



ENGAGEMENT OF JR. CONSULTANTS (TERMINAL & AIRSIDE MANAGEMENT) IN OPERATIONS DEPARTMENT (TERMINAL & AIRSIDE MANAGEMENT) AT AIRPORTS AUTHORITY OF INDIA, CHENNAI AIRPORT, CHENNAI-600016

Airports Authority of India, Chennai Airport invites applications in prescribed format (Annexure-I) from eligible candidates for engagement to the post of Jr. Consultants at Chennai Airport, Chennai. The posts are to be filled up purely on contractual basis as per details mentioned hereunder :-

Name of the post : **Junior Consultant (Terminal & Airside Management)**

1.	No. of Posts	Total Six (06) posts. [Two (Terminal Management) & Four (Airside Management)]
2.	Period of Consultancy	Initially for one year and extendable upto 3 years, on yearly basis.
3.	Nature of work	Selected candidates engaged as Junior Consultant will have to perform the duties at Chennai Airport Terminal as mentioned at Annexure-II (Terminal Management) & Annexure-III (Airside Management) .
4.	Place of work	Chennai Airport, Chennai
5.	Eligibility and Qualification criteria	Retired PSU employee from E5/E4/E3 level and equivalent from Central Govt./ State Govt./ Defence/ Paramilitary forces / reputed organisations having minimum of 05 years of experience in relevant field. Retired Non-commissioned officers from Defence / Paramilitary forces possessing requisite experience may also apply for the post.
6.	Age Criteria	Selected candidates can serve as Jr. Consultant maximum upto the age of 70 years.
7.	Monthly remuneration	Rs.50,000/- pm. (all inclusive)
8.	Mode of selection	Interview

Those fulfilling the above eligible conditions may submit their application in prescribed format (Annexure-I) alongwith other duly signed documents to Jt General Manager (HR), Airports Authority of India, Operational Building, Chennai Airport, Meenambakkam, Chennai-600016. The envelope containing the application shall be superscribed as "**Application for Jr. Consultant (Airside & Terminal Management)** at AAI, Chennai Airport". The last date for submission of application is **22.11.2024**.

General Conditions :-

- a. Application should be submitted in prescribed format only as per **Annexure-I**.
- b. Declaration of false information shall lead to cancellation of the candidature.
- c. The selection shall be based on the performance of the candidate in the interview.
- d. Mere submission of application does not confer any right to the candidate to be interviewed.

The Terms & Conditions and other aspects of the engagement are mentioned overleaf.

**ENGAGEMENT OF JR CONSULTANTS (AIRSIDE & TERMINAL
MANAGEMENT) AT AIRPORTS AUTHORITY OF INDIA,
CHENNAI AIRPORT, CHENNAI-600016**

TERMS AND CONDITIONS OF ENGAGEMENT

1. The period of engagement of Jr. Consultant shall be for a period of one year which may be extended upto 3 years (on yearly basis).
2. The engagement of Jr. Consultant is purely on temporary basis and no claim shall lie for regular employment on that basis at any stage.
3. Before engaging as Jr. Consultant, one month cooling period is required after superannuation.
4. There should be no criminal case pending against the eligible candidate and this will be self-certified by the candidate.
5. The appointment of Jr. Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
6. The eligible candidate should be clear from vigilance/disciplinary angle at the time of retirement.
7. Both AAI and the Jr. 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.
8. They shall perform their duties as per the Charter of Duties & Responsibilities at **Annexure-II & Annexure-III.**
9. **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.

10. **Allowances.**

Jr. Consultants shall not be entitled for any allowance such as Dearness Allowance (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement, etc.

11. **TA/DA.**

- i. No TA/DA shall be admissible for joining the assignment or on its completion.
- ii. However, Jr. 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.

12. **Attendance and Leave.**

i. Jr. 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. Jr. Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.

iii. Therefore, a Jr. 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 Jr. Consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

13. **Agreement and letter of Acceptance.**

An Agreement shall be drawn up between the selected Jr. Consultant and AAI specifying the terms and conditions of hiring of Jr. Consultants, including the following :

i. Scope of work

ii. Remuneration/Fee to be paid by 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.

14. **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 Jr. Consultant is unable to address the assigned tasks.

iii. Quality of the assigned works is not to the satisfaction of the department.

iv. The Jr. Consultant fails in timely achievement of milestones as decided by AAI.

v. The Jr. Consultant is found lacking in honesty and integrity.

vi. The services of the Jr. 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.

In addition to the above, other terms and conditions issued by the Competent Authority of AAI from time to time will also be applicable.

15. **Willingness Letter / Acceptance Letter.** In the event of acceptance of Terms and Conditions, the Jr. Consultant shall submit his willingness/acceptance letter in the performa attached while reporting for duty (Annexure-IV).

The following testimonials should be attached with the application form in the prescribed proforma (Annexure-I). .

- a) Self-attested copies of certificates in support of Educational Qualification, Experience, Vigilance/Disciplinary clearance certificate at the time of retirement (Originals required to be produced for verification at the time of interview).
- b) Two recent passport size photographs and proof of residential address.

Selection Criteria.

- a) Selection shall be made on the basis of performance of the candidate in the interview and the final selection would be subject to the overall merit ranking taking into account the Interview marks, experience and other criteria.
- b) The selection of the candidate will be done as per the prevailing AAI Policy.
- c) Results will be communicated through email.
- d) Selected candidates will have to join immediately after receipt of offer of engagement as Jr. Consultant.
- e) AAI reserves the right to cancel this advertisement and not to proceed in the matter and at any stage, accept or reject any or all offers, without giving any explanation, whatsoever.

Note : Candidates may contact Department of HRM, AAI, Chennai Airport on phone number : 044-22564439/4234 between 1100 hrs to 1600 hrs on working days for any clarification.

ANNEXURE-I

Application Form for the post of Jr. Consultants at Chennai Airport, Chennai

1. Name of the post applied :
2. Name in full Shri./Kum./Smt. :
3. Father's Name/Spouse's Name :
4. Date of Birth & Current Age :
5. Marital Status :
6. Phone Number/Mobile No./Email id :
7. Date of Retirement :
8. Name of the Department/Organisation from which retired :
9. Details of Employment chronologically (if the space below is insufficient, a separate sheet may be attached)



Department/ Organisation	Post Held & place	From	To	Nature of work carried out

10. Details of previous consultancy if any :

11. Permanent Address(with place of domicile)

12. Temporary Address :

13. Nationality :

14. Educational Qualification :

15. Professional Qualification

Degree/Diploma	University/Board	Year of Passing

16. Details of Experience :

17. Any other achievement/information which applicant would like to bring into account in support of his/her application, if necessary attach a separate sheet.

18. Vigilance / Disciplinary Clearance Certificate from previous employer and Last Pay Certificate to be enclosed alongwith the application form.

I hereby declare that the information and particulars given by me in this form are true and correct. I also note that if any of the above statements are incorrect or false or if any material information or particulars has been suppressed, my candidature shall deemed to be null & void.

Signature of the Applicant

Place :

Date :

**CHARTER OF DUTIES AND RESPONSIBILITIES OF JUNIOR CONSULTANT
FOR TERMINAL MANAGEMENT DEPARTMENT AT CHENNAI AIRPORT**

- i) Operational works related to Terminal Operations at terminal T1/T2/T4.
- ii) Coordination with various internal/external stakeholders for smooth terminal operations.
- iii) Consultancy for decongestion of Terminal.
- iv) Consultancy for smooth VIP/VVIP movements at Chennai Airport.
- v) Coordinating for studies/surveys for improvement in Operational efficiency at terminals.
- vi) Actions as per SOPs for emergency handling at Terminal buildings.
- vii) Monitoring of facilities in the terminal round the clock.
- viii) Any other task assigned by AAI.

**CHARTER OF DUTIES AND RESPONSIBILITIES OF JUNIOR CONSULTANT
FOR AIRSIDE MANAGEMENT DEPARTMENT AT CHENNAI AIRPORT**

- i) Operational works related to airside operations like routine inspection of operational area at Chennai Airport.
- ii) Coordinate with various internal/external stakeholders for the proper maintenance of movement area at Chennai Airport.
- iii) Coordinate with various stakeholders for smooth conduct of obstacle survey for the Runways and to coordinate for the removal of the identified obstacles.
- iv) Coordinate with various agencies for the smooth handling of VIP/VVIP movements.
- v) Should act as per the laid down SOPs and Contingency plans for handling various emergencies at the Airport.
- vi) Consultancy for updating the SOPs and Contingency plans as per the requirement.
- vii) Should ensure the availability and serviceability of the various essential aeronautical aids in coordination with various departments/agencies.
- viii) Should have adequate field experience and be actively involved in guidance and decision making for Airside shift duty in charge to handle the critical situations. The report on handling such situations shall be reported to GM(Ops-ASM) with documental references and the performance of team that handled the situation. Shall be held liable either jointly or individually on decisions/acts that hollow AAI interests.
- ix) Any other tasks assigned by the AAI management.

ANNEXURE – IV

I, hereby acknowledge that I have read and understood the Terms & Conditions of appointment/engagement and accept the same.

I, hereby declare that I am not employed gainfully elsewhere and also that I will not take up any gainful employment elsewhere during the period of consultancy with Airports Authority of India.

I, hereby declare that I am not residing in any Government Accommodation and in case, I shift to any Government accommodation during my engagement with Airports Authority of India, I shall immediately inform to my Monitoring Officer in this regard.

I, hereby declare that there no vigilance/criminal proceeding pending on me as on the date of appointment/engagement.

I, confirm that I shall commence my contract/services with effect from -

Name : _____

Signature : _____

Date : _____

Mob : _____