

**ENGAGEMENT OF CONSULTANT IN ATM DISCIPLINE AT INTEGRATED AIR TRAFFIC  
SIMULATOR (IATS) DELHI**

In order to have specialized skills for ATM related matters, the services of consultants as mentioned below is required on contract basis for a period of one year in Airports Authority of India at IATS Centre, DATS Complex, New Delhi:

<b>Sr. No.</b>	<b>level of Consultant</b>	<b>No. of Consultants</b>	<b>Station</b>
1	Sr. Consultant	01	IATS Centre, New Delhi
2	Consultants	05	IATS Centre, New Delhi
3	Jr. Consultants	08	IATS Centre, New Delhi

Last date of submission of application **15/12/2019**.

The scope of work and other details of activities to be performed by the Consultant are given below:

**I. Duties and Responsibilities:**

**Duties and responsibilities of Senior Consultant:**

- To advise about enhancements in Systems, Capabilities, Simulation Requirements, Human Resources in IATS and their Training Requirements to match Global best Simulator System at Airports handling similar or higher traffic than Delhi Air Traffic Services.
- To coordinate with Government Agencies and AAI Offices, when so authorized by GM (ATM), IGI for requirements pertaining to IATS.
- To create business opportunities from the Training Capabilities available at IATS, Delhi from local or global customers.
- To provide guidance for record keeping of Simulator Exercises in IATS, Delhi.
- To provide consultation in other broad matters as advised by GM (ATM), IGI from Time to Time.

**Duties and responsibilities of Consultant:**

- Create and conduct various Aerodrome Control, Approach Control, Area Control and Radar (RSR and ASR) simulation exercises for Trainees in accordance with respective Unit Training Plan.
- Create and conduct ATCOs Skill Enhancement Training Exercises.
- Create and conduct ATCOs Remedial Training Exercises.
- Create and conduct Unusual Conditions Training Exercises including Emergencies, Weather Deviations and Degraded Mode of Operations.
- Create and conduct exercises related to Change Management and ATM Capability/ Capacity Enhancement.
- Planning and execution of Scheduled Training Programs.
- Any other responsibility assigned by IATS In-charge.

**Duties and responsibilities of Junior Consultant:**

- To input commands in Pilot Position Consoles as Pseudo Pilot.
- For System Consolidation and Exercise Preparation.
- For preparation and maintenance of exercise sheets, logs and records in accordance with applicable rules and regulations.

- Any other responsibility assigned by IATS In-charge.
- II. According to the CHRM circular No. 21/2019 dated 16/04/2019, Methods of Engagement, Period of Engagement, Eligibility etc. are as follows:

**A. Methods of Appointment**

- i. Chairman will be the Competent Authority for approval of number of consultants required in each discipline and concerned Member will be the Competent Authority for approval of the selection of consultants against those requirements.
- ii. The process of recommending individual names for engagement as consultant is not allowed.
- iii. The process of engagement will be conducted on half yearly basis. Hence the approval for engaging the number under each Member shall be conveyed to HR Directorate in June and December respectively. Thereafter the engagement of the consultants will be carried out in the months of January and July after obtaining Financial Concurrence.
- iv. Engagement as consultants shall be made through advertisements on AAI Website. For selection of consultants, a selection committee should be constituted and interview be conducted by the concerned ED/RED.

**B. Eligibility and Qualification Criteria :**

- i. Before engaging as consultant, one month cooling period is required after superannuation.
- ii. The categories for engagement of consultants are fixed to five levels, including the engagement of young professionals as Junior Consultants. Consolidated fixed monthly honorarium (all inclusive) shall be paid to the consultants as per their level.
- iii. Retired non-commissioned officer from Defence/ Para-military forces possessing requisite experience may also be engaged at the Junior Consultant level.
- iv. He/ She can serve as Consultant maximum upto the age of 70 years.
- v. The eligible candidate should be clear from Vigilance / Disciplinary angle at the time of retirement.
- vi. There should be no criminal case pending against the eligible candidate and this will be self certified by the respective candidate.
- vii. In case of selection through interview, the eligible candidates should be pass in interview and should be selected based upon merit ranking.

**C. Period of Engagement.**

- i. Initial engagement of consultant can be for a period of one (1) year and extendable up to three (3) years, on yearly basis.
- ii. Consultant can be re-engaged thereafter, however, the cumulative period of engagement as consultant in AAI shall not exceed five (5) years.
- iii. The appointment of consultants would be on full - time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- iv. 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 and Experience:**

<b>Sr. No.</b>	<b>Designation</b>	<b>Monthly Remuneration (All Inclusive)</b>	<b>Eligibility and Experience</b>
1.	Senior Consultant	INR 85000/-	Retired PSU employees from E8/ E9 Level or equivalent from Central Govt./ State Govt./ Defence/ Paramilitary forces/ employees of reputed organisations having minimum 15 years of experience in the field of Air Traffic Control/ Management. <b>Desirable:</b> Experience as an Instructor in ATC Training Organization.
2.	Consultant	INR 75000/-	Retired PSU employees from E7/E6 Level and equivalent from Central Govt./ State Govt./ Defence/ Paramilitary forces/ employees of reputed organisations having minimum 10 years of experience in Air Traffic Control/ Management. <b>Desirable:</b> Experience as an Instructor in ATC Training Organization or IATS.
3.	Junior Consultant	INR 50000/-	Retired PSU employees from E5/E4/E3 Level and equivalent from Central Govt./ State Govt./ Defence/ Paramilitary forces/ employees of reputed organisations having minimum 5 years of experience in Air Traffic Control.

**Note:** In exceptional cases where an individual consultant has extraordinary expertise in the required field based on AAI's requirement, he/she may be considered for grant of higher rates of remuneration by the Chairman, AAI who will be the Competent Authority to grant such higher remuneration.

#### **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:**

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

#### **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. Retired Government Servants and Retired officials from PSUs appointed as consultants would be entitled 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.

**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 employees 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. Willingness Letter/ Acceptance Letter:** In the event of acceptance of Terms and Conditions, the consultant shall submit his willingness/ acceptance letter in the Performa attached while reporting for duty (Annexure – 1).

**J. 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

**K. 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.

- III. The application for consultant should reach the following address by Registered / Speed Post/Scanned mail copy on or before 15/12/2019 positively. In case forwarded by scanned mail copy, that should be followed by hard copy duly signed.

General Manager (HR),  
Airports Authority of India,  
Regional Headquarters, Northern Region,  
Operational Complex, Gurgaon Road, New Delhi – 110037  
Email: [gmhrnr@aai.aero](mailto:gmhrnr@aai.aero)

**ACCEPTANCE LETTER**

I, hereby acknowledge that I have read and understood the Terms & Conditions of appointment/ engagement and accept the same.

I, hereby declare that I am not employed gainfully elsewhere and also that I will not take up any gainful employment elsewhere during the period of consultancy with Airports Authority of India.

I, hereby declare that I am not residing in any Government Accommodation and in case, I shift to any Government accommodation during my engagement with Airports Authority of India, I shall immediately inform to my Monitoring Officer in this regard.

I, hereby declare that there is no vigilance/ criminal proceeding pending on me as on the date of appointment/ engagement.

I, confirm that I shall commence my contract/services with effect from \_\_\_\_\_.

Name : \_\_\_\_\_.  
Signature : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
Mob : \_\_\_\_\_.