

भारतीय विमानपत्तन प्राधिकरण
[मिनी रत्न - श्रेणी 1 - सार्वजनिक क्षेत्र का उपक्रम]
राजीव गांधी भवन, सफदरजंग हवाई अड्डा, नई दिल्ली-110003

AIRPORTS AUTHORITY OF INDIA
[SCHEDULE-'A' MINI RATNA CATEGORY-1 PUBLIC SECTOR ENTERPRISES]
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI- 110 003.

ENGAGEMENT OF CONSULTANT(GENERAL INSURANCE) IN AIRPORTS AUTHORITY OF INDIA
FOR A PERIOD OF ONE YEAR ON CONTRACT BASIS.

ADVERTISEMENT NO. 04/2020.

COMPANY PROFILE:

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 include 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.

The following no. of Consultant(General Insurance) to be engaged in Airports Authority of India at Corporate Headquarter, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi on contract basis for a period of one year in Operation Dte.:-

Sl. No.	Station	Level of consultants	No. of Consultants	Department
1.	CHQ, AAI	Consultant (General Insurance)	01	Operation Deptt., AAI

IMPORTANT DATES:

EVENT	DATE
Opening date for submission of Applications through e-mail (chqrectt@aai.aero)	15.12.2020
Last date for submission of Applications	28.12.2021
Age as on 28.12.2020	65 years

Contd....P/2.

ELIGIBILITY CRITERIA:

- i) Retired PSU employee from E-7/E-6 level and equivalent from Central Govt./State Govt./Defense/Paramilitary Forces/Reputed Organizations having minimum 10 years of experience in relevant field.
- ii) Before engaging as consultant, one month cooling period is required after superannuation.
- iii) The eligible candidate should be clear from Vigilance/Disciplinary angle at the time of retirement.
- iv) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.

MONTHLY HONORARIUM:

The consolidated fixed monthly honorarium of Rs.75,000/- (Rupees seventy five thousand only) all inclusive shall be paid to the Consultant.

PERIOD OF ENGAGEMENT:

- i) The engagement of consultant will be for a period of one (01) year.
- ii) 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.

METHODS OF RECRUITMENT:

The application for engagement of consultant in AAI on contract basis may be forwarded through e-mail at e-mail ID: **chqrectt@aai.aero** and the same will be scrutinized by HR Dte. and the shortlisted candidates will be called for Interview.

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.

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.

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 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 consultant would be entitled as per his/her last entitlement drawn at the time of retirement.

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).

TERMINATION OF AGREEMENT:

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.

AAI reserves the right to shortlist / reject candidature without assigning any reason.

Applications are to be addressed to ED (HR), Recruitment Cell, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 and e-mailed to **chqrectt@aai.aero**

Scope of Work

1. Review of Insurance coverage/Risk Management model and framing new Insurance Coverage model/policies. a) Review of existing Insurance coverage of Airports Authority of India and assist in the identification of risk and advice on appropriate risk transfer mechanisms and risk mitigation measures. b) Carrying out Risk assessment required to understand Airports Authority of India's end to end Insurance/re-insurance requirements. c) Cost benefit analysis for adopting the Risk management/Insurance coverage model d) Critical examination of existing AAI policies (Airports assets/third party liability) which are due for renewal/in-force, in terms of i) Risk Coverage ii) Providing basis of valuation/ Value to be insured/ Fixation of sum insured iii) Rating, Clauses, Warranties, Conditions, Excess etc.) Suggesting/Proposing improvement thereon and executing the same during renewal of Insurance Policies. f) Preparing risk notes and framing insurance tendering documents and finalizing the terms & conditions thereof in consultation with AAI including but not limited to i) Coverage, including add-on coverage ii) Excess (Monetary/Time) iii) Period of indemnity iv) Policy wordings, v) Policy clauses and warranties. g) Assisting AAI in the process of valuation of assets, as per requirement. h) Assisting AAI in placement of Insurance policy with reduced premium and required coverage through notice inviting tender process. i) Scrutinizing the wordings of the final policy documents to protect AAI interests with regard to claim settlement. j) Assisting in other Insurance related services like issuance of policy wording, endorsement, addition/ deletions of Sum Insured/loss location, speedy realization of premium refund etc.

2. Insurance claim Management: - a) Coordinating with Insurance co, Surveyor, loss location officials and assisting AAI in prompt settlement of claims during contract period and at the same time assisting in realizing of all past claims with various Insurance companies at whatever stage they may be presently as per provisions and guidelines laid down by IRDAI. Qualifying Consultant should take up old cases which are in the course of process presently and yet to be settled. The continuity for all old claim cases should strictly be maintained and resolved. b) Documentation of claims: The consultant has to prepare check list of documents required and steps to be followed before lodging of insurance claim and assist AAI on documentation from our Airports/Offices/Units for lodging claims. c) Resolving various queries of insurers /surveyors during claim processing d) Interpretation of policy wordings/Conditions, Warranties, Deductibles etc. during claim processing. e) Verification of documentation as required by insurer / surveyor in pursuit of claim settlement. f) To arrange for submission of monthly report on claim settlement position and pending claims where all documents have been submitted/where further documents are to be submitted along with providing MIS on any insurance issue as and when asked by AAI. g) Assisting in speedy realization of premium refunds.

3. Miscellaneous Services: - a) Assisting AAI in taking additional insurance coverage to cover new area of risks/additional risk exposure b) Keeping AAI informed of the latest IRDA/TAC regulations & guidelines and other developments in the insurance industry having impact on the company. c) Training of AAI people on claims /insurance related issues from time to time. d) Any other matter related to insurance and Risk management, irrespective of the location of the insurable assets including insurance matters related to AAI.

APPLICATION FOR ENGAGEMENT OF CONSULTANT(GENERAL INSURANCE) IN THE DIRECTORATE OF OPERATION OF AIRPORTS AUTHORITY OF INDIA ON CONTRACT BASIS FOR A PERIOD OF ONE YEAR.

Name of Candidate					
Date of Birth					
Age as on 28.12.2020					
Father's Name					
Nationality					
Gender					
Permanent Address					
Temporary Address, if any					
Mobile No.					
e-mail ID					
Academic Qualification					
Professional Qualification					
Name of Department from there Retired					
Date of Retirement					
Post & Grade with pay scale at the time of Retirement					
Details of Pending Court/Vigilance cases, if any					
Work Experience	Please enclose separate sheet, if required.				
Organization/ Department	Designation	Period		Total Experience	Nature of Work
		From	To		

Date:

(Signature of Candidate)

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)