

Airports Authority of India, RHQ-ER
HR DIRECTORATE, RECRUITMENT CELL – II

Engagement of consultant at Pakyong Airport

In order to have specialised skills for liaisoning on various aspects including land related matters with the State Govt., the services of a Consultant is required on temporary basis at **Pakyong Airport**. 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 Central / State Govt. or Central/State PSUs of the rank of Jt.GM/DGM of Central/State PSU or equivalent in the pay grade of E-7/E-6, PSEB Scale or Dy. Secretary or equivalent from Central / State Govt. (in the grade pay of Rs.7,600/-).
- 1.2 The candidate should be Graduate in any Discipline.
- 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 minimum experience should be of ten years in the relevant field.
- 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 Consultant may be terminated at any time by giving **15 days notice** without any liability and the decision of the Management is final.

3. STATEMENT OF OBJECTIVES/JOBS TO BE CARRIED OUT

- 3.1 The Consultant shall be responsible for liaisoning with the Central / State Govt. for various activities like land issues, State and Revenue, Municipality / Corporation etc. related to Pakyong Airport, and any other place in SIKKIM and the assignments to be given by OIC / GM(Engg-P) of that Airport or his authorised representative from time to time, irrespective of area and airport.
- 3.2 The Consultant shall report to GM(Engg-P) / Office-In-Charge of PAKYONG Airport. Based on the observations / facts / records the Consultant shall submit the report to GM(Engg-P) and all the correspondence shall be made by GM(Engg-P) OIC 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 OIC / GM(Engg-P) or duly authorised 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 utilise 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 and 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 Pakyong Airport in Sikkim within the stipulated period as be assigned by OIC/GM (Engg-P), Pakyong.
- 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 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, at any case.
- 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 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.

6. LEAVE

- 6.1 The Consultant shall be eligible for 12 days leave in a calendar year on prorata 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 rights, as follow : 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.
- 7.6 Termination of Agreement: The Department may terminate a contract to which these Terms apply if the consultant is unable to address the assigned works, Quality of 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 Department. 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.

- 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 Consultant at Pakyong Airport.
- 7.9 The application for consultant should reach the following address by Registered / Speed Post / Scanned mail copy on or before **22nd April' 2016** positively. In case forwarded by scanned mail copy that should be followed by hard copy duly signed.

GeneralManager(HR),
Airports Authority of India,
RHQ,ER, N.S.C.B.I. Airprot,
Kolkata – 700 052.
Email:harbirsingh@aai.aero

Annexure -I

How to apply ?

The persons who fulfil the eligible conditions after going through details of scope of work and terms and conditions and other details may apply in prescribe 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 format he 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 organisation.

Place :

Signature:

Date :

Name: