



भारतीय विमानपत्तन प्राधिकरण
(‘ए’ मिनीरत्न – श्रेणी 1-सार्वजनिक क्षेत्र का उद्यम)
AIRPORTS AUTHORITY OF INDIA
(‘A’ MINI RATNA - CATEGORY-1 PUBLIC SECTOR ENTERPRISE)
REGIONAL HEADQUARTERS (SOUTHERN REGION), OPERATIONAL
OFFICES COMPLEX, MEENAMBAKKAM, CHENNAI- 600027

**ENGAGEMENT OF CONSULTANT (RETD. - ATCOs FROM AAI) IN ATM
DISCIPLINE OF AAI, SR ON CONTRACT BASIS**

In order to have specialized skills for ATM related matters, the services of Consultant on contract basis is required for a period of one year in ATM discipline of Airports Authority of India, SR at various stations mentioned below.

| Sr. No. | Stations under Airports Authority of India, Southern Region | No. of Consultants |
|----------------|--|---------------------------|
| 1. | COIMBATORE | 01 |
| 2. | HUBLI | 03 |
| 3. | HYDERABAD-BEGUMPET | 01 |
| 4. | HYDERABAD-RGIA | 01 |
| 5. | CHENNAI | 16 |
| | TOTAL | 22 |

Last date of submission of application is **28.04.2023**

2. The terms and conditions, scope of work and other details of activities to be performed by the Consultant are given below:

A. Eligibility and Qualification Criteria:

- i) Retired ATCOs (from AAI) from the level of E-7/E-6 (Jt. General Manager/ Dy. General Manager) to be engaged as Consultant.
- ii) One-month cooling period for consultants will not be required for ATCOs superannuated from AAI and consent for re-employment from retiring ATCOs can be taken before hand prior to retirement.
- iii) Minimum 10 years of experience in the relevant field.
- iv) The retired officials shall be medically fit and can serve as consultant upto the age of 70 years.
- v) The eligible candidate should be clear from Vigilance / Disciplinary angle at the time of retirement and this will be self-certified by the respective candidate. (Annexure – I)
- vi) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.
- vii) The eligible candidate should pass in interview and should be selected based upon merit ranking.
- viii) Candidates, who have completed 05 years cumulative period as Consultant in AAI, shall not be considered for re-engagement of consultant as per existing policy.

B. Jobs to be carried out / Responsibilities of consultants/ Scope of Work

Operational / Administrative functions associated with the following:

- Administrative: -
 - General Policy matters – office work, maintenance of leave records, assistance in duty roster making.
- Monthly returns (ATM related matters).
- Collection & collation of data for Record Maintenance, preparation of reports, monthly returns etc., as assigned
- DGCA surveillance related matters
- DOAS related matters as assigned
- Ancillary activities like
 - Breath Analyzer (BA Test) related matters.
 - Co-ordination for Psychoactive Substance Test.
 - Administrative support for ATM training section.
 - Collection of data for monthly returns.
 - **IATS:** Pseudo piloting, prepare schedule for IATS Exercises; Maintain records of the exercises; Any other work related to exercises as assigned by the In-Charge IATS.
 - **AIS:** Job related to AIS: Drafting AIP Supp/ NOTAMs; Updating of the Files, Documents, Drafting Ops Circular and Data. Any other work related to AIS as assigned by the In-Charge AIS.

Contd....3/-

- **ARO/YA:** Prepare Non skd Annexures and lists; Scrutiny of YA; Assist ARO in preparation of the bills and handle the visiting Airlines/ Operators representatives;
- **CAP:** Assist CAP In-Charge in maintaining records related to ATCOs' Licensing, Medical, Recency, AELP; Any other work related to CAP as assigned by the In-Charge CAP.
- **RAMC:** Assist RAMC In Charge in maintaining records and data entry related to RAMC; Any other work related RAMC as assigned by the In-Charge RAMC.
- **BOBASMA:** Assist BOBASMA In Charge in Data collection, maintain records, preparation of report, etc.; Any other work related BOBASMA as assigned by the In-Charge BOBASMA.
- RNFC / AIMS related work.
- Manning of ALPHA position in tower and regular document updation.
- And any other tasks as required by ATS In- charge.

C. Period of Engagement:

- i) Engagement of consultant shall be for a period of one (1) year.
- ii) The appointment of consultants would be on full- time contract basis and they would not be permitted to take up any other assignment during the period of consultancy.
- iii) Both AAI and the consultant can resign / terminate the services during the period of engagement by giving one-month notice period or one -month remuneration in lieu of notice period.

D. Remuneration:

- i) Consolidated fixed monthly honorarium (all inclusive) shall be paid to the consultants.

| Sr. No. | Designation | Monthly Remuneration (All inclusive) |
|----------------|--------------------|---|
| 1. | Consultant | INR 75000/- |

E. Tax Deduction at Source (TDS):

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 department will issue TDS Certificate. Service tax / GST as applicable shall be payable extra at the prevalent rates.

F. Allowances:

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

Contd....4/-

G. TA/DA

- i) No TA/DA shall be admissible for joining the assignment or on its completion.
- ii) However, Consultants will be allowed TA/DA for their travel inside the country in connection with the official work after approval of Competent Authority.
- iii) Consultant would be entitled as per his/ her last entitlement drawn at the time of Retirement.

H. Attendance and Leave

- i) 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.
- ii) Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- iii) 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).
- iv) Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- v) In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.
- vi) AAI will be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

I. Agreement and letter of Acceptance

An agreement should be drawn up between the selected consultant and AAI specifying the terms and conditions of hiring of consultants, including the following:

- i) Scope of Work
- ii) Remuneration/Fees to be paid to the consultant
- iii) Tax Deduction at source
- iv) Reimbursement of services tax paid by the consultant
- v) Domestic Tours required and entitlement for the same in terms of TA/DA
- vi) Facilities to be provided by AAI in terms of office space, other infrastructure etc.
- vii) Deliverables of the assignment expected from the consultant
- viii) The agreement will be binding on both the consultant and AAI

J. Termination of Agreement - AAI can terminate the agreement on the following grounds:

- i) In case the 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.
- ii) The consultant is unable to address the assigned tasks.

- iii) Quality of the assigned works is not to the satisfaction of the department.
- iv) The consultant fails in timely achievement of milestones as decided by AAI.
- v) The consultant is found lacking in honesty and integrity.
- vi) The services of the consultant are liable to be terminated at any time by giving one-month notice or remuneration /fees in lieu of notice period and the decision of AAI Management will be final in this regard.

K. Selection Criteria

- i. The appointment of retired ATCOs from AAI as Consultant would be made through advertisement on AAI website, followed by Interview as part of selection process by Regional Headquarters, Southern Region.
 - ii. AAI RHQ, SR 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 issuing any further notice or any reasons thereof. The decision of the Management shall be final and no appeal shall be entertained.
3. 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.
 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 binding on the Consultant.
 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.
 6. The consultant shall not make any commitment with the Central / State Govt. or any other department on behalf of AAI.

7. The scanned copy of application for consultant in the attached format (Annexure-I, II & III (Consent Form)) should be mailed to esttcellhrsr@aai.aero on or before **28.04.2023** positively along with the testimonials including experience certificates followed by duly signed hard copy by Registered / Speed Post on the address mentioned below.

General Manager (HR),
Airports Authority of India,
Regional Headquarters, Southern Region.
Operational Offices Complex,
Meenambakkam, Chennai- 600027.
Email: gmrhrsr@aai.aero

Application for Consultant in ATM Discipline for

_____ (Please Specify Location)

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): (please enclose relevant documents)**

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

(ix) **Relevant Experience: (please enclose relevant documents)**

- a. Year-wise tasks / highlights of similar nature carried out during relevant experience period with all details including employer, position held & pay-scale.

| Sl. No. | Organization | Post Held with Basic Pay | Year | | Total period of Experience | Responsibility Handled |
|---------|--------------|--------------------------|------|----|----------------------------|------------------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- b. Last Payslip to be enclosed along with the application form.

(x) I hereby certify that no known vigilance and disciplinary case was pending against me at the time of retirement.

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.

Undertaking

I, here by acknowledge that I have read all the clauses of notification and accept the same.

I, hereby agree to consider my application as Consultant in ATM Discipline (Level E7/E6) if found suitable by the Selection Committee of AAI based on my eligibility.

I, hereby submit my willingness to be engaged at Consultant in ATM Discipline (Level E7/E6) as decided by AAI, if selected.

Place: _____

Signature: _____

Date: _____

Name: _____

CONSENT FORM

(to be filled two months prior to separation)

I, Smt./Sh. _____ working as _____

(Designation and Level) at _____ (Station/Place of Posting) is

superannuating on _____ (Date).

I do hereby give my consent that I am willing to work as Consultant with AAI after my

superannuation w.e.f. _____ (Date from when the employee is willing to take

up consultancy with AAI).

Signature: _____

Date: _____

Place: _____

To,

RED-SR,
Airports Authority of India,
Regional Headquarters, Southern Region.
Operational Offices Complex, Meenambakkam,
Chennai- 600027