



Airports Authority of India
[Schedule- 'A' Mini Ratna Category-1 Public Sector Enterprise]
Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110003.

Engagement of Consultants in AAI in CSR Directorate at CHQ for a period of One Year on Contract basis.

Advertisement No. 04/2024/CHQ.

1. General Information & Vacancies

1.1 Airports Authority of India was formed on 1st April, 1995 by an Act of Parliament on merger of International Airports Authority of India and National Airports Authority with the objective to have an integrated development, expansion and modernization of 130 airports in India of international standards. The main function of AAI includes construction, modification and management of passenger terminals, development and management of Cargo terminals, maintenance of Apron infrastructure including runways, taxiways and air navigational services including Air Traffic Management and Communication, Navigational & Surveillance.

1.2 The number of Consultants to be engaged in CSR Directorate Airports Authority of India at Corporate Headquarters, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi on contract basis for a period of one year are as follows:

Sl. No.	Station	Level of consultant	No. of consultants	Department
1	CHQ, AAI	Principal Consultant	01 (One)	CSR Directorate
2		Sr. Consultant	01 (One)	
3		Consultant	01 (One)	
		Total	03 (Three)	

2. Important Dates:

(i)	Opening date for submission of applications through email (chqrectt@aai.aero)	24.05.2024
(ii)	Last date for submission of application	07.06.2024
(iii)	Age as on 07.06.2024	Not more than 65 years

3. Eligibility Criteria/Experience, Qualification & Remuneration:

Level of Consultant	Eligibility Criteria/Experience	Qualification	Monthly Remuneration (All Inclusive)
Principal Consultant	07 years of experience in CSR related works in which at least 04 years work experience should be associated with PSU/Central Government/State Government. CSR related work experience: Preparation of CSR Manual, identifying the CSR thrust area and projects or program, modalities of execution of CSR projects of program, monitoring the process of CSR projects or program, compliance on provisions of Section-135 of Companies Act, 2014 and DPE guidelines 2014.	Graduate	Rs.1.25 Lakhs (Rupees one lakh and twenty-five thousand only)
Senior Consultant	05 years of experience in CSR related works in which at least 03 years work experience should be associated with PSU/Central Government/State Government. CSR related work experience: Study and Scrutiny of proposals and processing of proposals according to Schedule VII of Company's Act 2013 and CSR policy of AAI, ensuring CSR policies in-line with DPE, Monitoring of projects, holding regular follow up, review the progress of projects, Collection of data for CSR projects on PAN India, preparation of Archives/ video documentary/ project report and similar works).	Graduate	Rs.1.00 Lakh (Rupees one lakh only)

Level of Consultant	Eligibility Criteria/Experience	Qualification	Monthly Remuneration (All Inclusive)
Consultant	03 years of experience in CSR related work in which at least 02 Years work experience should be associated with PSU/Central Government/State Government. CSR related work experience: Preparation of brief for each CSR proposal received, Preparation of presentation for various Committee, Preparation of MoA for various approved CSR schemes, visiting different places on PAN India basis for need assessment and base line study survey, review and monitoring of the proposed/approved CSR Projects.	Graduate	Rs.75,000/- (Rupees seventy-five thousand only)

- (i) Before engaging as consultant, one-month cooling period is required after superannuation.
- (ii) The eligible candidate should be clear from Vigilance/Disciplinary angle at the time of retirement.
- (iii) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.

4. Period of Engagement:

- (i) The term of engagement of consultants will be for a period of one (01) year which will be extendable for further one year as per AAI requirement & on the basis of performance of consultant.

5. Method of Recruitment

- (i) The application in the prescribed format (Annexure) for engagement of consultant in AAI on contract basis, along with self-attested photocopies of all supporting documents, may be forwarded to the e-mail ID: **chqrectt@aai.aero** and the same will be scrutinized and the shortlisted candidates will be called for Interview.
- (ii) While sending the application, duly filled-in Application + self-attested Supporting Documents to be combined and attached in single PDF file (size not exceeding 5 MB).
- (iii) Application through any other mode will NOT be accepted.

6. Tax Deduction at Source (TDS):

- (i) 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.

7. Allowances

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

8. TA/DA:

- (i) No TA/DA shall be admissible for joining the assignment or on its completion or during the period of engagement process like at the time of interview.
- (ii) However, Consultant will be allowed TA/DA for their official tour inside the country in connection with the official work after approval of Competent Authority.
- (iii) Retired Government Servants and Retired officials from PSUs appointed as consultant would be entitled for TA/DA on official tour as per his/her last entitlement drawn at the time of retirement.
- (iv) For individual Consultants/professionals other than Retired Government/PSU Officials, their entitlement for TA/DA will be decided on case to case basis after approval of Competent Authority.

9. Leave:

- (i) Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- (ii) 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).

10. Termination of Agreement:

- (i) 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 and the decision of AAI Management will be final in this regard.
- (ii) AAI reserves the right to shortlist / reject candidature without assigning any reason.

Application FormAAI Advertisement No: 04/2024/CHQ

Photo

Post Applied for: _____

1	Name of Candidate:									
2	Date of Birth:	D	D	M	M	Y	Y	Y	Y	(in DD / MM / YYYY Format)
3	Age as on 07-06-2024:	Y	Y	M	M	D	D	(in YY / MM / DD Format)		
4	Father's Name:									
5	Nationality:									
6	Gender:									
7	Permanent Address:									
8	Address for correspondence:									
9	Mobile Number:									
10	Email ID:									
11	Details of pending Criminal / Vigilance Cases:									

12 Educational / Professional Qualification:

Sl. No.	Exam passed / Qualification	University / College	Month & Year of passing	% of Marks (in two decimals)

13 Work Experience: (including earlier contractual engagement with AAI) – Please enclose separate sheet, if required

Sl. No.	Organisation / Department	Designation	Period		Total Experience	Nature of work
			From	To		

Date:

(Signature of Candidate)

Declaration: The above information given by me is true & correct to the best of my knowledge. In case any information is found false or incorrect, my candidature for engagement of Consultant in AAI on contract basis may be treated as cancelled.

(Signature of Candidate)