than 05 years of experience in the field of Aerodrome Management with medical fitness.

Desirable experience, scope of work, eligibility, tenure of Engagement and other details of activities to be performed by the Consultant are given below:

<u>Post</u>	<u>No. of Posts</u>	<u>Desirable Experience</u>	<u>Location</u>
Sr. Consultant	01 (for each location)	1. Consultant should have hands on knowledge of Aerodrome Management, preferably in the field of Air Traffic Management, Airside Management and Terminal Management specially at Civil Aerodrome at Indian Airport.	Darbhanga, Jharsuguda, Pakyong and Deoghar
Jr. Consultant	01 (for each location)	2. Preference will be accorded to officials having experience of Airport Operations in AAI civil enclaves or Indian Airports.	

2. ELIGIBILITY

- 2.1 Defense Commissioned / non-commissioned Officers / AAI Officials (Retired) should be medically fit and of age not more than 70 years.
- 2.2 Senior Consultant eligibility – Retired PSU employee from E8 level and equivalent from Central Govt./State Govt./Defence/Paramilitary forces/reputed organizations having 15 years of experience in relevant field.
- Junior Consultant eligibility – Retired PSU employee from E5/E4/E3 level and equivalent from Central Govt./State Govt./Defence/Paramilitary forces/reputed organizations having minimum 5 years of experience in relevant field.
- 2.3 One month of cooling period is a must, after superannuation.
- 2.4 The eligible candidate should be clear from vigilance / disciplinary angle at the time of retirement. In this regard, the candidate has to submit supporting document.
- 2.5 There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.
- 2.6 The applicant should be willing to join immediately/ or on short notice.

3. PERIOD OF ENGAGEMENT

- 3.1 The initial duration of engagement of Consultant, shall be for **(01) ONE YEAR** and extendable by another year.
- 3.2 The appointment of consultant would be on full-time basis and She/ He will not be permitted to take up any other assignment during the period of consultancy.
- 3.3 Both AAI and the consultant can resign/terminate the services during the period of engagement by giving of one-month notice period or one-month remuneration in lieu of notice period.

4. STATEMENT OF OBJECTIVES / JOBS TO BE CARRIED OUT

- 4.1 Consultant will look after city side/Airside operation as well as Terminal management Operations.
- 4.2 On engagement, the Consultants shall be under administrative control of the Airport Director.

5. ATTENDANCE & LEAVE

- 5.1 Consultants will be required to mark their biometric/manual attendance daily at the place of reporting in line with AAI' employee's attendance system at the place of engagement
- 5.2 Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- 5.3 Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).
- 5.4 Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- 5.5 In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee
- 5.6 AAI will be at the liberty to terminate the services in case of non- performance/ unsatisfactory services besides remaining absent for more than 15 days unauthorizedly.

6. SELECTION CRITERION

- 6.1 The appointment of Defense Commissioned Officer (Retired) as Consultant / non-commissioned (Retired) as Jr. Consultants / AAI Officials (Retired), would be made through advertisement on AAI website, followed by Interview through a selection process of interview (personal interview / interview through VC) by Regional Headquarters, Kolkata.
- 6.2 The appointment of Consultant (Jr./Sr.) will be on full time basis and she/ he would not be permitted to take up any other assignment(s) during the period of engagement with AAI.
- 6.3 AAI, RHQ ER reserves the right, to decide to cancel this advertisement, and not to proceed in the matter, at any stage, accept or reject any or all offers, without giving any explanation, whatsoever.

Interested candidates may send their application through e-mail at recttceller@aai.aero in the specified format (**Annexure-I**) on or before 15.5.2022.

Annexure-I

How to apply?

The persons who fulfill the eligibility conditions after going through details of scope of work and terms and conditions and other details may apply in prescribed format as given below.

Format for application

Recent self-attested photograph

(i) Name : _____

(ii) Date of Birth : _____

(iii) Date of Retirement : _____

(iv) Designated Post on: _____
retirement

(v) Address for Correspondence.: _____

(vi) Contact No.: Landline: _____

Mobile: _____

(vii) Email ID : _____

(viii) Academic Qualification (In reverse order, starting from the latest):

Sl. No.	Degree	Year		Stream/Subjects	University	Class / Division/ distinction (if any)
		From	To			

(ix) Relevant Experience:

(a) Year-wise tasks / highlights of similar nature carried out during last 10 years with all details including employer, position held & pay-scale.

S. No.	Organization	Post Held with Basic Pay	Year		Responsibilities Handled	Achievements if any	Remarks
			From	To			

(b) Vigilance / Disciplinary Clearance Certificate from previous employer and Last Pay certificate to be enclosed along with the application form.

Place: _____

Signature: _____

Date: _____

Name: _____

Disclaimer:

The above information furnished by the applicant are true and correct. Any discrepancy reported at later date may lead to cessation of work agreement/ contract.