



AIRPORTS AUTHORITY OF INDIA
Land Department – Eastern Region HQ, Kolkata

Engagement of Consultant at Regional Headquarter – Eastern Region

In order to have specialized skills for liaisoning on various aspects / issues of land related matters pertaining to Airports and Aeronautical Communication Stations (ACS) under Eastern Region Headquarter of AAI at Kolkata, with the concerned State Govt. Authorities of West Bengal, the services of a Consultant is required on temporary basis. 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 official of State Govt. / State PSUs preferably retired Revenue Official (RO) or above rank, Land Surveyor or other official of equivalent rank of the State Govt.
- 1.2 The candidate should be Graduate in any discipline and be well conversant in dealing with correspondence in Hindi, English and Bengali languages.
- 1.3 The retired officials should be medically fit and age should not be more than 64 years as on the date of notification.
- 1.4 The candidate should have experience of liaisoning with departments of land acquisition, revenue and survey in Govt. of West Bengal.
- 1.5 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 **ONE YEAR** which may be extended further, if required, based on the performance of the incumbent.
- 2.2 However, the services of the Consultant may be terminated at any time by giving 15 days notice without any liability on AAI and the decision of the AAI Management shall be final.

3. STATEMENT OF OBJECTIVES / JOBS TO BE CARRIED OUT

- 3.1 The Consultant shall be responsible for liaisoning with the Central / State Govt. Revenue Depts., Municipality / Corporation etc. for various land related activities / issues / works in connection with Airports and ACSs in the state of West Bengal i.e. Airports -Bagodgra, Coochbehar, Ningha (Asansol), Malda, Balurghat, AAI land under Eastern Region at Kolkata, Behala, Garui (Bagjola), Salt Lake (Outer Marker), Badu, Nilgunj and any other upcoming Airports / ACS in W.B. state.

Contd...P/2.

- 3.2 To liaison with State Govt. Authorities for Mutation of AAI land, Survey, Demarcation and Quantification of the Airport / ACS land and to provide a detailed survey report and preparation of authenticated combined Revenue survey map thereof.
- 3.3 Identification and help in reclaiming the land under unauthorized occupation / slums / encroachment in close liaisoning and coordination with State Govt. Authorities.
- 3.4 Assisting AAI team in Physical Audit of land leased / licensed by AAI and identifying the plot nos. / survey nos. / Khasra no. of such land at Airports / ACS land as and when required by AAI.
- 3.5 Maintaining and updating all data related with land records in respect of Airports and ACS under W.B. state.
- 3.6 Other responsibilities / assignments / tasks, as required / assigned from time to time, if any.
- 3.7 The Consultant shall report to Regional Executive Director-Eastern Region HQ at Kolkata and Dy. General Manager (LM)-ER as well as any other officer of Land Dept., ER and shall submit his report / observations / facts / records in connection with all land issues of Airports / ACS under W.B. state.
- 3.8 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 RED (ER) / DGM (LM)-ER, or duly authorized AAI official and the Consultant **SHALL NOT** write any letter to any of the authority inclusive Central / State Govt./ at his own.
- 3.9 **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. The Consultant shall **NOT** 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.
- 3.10 The Consultant shall not make any commitment with the Central / State Govt. or any other department on behalf of AAI.
- 3.11 Apart from the above the consultant shall liaise with the District Collector / Magistrate for administrative jobs required for the above mentioned job description.

4. **REMUNERATION**

- 4.1 The Consultant shall be paid a lump-sum remuneration of the last pay drawn by the official from his last employer i.e. last basic pay + grade pay + DA + HRA – (**minus pension drawn**). There shall be no increase in this lump-sum remuneration during the contract period, in any case.
- 4.2 The Consultant is **not eligible** for any other perks and allowances other than the lump sum remuneration 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 payment, for which the Department will issue TDS certificate.

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 contract tenure.
- 6.2 Airports Authority of India does not undertake any liability for providing any medical facility to the consultant or his dependants, 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 prevailing AAI policy.
- 7.5 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.

8. **TERMINATION OF CONTRACT**

- 8.1 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.
- 8.2 AAI may terminate the contract to which these terms apply if the consultant is unable to address and complete the assigned works, quality of the assigned works performed is not to the satisfaction of the department. The Consultant fails in timely achievement of the milestones as finally decided by the department. The Consultant is found lacking in honesty and integrity, AAI reserves the right to terminate the contract, by giving fifteen days notice to the consultant.

9. **GENERAL**

- 9.1 In case 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.
- 9.2 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 at Regional Headquarter – Eastern Region, AAI at Kolkata.
- 9.3 The application for Consultant should reach the following address by registered / speed post / scanned mail copy **on or before 18TH OCTOBER, 2016 positively**. In case scanned copy of application is forwarded by mail, original copy (hard copy) of the same should be sent duly signed.

G. S. Jaiswal
Dy. General Manager (Land Management)
Eastern Region Headquarter,
3rd floor, New Operational Building,
NSCBI Airport
Kolkata – 700 052
e-mail: jaiswalgs@aai.aero

How to apply?

The persons who fulfill the eligible conditions after going through details of scope of work and terms and conditions and other details may apply in prescribed format as given below.

Annexure-I

Recent
passport size
photograph

FORMAT

**Application for Engagement of Consultant (on contract basis)
at Regional Headquarter – Eastern Region (AAI)**

1. Name : _____
2. Date of Birth : _____
3. Address for Corresp. : _____

4. Contact No.: Landline: _____
Mobile : _____
5. Email ID : _____
6. Academic Qualification (In reverse order, starting from the latest):

Sl. No.	Degree	Year	Subjects	University	Class / Division

7. 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: _____
Date: _____

Signature: _____
Name: _____