



AIRPORTS AUTHORITY OF INDIA
HR DIRECTORATE
RECRUITMENT CELL,
REGIONAL HQRS., WESTERN REGION, MUMBAI

**Engagement of Consultant in Land Management Directorate at
Regional Headquarters, Mumbai and other Airports in Western Region.**

In order to have specialized skills for liaising on Land related matters with the State Govt. the services of a consultant is required on temporary basis at the below mentioned Airports.

Name of Airport	No. of Consultants
Regional Headquarters, Mumbai	01
Juhu Airport	01
Ahmedabad	01
Bhopal & Indore	01
Rajkot	01
Kandla & Vadodara	01
Nagpur	01
Civil Enclave	01
Total	08

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

1 ELIGIBILITY

- 1.1 The candidate should be retired State Govt. Land/Revenue Officer(s) / Tehsildar(s) / Defence /Central Govt. (PSU)
- 1.2 The retired officials should be medically fit and age should not be more than 65 years.
- 1.3 The minimum experience should be of ten years in the relevant field.
- 1.4 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 PERIOD OF ENGAGEMENT

- 2.1 The duration of engagement of consultant, shall be for three(03) years with review and renewal of each case every year
- 2.2 However, the services of consultant may be terminated at any time by giving one month notice without any liability and the decision of the Management is final.

Contd....2/-

3 STATEMENT OF OBJECTIVES/JOB TO BE CARRIED OUT

- 3.1 The consultant shall be responsible for liasoning with the Central/State Govt. for various activities like land issues, Estate and Revenue, Municipality /corporation etc. related to concerned Airport(s) in Western Region & any other place in Western Region where new airport/ Helipad may come and the assignments activities to be given by Regional Executive Director (RED), Western Region/Airport Director(s) of concerned Airports in Western Region, for the coordination or his authorized representative from time to time irrespective of area and airport.
- 3.2 The Consultant shall report to Regional Executive Director, Western Region/Airport Director(s) of concerned Airports in Western Region. Based on the observations/facts/ records the Consultant shall submit the report to Regional Executive Director/Airport Director and all the correspondence shall be made by Regional Executive Director/APD or AAI official with the Central / State Govt.
- 3.3 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 Regional Executive Director/Airport Director(s) of the concerned Airports or duly authorized AAI Official and the Consultant shall not write any letter to any of the authority inclusive of Central/ State Govt. at his own.
- 3.4 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 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 as advised by the Appointing Authority or his authorised representative and it is a binding to consultant.
- 3.5 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.
- 3.6 The consultant shall not make any commitment with the Central/ State Govt. or any other department on behalf of AAI.
- 3.7 The consultant has to complete the mutation of land at various airports in Western Region and Regional Headquarters, Mumbai within the stipulated period as assigned by Regional Executive Director/Airport Director(s).
- 3.8 Apart from the above the consultant shall liaison with the District Collector / Magistrate for administrative jobs required for making the Airports operational in the state.

4 REMUNERATION

- 4.1 The consultant shall be paid remuneration as follows:
 - The Consultant engaged among Govt./PSU/Board/Authority retired officials/ Retired Defence (Airforce, Navy, Army) personnel /Central Govt. (PSU) shall be paid a lump sum remuneration of the last pay drawn by the official from his last employer i.e." Last pay drawn + DA - (Basic pension+ Dearness Relief on the basic pension). (The basic pension and applicable dearness relief on pension shall be considered as on date of retirement of Govt. officials. There shall be no increase in this lump sum remuneration during the complete period, at any case.

Contd....3/-

- 4.2 If the services of Consultant be required at other Airports in the state, he shall be entitled for TA/DA and accommodation as is admissible to the serving officer of AAI at the level of Sr. Manager.
- 4.3 The consultant is not eligible for any other perks and allowances other than the remuneration as offered by 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 the payment, for which the Department will issue TDS Certificate/s Service Tax, as applicable shall be payable extra, at the prevalent rates.

6 LEAVE

- 6.1 The consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- 6.2 AAI would be free to terminate the services of the consultant, in case the consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.
- 6.3 Airports Authority of India does not undertake any liability for providing any medical facility to the consultant or his dependents, which is existing in AAI and there will be no other financial liability on the part of AAI, since the remuneration is inclusive of everything.

7 SELECTION CRITERION

- 7.1 The appointment of retired Govt. Officials as consultant would be made through advertisement on AAI website.
- 7.2 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.
- 7.3 Absolute transparency in the selection process of consultant would be maintained and a committee would be constituted for the purpose.
- 7.4 The selection of the candidate will be done as per the prevailing AAI Policy.
- 7.5 The department reserves the right to cancel this advertisement and not to proceed in the matter and at any stage, accept or reject any or all offers, without giving any explanation, whatsoever.
- 7.6 Termination of Agreement: The Department may terminate a contract to which these Terms apply if:
 - i. The consultant is unable to address the assigned works.
 - ii. Quality of the assigned works is not to the satisfaction of the Department.
 - iii. The Consultant fails in timely achievement of the milestones as finally decided by the Commission.
 - iv. The Consultant is found lacking in honesty and integrity.
 - v. The Department reserves the right to terminate the contract, by giving fifteen days notice to the consultant.
- 7.7 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.

- 7.8 Interested candidates may send their application (in sealed envelope) in the enclosed format (Annexure-I) and on the top of envelope, it should be clearly mentioned / marked as Application for Land Management Consultant at _____ Region / Airport.
- 7.9 The application for consultant should reach the following address by Registered / Speed Post/ Scanned mail copy on or before **20/03/2018** 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, Western Region,
Mumbai- 400 099.
Email: gmrwr@aai.aero

Annexure-I

How to apply?

The persons who fulfils 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

(i) Name :

(ii) Date of Birth:

(iii) Address for correspondence:

(iv) Contact No. : Landline _____ Mobile: _____

(v) Email ID:

(vi) Academic qualification(In reverse order, starting from the latest):-

Sl.No.	Degree	Year	Subjects	University	Class/Division distinction (if any)

(vii) 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 the previous employer regarding vigilance/disciplinary clearance during the job with the organization.

Place:

Signature:

Date:

Name:

Recent self-attested
photograph