

ADVERTISEMENT FOR OPERATION MANAGER

Applications are invited by The Executive Director, Flight Inspection Unit, Airports Authority of India (AAI), from eligible candidates for appointment as an **Operation Manager, in Flight Inspection Unit, AAI on contract basis**. Application should accompany self attested copies of qualification and experience etc.

Last date of receipt of application is 15/03/2013.

Eligibility:

1. The applicant should be Indian National residing in India. Preference shall be given to candidates belonging to Delhi / NCR
2. He Should be less than 65 years of age as on 01/03/2013
3. Should be academic graduate in any discipline from a recognized university established in India.
4. Should be fluent in written and verbal communication skills.
5. The applicant should have sufficient knowledge of Computer operation / use and should be able to communicate through E-mails.
6. Applicant should have minimum 5 years experience in Aviation field.

MAIN RESPONSIBILITIES AND DUTIES OF OPERATION MANAGER:

- Operation of FIU fleet
- Operational control, policies and safety standards
- Maintenance of operational records / documents
- Assimilation, evaluation and follow-up action on operational reports.
- Compliance of all safety requirements.
- Crew training and qualification according to licensing requirements.
- Maintenance of standards of flying activities in the organization.
- Interaction with the Regulatory Authority to ensure implementation of guideline and instructions issued by them, at all times.
- Review of Operations Manual, incorporation of revisions / amendments thereto, after obtaining DGCA approval and issue of circulars, wherever necessary.
- Standardization of flight procedures, cockpit checks and emergency procedures.
- Planning of Pilots training, their up-gradation, conversion from one type to the other, recurrent training and periodical proficiency checks.

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- Liaison with DGCA for approval of examiner for carrying out checks of flight crew. Ensure validity of License / Rating, Checks of crew.
- Compliance of Flight Time and Duty Time limitations.
- In case of any incident / accident he shall be responsible for all matters relating to the incident / accident, and co-ordinate with the DGCA for purposes of investigation of incident / accident and Search and Rescue Operation.
- Provision of Maps and Charts, route guide and other relevant documents on board the aircraft.
- Maintenance of proper records FDTL in respect of each crew and ensure adherence to the regulatory prescribed limits.
- Ensure Insurance coverage of the aircraft and the crew at all times.
- Prepare and issue Circulars / Manuals and other documents necessary for safe and efficient operation of flight in consultation with the In-charge Flight Operations.
- Any other duties assigned in connection with Operation of AAI aircrafts.

Terms and Conditions

- The candidate shall appear for personal interview at assigned place, date, time at his / her own cost at New Delhi and submit his original Documents / Certificates for scrutiny to the Executive Director and / or designated officer.
- Selected candidate hereby agrees to serve the AAI for a minimum period of Two years from the date of joining ("Commitment Period") and his / her services may be extended further by mutual consent.
- In lieu of his / her services Operation Manager shall be paid a "**Consolidated Fixed Amount**", subject to deduction of statutory tax / TDS. The Consolidated fixed amount per month is negotiable depending on the qualification, work experience etc.
- During Contract period the Operations Manager shall daily come to office (Flight Inspection Unit, AAI) on all working days. He can also be called for duty on weekends / holidays, if required for operational reason.
- No CPF, Gratuity etc. shall be admissible to the selected Operation Manager.
- In case the selected Operation Manager desires to leaves the AAI, he / she shall be liable to give at least one month notice to the AAI or 01 month Consolidated Fixed Amount.
- AAI reserves the right to terminate the services of Operation Manager without assigning any reason, by giving one month notice or one month pay.

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The selected candidates shall be reporting to Chief Operation Officer (COO) / Executive Director, Flight Inspection Unit, Airports Authority of India or any officer nominated by Executive Director, FIU, AAI.

Eligible candidates can apply to "Executive Director, Flight Inspection Unit, Airports Authority of India, Near Delhi Flying Club, Safdarjung Airport, New Delhi-110003" through Mail, Speed Post, Courier, E-mail (edcom@aai.aero with a copy to ed.rcdu.fiu@gmail.com) giving his full contact details (Correspondence address, E-mail, Tel, Mobile etc.).

(MADAN LAL)

Joint General Manager

For Executive Director

Flight Inspection Unit

Airports Authority of India

Safdarjung Airport

New Delhi - 110003

Tel / Fax: 011-24619701