F.No.A.12024/01/2017– R.Cell
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
DIRECTORATE GENERAL OF CIVIL AVIATION

Opp. Safdarjung Airport,
New Delhi – 110003
Dated: 07.03. 2017

VACANCY CIRCULAR

Subject: Appointment of Consultants in Directorate of Flying and Training on contract basis in the Directorate General of Civil Aviation

Applications are invited from Indian nationals in the prescribed proforma to appoint Consultants on contract basis in the Directorate General of Civil Aviation initially for a period of one year or till regular incumbent joins the Directorate of Flying & Training or until further orders, whichever is earlier with a fixed remuneration of Rs. 1.25 lacs per month excluding service tax. On appointment of Consultant on Fixed Remuneration on contract basis, Consultants will be placed on job familiarization assignment for a period of three months during which his performance, skills, knowledge of the job assigned, health etc. will be evaluated. In the event of failure to meet the required standards of skills, duties and conditions, the Director 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 2 years from the date of charge assumption of the Consultant.

2. The details of eligibility, job profile of these posts are at **Annexure A.**

3. The application in the prescribed proforma from the eligible and interested candidates should reach the Recruitment Cell, DGCA alongwith NO OBJECTION CERTIFICATE from present employer if any**, latest by 27.03.2017.** Application received after the closing date or otherwise found incomplete will not be considered. Decision of DGCA shall be final.

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. The 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 shall be treated to be cancelled 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 consultants shall be 60 years. However, the Upper age limit is relaxable in case of qualified and deserving candidates on recommendation of Selection Committee.

Sd/-
(Sunil Kumar Adlakha)
Deputy Director of Administration
For Director General of Civil Aviation
Ph No. : 011-24611949

Annexure – A

S.NO.	NAME OF THE POST	TENTATIVE NO OF VACNCIES	Period of Contract	Eligibility Criteria (Qualifications/ Experience)
1	Consultant in Directorate of Flying and Training in DGCA on contract basis	03	Initially for a period of One year	(i) valid Commercial Pilot License and (ii) Instrument Rating and (iii) Single and Multi Engine Aircraft Rating (iv) Current Flight Instructor Rating along with Valid Class I Medical Fitness (v) Total flying experience of not less than 2200 hours, 1200 hours of Instructional Flying and 50 hours of Instrumental Flying

Job Profile:

a) To inspect Flying Training Institutes/Clubs for monitoring standards of flying training
b) To conduct test for issue and renewal of Assistant flight Instructor Rating and Flight Instructor rating.
c) To examine applications for Chief Flight Instructor, Flight Instructor Incharge- and Chief Ground Instructor
d) To conduct Skill Test/ Standardization Checks of DGCA approved Designated Examiners in Flying Training Organisation
e) To conduct qualification checks by PPl/CPL
f) To carry out inspection of Flying Clubs and suggest means to improve the training standards. Scrutiny of Flying and Gliding Progress Reports received from the Clubs. Issue of Circulars, Notification etc. to enforce adequate training standards in the Flying Clubs. To assess in investigation of cases involving accidents/incidents or violation of Rules concerning Flying Clubs.
g) To examine applications for approval/renewal of the approval of the Institutes, Clubs and submit to the competent authority.
h) To issue circulars for maintaining a high quality of training and keep in overall watch on the functioning of the Institutes/Clubs.
i) Any other work assigned from time to time.

* The actual number of vacancies may vary.

** The Upper age limit is relaxable in case of qualified and deserving candidates on the recommendation of Selection Committee.

APPLICATION FOR APPOINTMENT OF CONSULTANTS

ON CONTRACT BASIS IN DGCA

PHOTO

S. No		
1.	Name (in Block letters)	
2.	Father's name	
3.	Address	
4.	e mail address	
5.	Tel. No	
6.	Date of birth / Age as on 01.01.2017	
7.	Nationality	
8. Professional Qualification (in terms of Essential & Desirable qualifications as required with the post applied for) **A: Essential**		

B: Desirable

9. Professional details:

(i) (a) CPL No.	
(ii) (a) Class I Medical Fitness (b) Valid Upto	
(iii) Type of endorsement(s) on license (a) Single or Multi Engine Aircraft Rating (b) Flying Instructors Rating	
(iv) Type of aircrafts flown during last ten years	
(v) Last date (s) of flying	
(vi) Total Flying Hours	
(vii) Total Instructional Flying Hours	
(viii) Total Instrumental Flying Hours	

10.
(a) Accident Free Record during last five years (if certificate enclosed, date of certificate and name of the issuing authority)

(b) Details of enforcement/administrative action taken (if any) during last five years.

11.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	
12. Total emoluments being drawn (give break up)	
13. Period within which, you can join	
14. 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).	
15. Whether have ever been arrested or convicted, if so, give details 16. Whether any criminal case pending or under investigation: <u>DECLARATION</u> 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: Signature of the Candidate Dated:	

Annexure-B

No.A-12024/01/2017-R-Cell
GOVERNMENT OF INDIA
DIRECTOR GENERAL OF CIVIL AVIATION
Opposite Safdarjung Airport
NEW DELHI
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TERMS AND CONDITIONS

OF APPOINTMENT ON CONTRACT BASIS

AS

Consultant in Directorate of Flying and Training in DGCA

1. TENURE

1.1 The tenure will be for a period of One year from the date of assumption of the charge or till regular incumbent joins the Directorate of Flying and Training 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 Fixed Remuneration on contract basis, Consultants will be placed on job familiarization assignment for a period of three months during which his performance, skills, knowledge of the job assigned, health etc. will be evaluated. In the event of failure to meet the required standards of skills, duties and conditions, the Director 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 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 2 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 or any other benefit etc.

1.4 Notwithstanding the provisions of clause 1.1 above the contract can be terminated by giving a one month notice or pay in lieu thereof by the Consultant to DGCA. However, DGCA can terminate the contract without any notice. Further, the DGCA reserves its right to reject the notice of termination of contract in public interest or for exigencies of work.

2. NATURE OF DUTIES

2.1 The duties and responsibilities shall be as described in the enclosed "Job Description". 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 principal place of appointment shall be the Headquarters of the Director General of Civil Aviation (DGCA), New Delhi or any regional office 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, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work, 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 remuneration/fee at a fixed rate on monthly basis @ Rs1.25 lacs (Rupees One Lac Twenty Five Thousand only) per month (excluding Service Tax). However, the Consultant's remunerations will be regulated by the statutory and other guidelines, not already mentioned in this Terms and Conditions document, laid down by the Government. For any fraction of a month, the Consultant will be paid on pro rata basis. 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 (other than Service Tax) 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 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 & OTHER ALLOWANCES

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 to encashment at the end of the tenure. 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 consultants will be allowed to take half day leave from their 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 medical and fitness certificate from an Authorised Medical Attendant (AMA). Medical or fitness certificate from private medical practioner will not be acceptable.

6.3 The Consultant's leave entitlement can be increased or decreased in accordance with the orders 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. 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 insurance current.

9. CONDUCT & DISCIPLINE

9.1 The consultant should maintain absolute integrity and devotion to duty at all times and should not indulge in any activity which affect the functioning of the DGCA or Government of India in any manner.

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 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 official duties.

12. GENERAL

12.1 The Consultant shall ensure that all documentation, information and credentials presented to the DGCA in support of his 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 party.

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.

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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 short term contract with the DGCA.

(Signature)

Address with contact No.

Witness:
1.

2.

Annexure C

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 fifteen

Signed and delivered by Sh./Smt/Ms.……

(Signature)
(Name)

In presence of
Witness (I) (2)

Signature
Name
Add:
Place: