



Airports Authority of India
Regional Headquarters - Eastern Region

Engagement of Retired (IAF/Indian Army/Indian Navy/PSUs/AAI) Officials as Jr. Consultant (Operations) for various Airports Under Eastern Region.

Airports Authority of India (AAI), a Government of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 Status.

Airports Authority of India, Regional Headquarters (Eastern Region) desires to engage Retired officials from Indian Air Force (IAF), Indian Army, Indian Navy, PSUs, AAI (Retired Ops. officials) preferably having experience in handling Civil Aircraft movement, to be engaged as Jr. Consultant (Operations) at Airports, mentioned below, under Eastern Region, purely on contract basis for a period of one year.

Airports:

Bokaro (Jharkhand), Burnpur (W.B.), Campbell Bay (A&N Islands), Car Nicobar (A&N Islands), Cooch Behar (W.B.), Dumka (Jharkhand), Pakyong (Sikkim) & Shibpur (A&N Islands)

Eligibility and Qualification

Designation	Monthly Remuneration (All Inclusive)	Eligibility
Jr. Consultant	INR 50,000/-	Retired PSUs /AAI employee from E3/E4/E5 level and equivalent from IAF/Indian Army/Indian Navy officials/ State or Central Govt./ Paramilitary forces or reputed organization of having minimum 05 years of experience in relevant field.

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

Post	Desirable qualification	Location
Jr. Consultant	Consultant should have hands knowledge of Aerodrome Management, preferably in the field of Air Traffic Management, Airside Management and Terminal Management specially at Civil Aerodrome at Indian Airport. Preference will be accorded to Senior Air Traffic Controllers who have experience of working at AAI Civil Aerodrome (s).	Bokaro Burnpur Campbell Bay Car Nicobar Cooch Behar Dumka Pakyong & Shibpur

ELIGIBILITY

- 2.1 The retired officials should be medically fit and of age not more than 70 years.
- 2.2 One month of cooling period is required after superannuation.
- 2.3 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.
- 2.4 There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.
- 2.5 The applicant should be willing to join immediately/ or on short notice.

PERIOD OF ENGAGEMENT

- 3.1 The duration of engagement of Consultant, shall be for **(01) YEAR** and extendable by another year.
- 3.2 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.
- 3.3 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.

STATEMENT OF OBJECTIVES / JOBS TO BE CARRIED OUT

- 4.1 Supervision of Up-keep of Terminal Building through MESS contract.
- 4.2 Supervision of effective Pax. Facilitation at Terminal Building like Trolley Retrieval, Air-conditioning, Up-keep of Toilets, Escalators, Lifts, PA system, FIDS, Conveyor Belts, Lights, Smooth Pax. / Visitors Traffic flow, Car Parking and other essential facilities being provided to Pax. / Visitors / VIPs at the Airport.
- 4.3 To provide Pax. Facilitation in the form of Medical Aid, Lost & Found property, May I Help You! (Help Desk), Special Care to Old aged / Divyangjan (PRM), if applicable.
- 4.4 To co-ordinate with airlines, Airport security, state protocol officer and other stakeholders to ensure smooth VVIP Movements.
- 4.5 Shall be responsible to mitigate any shortfall in Protocol handling to avoid any adverse impact / criticism.
- 4.6 To Supervise all Concessionaires at Terminal Building to ensure Hygienic and Best Service to be provided to Pax. / Visitors / VIPs as per Term & Condition laid by AAI.
- 4.7 To carry out Inspection of Terminal Toilets/VIP Lounge/SHA to ensure up-keep of Terminal area.
- 4.8 Up-keep and maintenance of VIP/reserved Lounges/Retiring Rooms and of all records of Terminal Management office.
- 4.9 Timely submission of replies to various correspondence from CHQ/RHQ.
- 4.10 Compliance of Instructions / Circulars issued by CHQ/RHQ of AAI.
- 4.11 Co-ordinate with ATC for ETAs/ETDs to disseminate the information to the Airlines and other stake Holders.
- 4.12 To Coordinate for ambulance as per the requirement.

- 4.13 For any operational / administrative requirement make co-ordination with AAI higher officials at Station and RHQ, ER, Kolkata.
- 4.14 Any fault/breakdown/incident occurs, to be intimated to reporting officer immediately.
- 4.15 Provide Follow Me service & carry out runway inspection as and when required, as per SOP for GRF at Rourkela Airport.
- 4.16 Any other work as assigned from time to time by the Reporting Officer or duly authorized AAI Official.

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 one spell) in a year.
- 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 unauthorizably.

SELECTION CRITERION

- 6.1 The appointment of retired AAI Officials as Consultant 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 will be on full time basis and she/ he would not be permitted to take up any other assignment(s) during the period of consultancy.
- 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 **12.05.2023**.

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/s)

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.