



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**क्षेत्रीय कार्यालय, पश्चिमी क्षेत्र, मुंबई**  
**Regional Headquarters, Western Region, Mumbai.**

**Advertisement No.01/01/2020/WR**

**ENGAGEMENT OF CONSULTANT IN ATM DISCIPLINE AT IATS MUMBAI**

In order to have specialized skills for ATM related matters, the services of a consultant as mentioned below is required on contract basis for a period of one year in Airports Authority of India at IATS Centre, Mumbai.

Sr. No.	Level of Consultant	No. of Consultants	Station
1	Jr. Consultants	08	IATS Centre, Mumbai

Last date of submission of application **31/01/2020**.

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

**Duties and responsibilities of Junior Consultant are as follows:**

- Assist in incorporating changes in the database viz ADC data, AIS data, etc;
- Data entry of Flight plans;
- IATS Roster preparation;
- Maintaining attendance record of IATS trainees;
- Strips preparation for procedural exercises, and loading /removing/arranging the strips on strip boards for each exercise;
- Set up the voice communication system and controller working position;
- Updating of files/records.

2. 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 :**

Sr. No.	Designation	Monthly Remuneration (All inclusive)	Eligibility
1.	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 relevant field.

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. 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

**J. 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.

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3. The application for consultant should reach the following address by Registered / Speed Post/ Scanned mail copy on or before **31/01/2020** 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,  
Integrated Operational Offices,  
New Airport Colony, Vile-Parle( East )  
Mumbai- 400 099.  
Email: [gmhrwr@aai.aero](mailto:gmhrwr@aai.aero)