



**AIRPORTS AUTHORITY OF INDIA**  
**(‘A’ Category – 1 ‘Mini Ratna’ Public Sector Enterprise)**  
**Eastern Region, NSCBI Airport, Kolkata-52**

**Engagement of Consultant in ATM Discipline Under Eastern Region**  
**(Only Retired Personnel are eligible to apply)**

Airports Authority of India (AAI) invites application from **RETIRED PERSONNEL** for following posts purely on contract basis: -

Sl. No	Designation	Monthly Remuneration (All Inclusive)	Eligibility
1	Senior Consultant	INR 85000/-	Retired PSU employee from <b>E8 level</b> and equivalent from Central Govt. / State Govt./ Defence/ Paramilitary Forces/employees of reputed organizations having minimum <b>15 years</b> of experience in relevant field
2	Consultant	INR 75000/-	Retired PSU employee from <b>E7/E6 level</b> and equivalent from Central Govt. / State Govt./ Defence/ Paramilitary Forces/employees of reputed organizations having minimum <b>10 years</b> of experience in relevant field
3	Junior Consultant	INR 50000/-	Retired PSU employee from <b>E5/E4/E 3 level</b> and equivalent from Central Govt. / State Govt./ Defence/ Paramilitary Forces/employees of reputed organizations having minimum <b>05 years</b> of experience in relevant field.  <b><i>(*Retired non-commissioned officers from Defense/paramilitary forces possessing requisite experience are also eligible for the post of junior Consultant .)</i></b>

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

**1. DESIRABLE QUALIFICATION**

<u>Post</u>	<u>No. of Posts</u>	<u>Desirable qualification</u>	<u>Location</u>
Senior Consultant	01	Should have experience of working in ATC, good knowledge of ATC Procedure and simulation training, having sufficient experience of working in supervisory role in ATC Centre.	IATS Centre, Kolkata
Consultant	05	Should have worked as Surveillance instructor in any RTC/Training Institute/ATC centre(Preferably in Kolkata),good knowledge of ATC procedure, Good command over computer handling familiar with pilot-ATC conversation.	
Jr. Consultant	08	Should have good command over computer operation, experience in Microsoft Excel & working experience in any ATC centre.	

**2. ELIGIBILITY**

- 2.1 **The retired officials** should be medically fit and age should not be more than 70 years.
- 2.2 The minimum experience should be of **Five (05) years** in the relevant field.
- 2.3 One month cooling period is required after superannuation.
- 2.4 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 from his previous Govt. Deptt.
- 2.5 There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.
- 2.6 In case of selection through interview, the eligible candidates should be pass in interview and should be selected based upon merit ranking.

### **3. PERIOD OF ENGAGEMENT**

- 3.1 Initial engagement of consultant can be for a period of one (1) year and extendable upto three years (3), on yearly basis.
- 3.2 Consultants can be re-engaged thereafter, however, the cumulative period of engagement as consultants in AAI shall not exceed five (5) years.
- 3.3 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.
- 3.4 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.

### **4. STATEMENT OF OBJECTIVES / JOBS TO BE CARRIED OUT**

- 4.1 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.
- 4.2 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 a binding to Consultant.
- 4.3 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.
- 4.4 The consultant shall not make any commitment with the Central / State Govt. or any other department on behalf of AAI

### **5. TAX DEDUCTION AT SOURCE**

- 5.1 The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment, for which the Department will issue TDS certificate/s, Service Tax/GST, as applicable shall be payable extra, at the prevalent rates.

**6. ATTENDANCE & LEAVE**

- 6.1 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
- 6.2 Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- 6.3 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).
- 6.4 Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- 6.5 In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee
- 6.6 AAI will be free to terminate the services in case the consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

**7. ALLOWANCES**

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

**8. TA/DA**

- 8.1 No TA/DA shall be admissible for joining the assignment or on its completion.
- 8.2 However, consultants will be allowed TA/DA for their travel inside the country in connection with the official work approval after approval of competent authority.
- 8.3 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.
- 8.4 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. SELECTION CRITERION**

- 9.1 The appointment of retired Govt. Officials as Consultant would be made through advertisement on AAI website and following Interview.
- 9.2 The appointment of Consultant will be on full time basis and they would not be permitted to take up any other assignment(s) during the period of consultancy.

- 9.3 Absolute transparency in the selection process of consultant would be maintained and a committee would be constituted for the purpose.
- 9.4 The selection of the candidate will be done as per prevailing AAI policy.
- 9.5 The department 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.
- 9.6 **Termination of Agreement:** AAI can terminate the agreement on the following grounds:
- 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.
  - The consultant is unable to address the assigned works.
  - Quality of the assigned works is not to the satisfaction of the Department.
  - The Consultant fails in timely achievement of the milestones as finally decided by the AAI.
  - The Consultant is found lacking in honesty and integrity.
  - The Department reserves the right to terminate the contract, by giving fifteen days' notice to the consultant.
  - 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.
- 9.7 Interested candidates may send their application (in sealed envelope) in the enclosed format (**Annexure-I**) and on top of envelope, it should be clearly mentioned / marked as Application for Engagement of Consultant (ATM).
- 9.8 The application for Consultant (ATM) should reach the following address by Registered / Speed post on or before **29.11.2019 positively**. Advance copy may be send by e-mail at [recttceller@aai.aero](mailto:recttceller@aai.aero) .

The  
General Manager (HR)-ER  
Airports Authority of India  
Regional Headquarters (ER)  
New Operational Offices  
Kolkata-700 052

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**Annexure-I****ONLY RETIRED PERSONNELS ARE ELIGIBLE TO APPLY**

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.

**Format for application**

Recent self-  
attested  
photograph

- (i) Name : \_\_\_\_\_
- (ii) Date of Birth : \_\_\_\_\_
- (iii) Date of Retirement : \_\_\_\_\_
- (iv) Address for Corresp. : \_\_\_\_\_  
\_\_\_\_\_
- (v) Contact No.: Landline: \_\_\_\_\_  
Mobile: \_\_\_\_\_
- (vi) Email ID : \_\_\_\_\_
- (vii) Name of previous Organization: \_\_\_\_\_  
Academic Qualification (In reverse order, starting from the latest):

Sl. No.	Degree	Year	Subjects	University	Class / Division

- (viii) 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.
- (b) Certificate from previous employer regarding vigilance / disciplinary clearance during the job with the organization.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_