



**Airports Authority of India**  
**Regional Headquarters - Eastern Region**

**Hiring of RETIRED OFFICIALS as Airport Managers, Terminal Managers, Site Engineers (Civil & Elect) & CNS Personnel for RCS Airports at AAI-ER.**

In order to engage qualified and experienced **RETIRED OFFICIALS** at RCS Airports at Burnpur, Rourkela, Bokaro, Jharsuguda, Dumka, Dharbhanga, Coochbehar, Jhamshepur, Jagdalpur, Ambikapur, Bilaspur, Jeypore, Utkela, Durgapur, Pakyong & Darbhanga Airport. The scope of work and other details of activities to be performed by the Consultant are given below:-

Sl. No	Discipline	Tentative No. of Posts	AGE	Eligibility Criteria	Experience
1	Airport Operations	06	Not more than 63 Years as on 30-06-2018	The candidate should be a retired official from AAI/IAF.	Minimum experience should be 10 years in the relevant field. ( <u>Airport Manager</u> :- Desirable : Air side Management + Terminal Management <u>Terminal Manager</u> :- Desirable :- Terminal Management )
2	Engineering (Civil)	12	Not more than 63 Years as on 30-06-2018	The candidate should be a retired Engineer (Civil) from AAI/ other PSUs, Central / State Govt. Deptt.	AS PER ANNEXURE - I
3	Engineering (Electrical)	10	Not more than 63 Years as on 30-06-2018	The candidate should be a retired Engineer (Electrical) from AAI/ other PSUs, Central / State Govt. Deptt.	Minimum experience should be 10 years in Airport Engineering Works / Infrastructure Development Works, preferably for engineering works on CPWD pattern.
4	CNS Personnel	21	Not more than 63 Years as on 30-06-2018	The candidate should be a retired personnel from AAI/IAF/PSUs, / Central / State Govt. Deptt.	Minimum experience should be 10 years in maintenance and operation of VHF equipment (Tx/Rx), Manpack System, DVR System, EPABX, X-Bis (RB & HB) DFMD, CCTV, FIDS, NDB, DVOR.

1. **ELIGIBILITY**

- 1.1 The eligible candidates should be clear from vigilance / disciplinary angle at the time of retirement. In this regard, the candidate has to submit supporting document from his previous Govt. Deptt.

2. **PERIOD OF ENGAGEMENT**

- 2.1 The duration of engagement of Consultant, shall be for **(01) YEAR** which may be further reviewed and renewed as per requirement.
- 2.2 However, the services of the Consultant may be terminated at any time by giving one-month notice without any liability and the decision of the Management will be final.

3. **STATEMENT OF OBJECTIVES / JOBS TO BE CARRIED OUT**

- 3.1 **Airport Operations** : The Consultant, irrespective of the level of officer, shall be responsible for preparation of Aerodrome Manual, Safety Manuals etc.

**Engineering (Civil / Electrical)** :- The Consultant, irrespective of the level of officer, shall be responsible for estimation, construction & site supervision, Quality control and Quality Assurance, record of measurements, preparation and certification of bills etc. complete for all Engineering works.

**CNS Personnel** : The Consultant, irrespective of the level of officer, shall be responsible for maintenance and operation of VHF equipment (Tx/Rx), Manpack System, DVR System, EPABX, X-Bis (RB & HB) DFMD, CCTV, FIDS, NDB, DVOR.

- 3.2 On engagement, the Consultants shall be under administrative control of the Airport Director of nearest AAI Airport and under Technical control of DGM(OPS) / GM (Engg.) / GM(CNS) posted at the nearest Airport / RHQ.
- 3.3 The authority with regard to writing / signing / submission of statement for the work assigned / to be assigned, to the Consultant shall be of Airport Director or duly authorized AAI Official. The Consultant shall not write any letter to any of the authority inclusive of Central / State Govt. at his own.
- 3.4 Confidentiality of data and documents: The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or the information collected for the purpose of this assignment or during the course of the assignment for the department, without the express written consent of the Department. The Consultant shall be bound to hand over the entire set of records of assignment to the department before the expiry of the contract and as advised by the Appointing Authority or his authorized representative and it is a binding to Consultant.

3.5 Conflict of interest: The consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

3.6 The consultant shall not make any commitment with the Central / State Govt. or any other department on behalf of AAI.

4. **REMUNERATION**

4.1 The Consultant shall be paid a lump-sum remuneration of the last pay drawn by the official from his previous employer i.e. Last Pay Drawn + DA - (Basic Pension + Dearness Relief thereon), in case of retired officials from other PSUs / Central / State Govt. In respect of the retired officials from AAI, the existing guidelines issued vide CHRM 13/2015 would be applicable. There shall be no increase in this lump sum remuneration during the complete period, at any case.

4.2 If the services of Consultant be required at other Airports in the state, he shall be entitled for TA/DA and accommodation as is admissible to the serving officer of AAI at the level Sr. Manager.

4.2 The Consultant is **not eligible** for any other perks and allowances other than the lump sum remuneration offered by AAI.

5. **TAX DEDUCTION AT SOURCE**

5.1 The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting payment, for which the Department will issue TDS certificate/s, GST as applicable shall be payable extra, at the prevalent rates.

6. **LEAVE**

6.1 The Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or encased at the end of the contract tenure.

6.2 AAI will be free to terminate the services of the consultant, in case the consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

6.3 Airports Authority of India does not undertake any liability for providing any medical facility to the consultant or his dependants, which is existing in AAI and there will be no other financial liability on the part of AAI, since the remuneration is inclusive of everything.

7. **SELECTION CRITERION**

7.1 The appointment of retired Govt. Officials as Consultant would be made through advertisement on AAI website.

7.2 The appointment of Consultant will be on full time basis and they would not be permitted to take up any other assignment(s) during the period of consultancy.

- 7.3 Absolute transparency in the selection process of consultant would be maintained and a committee would be constituted for the purpose.
- 7.4 The selection of the candidate will be done as per prevailing AAI policy.
- 7.5 The department reserves the right, 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.
- 7.6 Termination of Agreement: The Department may terminate a contract to which these Terms apply if:
- i. The consultant is unable to address the assigned works.
  - ii. Quality of the assigned works is not to the satisfaction of the Department.
  - iii. The Consultant fails in timely achievement of the milestones as finally decided by the Competent Authority.
  - iv. The Consultant is found lacking in honesty and integrity.
  - v. The Department reserves the right to terminate the contract, by giving fifteen days notice to the consultant.
- 7.7 In case information furnished by the applicant is found to be false at any stage, the same will invite disqualification and / or action as deemed appropriate by AAI whose decision shall be final and binding.
- 7.8 Interested candidates may send their application through e-mail at [harbirsingh@aai.aero](mailto:harbirsingh@aai.aero) and in hard copy in the specified format (**Annexure-II**) on or before **20<sup>th</sup> July, 2018** at the following address :- "

General Manager (HR)-ER  
Airports Authority of India,  
New Operational Building  
RHQ (ER), Kolkata.  
E-mail : [harbirsingh@aai.aero](mailto:harbirsingh@aai.aero)

"Application for the post of \_\_\_\_\_ at AAI, Eastern Region/Airport" should be mentioned on top[ in the envelop.

---

**Detailed requirement of experience – Civil Engineer.**

Should meet the following criteria: -

1. Graduate Engineer with B.E / B-Tech. or equivalent from a recognized institution.
2. Minimum 10 years working experience in CPWD working pattern in processing preliminary / detailed estimate, justification, construction and site supervision, quality control and quality assurance, record of measurements, preparation and certification of bills etc complete for all engineering works (Terminal building, operational area and city side development etc.) either individually or in co-ordination with the subordinate engineer.
3. Experience in RCC / steel framed structures as is being adopted in AAI Airports.
4. Efficiency in contract management to satisfy the given agreement.
5. Fair knowledge in computer operations to meet out the above requirements (Sl. 2) including emails, power point presentation, Auto cad etc.
6. Efficiency to generate computerized measurements, bill abstract etc.
7. Ability to generate various reports (Weekly/ Monthly/ Quarterly etc.) as required.
8. Fluency / commend in English language with good communication skill.
9. Speaking ability in Hindi language preferred.
10. Ability to achieve the desired target within the given time line.

**Annexure-II**

**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 Corresp. : \_\_\_\_\_  
\_\_\_\_\_
- (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.

Sl.No.	Organization	Post Held with Pay Scale	Year		Responsibility Handled	Remarks
			From	To		

(b) Last Pay Certificate, Vigilance / Disciplinary Clearance Certificate from previous employer and Pension Drawn to be enclosed alongwith the application form.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

ANNEXURE – III

UNDERTAKING

I, hereby acknowledge that I have read & understood the Terms and Conditions of engagement and accept the same.

I, hereby declare that I am not employed gainfully elsewhere and also I will not take up any gainful employment elsewhere during the period of consultancy with AAI.

I hereby declare that I am not residing in any Government accommodation and in case I shift to any Government accommodation during my tenure with Airports Authority of India, I shall immediately inform to my Reporting Officer in this regard.

I am willing to carry out field work irrespective of pre-retirement designation.

I confirm that I shall commence my contract / services with effect from.....

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Date: \_\_\_\_\_