

भारतीय विमानपत्तन प्राधिकरण

[मिनी रत्न - श्रेणी 1 - सार्वजनिक क्षेत्र का उपक्रम]

राजीव गांधी भवन, सफदरजंग हवाई अड्डा, नई दिल्ली-110003

AIRPORTS AUTHORITY OF INDIA

**[SCHEDULE-'A' MINI RATNA CATEGORY-1 PUBLIC SECTOR ENTERPRISE]
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI- 110 003.**

**ENGAGEMENT OF CONSULTANT IN AIRPORTS AUTHORITY OF INDIA IN
CORPORATE COMMUNICATIONS (CC) DIRECTORATE AT CHQ FOR A
PERIOD OF ONE YEAR ON CONTRACT BASIS.**

ADVERTISEMENT NO. 06/2022.

COMPANY PROFILE:

Airports Authority of India was formed on 1st April, 1995 by an Act of Parliament on merger of International Airports Authority of India and National Airports Authority with the objective to have an integrated development, expansion and modernization of 130 airports in India of international standards. The main function of AAI includes construction, modification and management of passenger terminals, development and management of Cargo terminals, maintenance of Apron infrastructure including runways, taxiways and air navigational services including Air Traffic Management and Communication, Navigational & Surveillance.

The following no. of Consultants to be engaged in Airports Authority of India, CC Dte at Corporate Headquarter, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi on contract basis for a period of one year: -

Sl. No.	Station	Level of consultant	No. of Consultant (s)	Department
1.	CHQ, AAI	Consultant	01	CC Dte., AAI

IMPORTANT DATES:

EVENT	DATE
Opening date for submission of Applications through e-mail (chqrectt@aai.aero)	28.11.2022
Last date for submission of Application	12.12.2022
Maximum Age as on 12.12.2022	65 years

ELIGIBILITY CRITERIA:

- i) Retired PSU employee from E-7/E-6 level and equivalent from Central Govt./State Govt./Defence/Paramilitary Forces/Reputed Organizations having minimum 10 years of experience in relevant field i.e. Event Management, Protocol, Liaison, Coordination etc.
- ii) Before engaging as consultant, one-month cooling period is required after superannuation.
- iii) The eligible candidate should be clear from Vigilance/Disciplinary angle at the time of retirement.
- iv) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.

MONTHLY HONORARIUM:

The consolidated fixed monthly honorarium of Rs.75,000/- (Rupees seventy-five thousand only) all-inclusive shall be paid to the Consultant.

PERIOD OF ENGAGEMENT:

- i) The engagement of consultant will be for a period of one (01) year and extendable up to three (03) years on yearly basis on evaluation of performance.
- ii) 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.

METHOD OF RECRUITMENT:

The application for engagement of consultant in AAI on contract basis may be forwarded in the prescribed format (Annexure-I) through e-mail at e-mail ID: **chqrectt@aaiaero** and the same will be scrutinized by HR Dte. and the shortlisted candidates will be called for Interview.

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.

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.

TA/DA:

- i) No TA/DA shall be admissible for joining the assignment or on its completion or during the period of engagement process like at the time of interview.
- ii) However, consultant 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 consultant would be entitled as per his/her last entitlement drawn at the time of retirement.

LEAVE:

- i) Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis.
- ii) 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).

TERMINATION OF AGREEMENT:

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.

AAI reserves the right to shortlist/reject candidature without assigning any reason.

Applications are to be addressed to ED (HR), Recruitment Cell, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 and e-mailed to **chqrectt@aai.aero**

SCOPE OF WORK:

The Consultant to be engaged in Corporate Communication's Directorate, AAI shall be responsible for the following tasks/jobs: -

- i) Protocol, Managing Event, Liaison & Coordination with Ministries Govt. Departments and various Stakeholders.

APPLICATION FOR ENGAGEMENT OF CONSULTANT IN CORPORATE COMMUNICATIONS DIRECTORATE OF AIRPORTS AUTHORITY OF INDIA ON CONTRACT BASIS FOR A PERIOD OF ONE YEAR.

Name of Candidate					
Date of Birth					
Age as on 12.12.2022					
Father's Name					
Nationality					
Gender					
Permanent Address					
Temporary Address, if any					
Mobile No.					
e-mail ID					
Academic Qualification					
Professional Qualification					
Name of Department from where Retired					
Date of Retirement					
Post & Grade with pay scale at the time of Retirement					
Details of Pending Court/Vigilance cases, if any					
Work Experience		Please enclose separate sheet, if required.			
Organization/ Department	Designation	Period		Total Experience	Nature of Work
		From	To		

Date:

(Signatures)

The above information given by me is true & correct to the best of my knowledge. In case any information is found false or incorrect, my candidature for engagement of consultant in AAI on contract basis may be treated as cancelled.

(Signatures of Candidate)