



Airports Authority of India
Regional Headquarters - Eastern Region

Engagement of Retired – ATCOs as Consultant in ATM Discipline of Kolkata, Bhubaneswar & Patna.

Airports Authority of India desires to engage Retired ATCOs as Consultant (ATM) at Kolkata, Bhubaneswar & Patna, on contract basis for a period of one year.

Details of Consultants Required:

Designation	Monthly Remuneration	Eligibility	Location	No. of Posts
Consultant	Rs. 75,000/- (per month)	Retired AAI ATCOs from E7/E6 level having minimum 10 years of experience.	Kolkata	07
			Bhubaneswar	03
			Patna	02

1. ELIGIBILITY

- a. The retired officials should be medically fit and of age not more than 70 years.
- b. 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.
- c. There should be no criminal case pending against the eligible candidate and the same will be self-certified by the respective candidate.
- d. The applicant should be willing to join immediately or on a short notice time.

2. PERIOD OF ENGAGEMENT

- a. The duration of engagement of Consultant, shall be for 01 (one) year.
- b. The appointment of consultants would be on full-time basis and she / he will not be permitted to take up any other assignment during the period of consultancy.
- c. Both AAI and the consultant can terminate / resign the services during the period of engagement by giving one-month notice period or one-month remuneration in lieu of notice period.

3. SCOPE OF WORK / JOBS TO BE CARRIED OUT

- a. Assisting in the works of ATC Units, WSO, Offices (Library, etc.), Leave Record, Tape Transcript, Incident / Accident Investigation, Rescue and Coordination Center, RNFC Billings, Checking of Data for ATCO Licensing, ALB Checking, Preparation of Statistics, Content Preparation for various displays, Preparation of Rosters, Verification of Training Data, etc.

4. ATTENDANCE & LEAVE

- a. 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.
- b. Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- c. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days (in one spell) in a year.
- d. Un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.

- e. In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.
- f. AAI will be at the liberty to terminate the services in case of non-performance / unsatisfactory services.
- g. AAI will be free to terminate the services in case the consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

5. **ALLOWANCES**

- a. Consultants shall not be entitled for any allowance such as Dearness Allowance (DA), Residential Telephone, Transport facility, Personal staff, Residential Accommodation, Medical Reimbursement etc.

6. **TA/DA**

- a. No TA/DA shall be admissible for joining the assignment or on its completion.
- b. However, consultants will be allowed TA/DA for their travel inside the country in connection with the official work approval after approval of competent authority.

7. **SELECTION CRITERION**

- a. The appointment of retired AAI Officials as Consultant would be made through advertisement on AAI website, followed by Interview through an Interview Committee (personal interview / interview through VC) by RHQ-ER.
- b. 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.

8. All the authorities with regard to writing / signing / submission of statement for the work assigned or to be assigned to the Consultant, shall be of respective Airport Directors, or duly authorized AAI officials and the Consultant shall not write any letter to any of the authority inclusive Central / State Govt. at his own.

9. 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.

10. 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.

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

Interested candidates may send their application through e-mail at recttceller@aai.aero in the specified format (**Annexure-I**) on or before **21.01.2023**.

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.

Application for

(Choice of Station)

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 (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 Basic Pay	Year		Responsibility Handled	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.