No. A-12024/4/2018-RECRUITMENT SECTION

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
(RECRUITMENT CELL)

Opp. Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003
Dated: 13th July, 2018

VACANCY CIRCULAR

Subject:- Engagement of Consultants on purely contract basis against the posts of Assistant Director (Operations) for Directorate of Flying Training in the Directorate General of Civil Aviation-reg.

Applications are invited from Indian nationals in the prescribed proforma for engagement of Consultants **on purely contract basis** against the posts of Assistant Director (Operations) for Directorate of Flying Training in Directorate General of Civil Aviation **initially for a period of one year** or till the regular incumbents join or until further orders, whichever is earlier. On appointment of Consultant on contract basis, Consultant will be placed on job familiarization assignment for a period of three months during which his/her performance, skills, knowledge of the job assigned, health etc. will be evaluated by the Concerned Directorate. In the event of failure to meet the required standards of skills, duties and conditions, the Directorate General of Civil Aviation (DGCA) reserves its rights to terminate the contract/services summarily without any notice. There will be a review of the performance of the incumbent after one year and subsequent continuation in the spells of months, depending on the requirement, will be decided on the basis of outcome of the review. The total period of contract shall not exceed three years from the date of charge assumption of the Consultant. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

2. The fixed remuneration for the said posts is Rs. 40,000/- (Rupees forty thousand only) per month. In cases of retired Government Servant the Consultant will be paid an amount equal to last pay drawn plus Dearness Allowance minus Basic Pension plus Dearness Relief thereon subject to a maximum of Rs. 40,000/- (forty thousand only) per month. The details of eligibility, job profile for appointment of consultants are at **Annexure A.**

3. The applications in the prescribed proforma from the eligible and interested candidates are invited which should reach the Recruitment Cell, DGCA along-with NO OBJECTION CERTIFICATE from present employer, if any, **latest by 10th August, 2018.** Applications received after the closing date or otherwise found incomplete will not be considered. Decision of DGCA shall be final. The applicant

should ensure that the up-to-date photocopies of Annual Performance Appraisal Reports for the last **five years** along-with Integrity Certificate and a statement of major/minor penalty, imposed, if any, during preceding 5 years be sent by the present employer(s), if applicable.

4. The applications may be submitted in the prescribed format neatly typed on white paper in double space and typed on only one side of paper. Applications not conforming to prescribed format will not be entertained.

5. A Screening Committee would scrutinize the applications. Only those fulfilling the requirements will be short listed and called for interview. The selected candidates will be required to join at the place of posting within 15 days from the date of receipt of offer of appointment letter, failing which their selection/candidature shall be treated to be cancelled without any further communication and no extension shall be allowed.

6. Canvassing by candidates in any manner will invite disqualification of their candidature.

7. Consultant's appointment will be as per Terms and Conditions enclosed at **Annexure-B.**

8. The upper age limit for the applicants in this regard is 65 years.

13/07/18
(Sunil Kumar Adlakha)
Deputy Director

ANNEXURE-'A'

Post	Tentative No of post	Upper age limit	Eligibility
Consultant against the posts of Assistant Director (Operations) for Directorate of Flying Training.	04*	65 years	(i) Should have a Degree in Engineering in Civil or Mechanical or Computer Science or Information Technology or Aeronautical or Electrical or Electronics disciplines from a recognized University with three years' experience in; **or** Master Degree in Science in the subjects of Electronics or Physics with two years' experience in; **or** B.Sc. Degree from a recognized University or equivalent with Physics or Electronics as subjects with five years' experience in,- (a) Air Traffic Control with Aerodrome Control or Approach Control or Area Control rating; **or** (b) Licensing of Aerodromes or Flight Crew or Air Transport; **or** (c) Management of Airside operations of major or International Civil Airport; **or** (d) Aircraft flying with Commercial Pilot Licence; **or** (e) Aircraft flying in Defence Services; **or** (f) Flight operations department of a Schedules Airlines; **or** (g) Aerodrome Design and Planning. Note 1: (i) The period of required experience may also be considered by combining experience in more than one field listed above. Further, experience obtained in multiple fields in a particular year will be treated as a single period towards total experience. (ii) The period of actual training in any of the specialized area (as specified in essential qualification above) may be counted towards experienced provided that such benefits will be restricted to maximum period of one year.

* The actual number of vacancies may vary.

Job Profile of Consultant against the posts of Assistant Director (Operations)

1) To assist the Deputy Director of Flying Training in scrutiny of applications, logbook, licences for CFI/Dy. CFI/CGI oral exam.

2) To assist the Dy. Director of Flying Training to conduct Standardization check/Examiner competency check of CFI/Deputy CFI and preparing reports.

3) To assist the Deputy Director in carrying out inspection of Flying Training Organizations, prepare reports and check follow up action.

4) To suggest means to improve the training standards.

5) Scrutiny of flying reports, monthly/quarterly statements received from the FTO.

6) Issue of circulars, notification etc. to enforced adequate training standards in the flying clubs.

7) To assist in investigation of cases involving accidents/incidents or violation of rules concerning Flying Training Organization.

APPLICATION FOR THE POST OF CONSULTANT AGAINST THE POST OF ASSISTANT DIRECTOR (OPERATIONS) FOR DIRECTORATE OF FLYING TRAINING, DIRECTORATE GENERAL OF CIVIL AVIATION

PHOTO

S. No		
1.	Name (in Block letters)	
2.	Mother's name	
3.	Father's name	
4.	Address	
5.	e-mail address	
6.	Tel. No	
7.	Date of birth / Age as on	
8.	Nationality	
9. Professional Qualification (in terms of Essential & Desirable qualifications as required with the post applied for) **A: Essential**		

10.Whether currently employed? If Yes, information about present/past employment from/to (give address of employer):-	
(a) Central Government	
(b) State Government	
(c) Union Territories	
(d) Autonomous Organization	
(e) Others	
11. Total emoluments being drawn (give break up)	
12. Period within which, you can join	
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient).	
14. Whether have ever been convicted, if so, give details	
15. Whether any criminal case pending or under investigation:	

DECLARATION

I _____CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED/DISTORTED ANY MATERIAL INFORAMTION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.

Place:
Dated: Signature of the Candidate

Annexure-'B'

No. A-12024/4/2018-RECRUITMENT SECTION

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
Opposite Safdarjung Airport
New Delhi-110 003

Dated: 13th July, 2018

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TERMS AND CONDITIONS OF ENGAGEMENT OF CONSULTANTS, ON PURELY CONTRACT BASIS FOR DIRECTORATE OF FLYING TRAINING

against the post of Assistant Director (Operations) in Directorate General of Civil Aviation (DGCA).

1. TENURE

1.1 The tenure will be initially for a period of one year from the date of assumption of the charge or till regular incumbent(s) join(s) or until further orders, whichever is earlier. The appointment shall be subject to the Performance Assessment from time to time.

1.2 On appointment of Consultant on contract basis, Consultant will be placed on job familiarization assignment for a period of three months during which his/her performance, skills, knowledge of the job assigned, health etc. will be evaluated by the Concerned Directorate. In the event of failure to meet the required standards of skills, duties and conditions, the Directorate General of Civil Aviation (DGCA) reserves its rights to terminate the contract/services summarily without any notice.

1.3 There will be a review of the performance of the incumbent after one year and subsequent continuation, if any, in the spells of months, depending on the requirement, will be decided on the basis of outcome of the review. The total period of contract shall not exceed three years from the date of charge assumption of the Consultant. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

1.4 Notwithstanding the provisions of clause 1.1 above, the contract can be terminated by the either side, by giving one month's notice or pay in in lieu thereof. Further, the DGCA reserves its right to reject the notice of termination of the contract in public interest or for exigencies of work. However, DGCA can terminate the contract at any point of time in the event of failure to meet the required standards of skills, duties and conditions, without any notice.

2. NATURE OF DUTIES

2.1 The duties and responsibilities shall be as described as Job Profile in the Vacancy Circular. In addition allied duties and responsibilities as entrusted by the DGCA, shall be performed.

2.2 The DGCA may also assign any other duties and responsibilities in public interest and in exigencies of work.

3. PLACE OF DUTY

3.1 The place of appointment shall be the Headquarters of the Directorate General of Civil Aviation (DGCA), New Delhi or any of the Regional Offices of the DGCA with a liability to serve anywhere within and outside India.

4. WORKING HOURS

4.1 Working hours shall be in accordance with the orders of the Government of India on the subject from time to time. However, presently the DGCA observes five days week with office hours from 09.30 AM to 06.00 PM including 30 minutes lunch break from 01:30 PM to 02:00 PM.

4.2 The Consultant may be required to work on extended working hours or in weekends or in holidays, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work including weekends and holidays, the Consultant shall not be entitled for any overtime allowance or compensation for the same.

5. REMUNERATION/FEE

5.1 During the period of contract the Consultant shall be paid a fixed remuneration of Rs. 40,000/- (Rupees forty thousand only) per month. For retired Government Servants the Consultant will be paid an amount equal to last pay drawn plus Dearness Allowance minus Basic Pension plus Dearness Relief thereon subject to a maximum of Rs. 40,000/- (Forty thousand only) per month. However, the Consultant's remuneration will be regulated by the statutory and other guidelines, not already mentioned in this Terms and Conditions document, if so laid down by the Government. For any fraction of a month, the Consultant will be paid on pro rata basis (number of days, taking 30 days in a month). No other allowances etc. shall be admissible to the Consultant.

5.2 The remunerations shall be paid by direct bank transfer/Account Payee Cheque or by any other means, as may be decided by the Government from time to time.

5.3 Taxes as levied by the Government shall be deducted at source from the remunerations due to the Consultant.

5.4 In the event of completion or termination of the contract by either side, the Consultant shall be required to refund/return any dues, or any item or equipment issued to him/her for official work. In the event of any dispute the decision of the DGCA shall be final and binding and Consultant shall not have any claim in this regard.

6. LEAVE

6.1 The Consultant will be entitled for twelve (12) days leave in a calendar year on pro rata basis of one day leave for work of each month. The Consultant shall not be entitled to any remunerations for the period of absence beyond 12 days calculated on pro rata basis. Any unavailed leave during a year shall not be carried forward to next calendar year or qualify for encashment. DGCA would be free to terminate the services in case Consultant remains absent for more than 15 days beyond the entitled leave in a calendar year. However, the Consultant will be allowed to take half day leave from his/her entitled leave in a calendar year.

6.2 In the event of absence on the ground of sickness, the Consultant shall be required to submit a proper medical and fitness certificate.

6.3 The Consultant's leave entitlement can be increased or decreased in accordance with the directions/ guidelines of the Government of India issued from time to time.

6.4 However, any leave including the leave on Medical grounds beyond cumulative 12 days shall be without salary.

6.5 Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

7. ALLOWANCES/FACILITIES

7.1 The Consultant shall not be entitled to any of the allowances and facilities which are admissible to regular serving Government employees like dearness allowance, house rent allowance, entertainment allowance, travel facility, residential accommodation, personal staff, CGHS, medical reimbursement, provident fund pension etc except TA/DA on tour which will be as per normal rules applicable to any serving officer of equivalent rank/level in DGCA. The Consultant shall not have any claim in this regard.

8. DEDUCTIONS

8.1 DGCA shall not be responsible for non-statutory deductions like insurance premium etc.. It shall be responsibility of the Consultant to keep his/her insurance current.

9. CONDUCT AND DISCIPLINE

9.1 The consultant shall maintain absolute integrity and devotion to duty at all times and shall not indulge in any activity which adversely affect the functioning of the DGCA or Government of India in any manner whatsoever. The Consultant shall maintain decent standard of conduct, good character, proper discipline and utmost gender sensitization, failing which, an appropriate action shall be taken as per extant guidelines/instructions.

9.2 Being on contract service of DGCA, the officer shall not participate directly or indirectly in any form or manner whatsoever, in trade union activities, which may render hindrance in or obstacles in discharging the assigned or violates any of the Government Acts, Rules or Regulations or Orders, issued from time to time. He shall be liable for suitable action in case of violation.

9.3 During the period of his/her engagement with DGCA, he/she shall not engage in any employment elsewhere.

10. CONFLICT OF INTEREST

10.1. In a case of clash of interest in any respect, the matter shall be brought to the notice of DGCA for such action as may be considered necessary.

11. SECRECY CLAUSE

11.1 All official information, documents, drawing etc. whether in physical form or in electronic form shall be of proprietary ownership of the DGCA and the Consultant shall not disclose the same to any person or persons or firms etc. unless required to do so in due discharge of his/her official duties with prior permission/approval of Directorate General of Civil Aviation.

12. GENERAL

12.1 The Consultant shall ensure that all documentation, information and credentials presented to the DGCA in support of his/her candidature for the employment are authentic and both parties agree that in the event of the same being found false, fabricated or tempered with, the DGCA reserves its right to summarily terminate the contract/services ex parte.

13. BOND

13.1 If the officer is allowed to terminate this service contract, he shall be liable to refund the entire cost of any training(s) alongwith the pay and allowances earned during the period of training(s).

14. MODIFICATIONS OF THE CONTRACT

14.1 The terms and conditions of this offer may be altered or modified by the DGCA in public interest without any prior notice in accordance with the policy of the Government of India.

14.2 The Terms so modified shall become a part of the contract.

14.3 Notwithstanding any terms and conditions of contract with DGCA, in the event of involvement in any kind of act which is detrimental to public safety and national security and in the event of arrest by police or any such authority for involvement in any offence, contract appointment with DGCA shall stand automatically terminated irrespective of any provisions in the terms and conditions.

DECLARATION

I_____S/D/o_____

resident of _____

have carefully read and understood the above terms and conditions. I accept the same and shall abide by the same during my tenure as Consultant on purely contract basis with the DGCA.

(Signature)

Name:

Address with contact No.

Witness:

1.

2.

Bond to be executed by the Consultant (Fixed Remuneration).

KNOW ALL MEN BY THESE PRESENTS THAT I..... resident of ..... at present employed in the Directorate of General of Civil Aviation, Govt. of India, as the ..... do hereby bind myself and my heirs, executors and administrators to pay to the Directorate General of Civil Aviation(DGCA) on demand and without demur the sum in terms of para 13 of the terms and conditions together with interest thereon time being in force, the equivalent of the said amount from the date of due, with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

AND WHEREAS for the better protection of the interests of the DGCA, I have agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my dissatisfactory performance or leaving without prior termination notice or any breach of any terms and condition of service contract, I shall forthwith pay to the DGCA, Government of India as may be directed by the Government on demand the said sum equivalent to the entire cost of any training(s) alongwith the pay and allowances received during the period of training(s). And upon my making such payment the above written obligation shall be void and no effect: otherwise it shall be and remain in full force and virtu.

Signed and dated this.....day of .....two thousand and eighteen.

Signed and delivered by Sh./Smt/Ms.....

(Signature)
Name:

In presence of
Witness (1) (2)

Signature
Name
Add:
Place: