

**A. 12018/2/09-E.II**  
Government of India  
Civil Aviation Department  
Office of the Director General of Civil Aviation

New Delhi, dated the 13<sup>th</sup> August, 2009.

**TENDER ENQUIRY**

The Directorate General of Civil Aviation, an attached office of the Ministry of Civil Aviation, desires to outsource the services of personnel in the following categories:

1. Gliding Instructor
  2. Junior Scientific Officer (Aeronautics)
  3. Library Clerk
  4. MT Driver
  5. Peon
2. Details of posts, age limits and educational qualifications are indicated in the Annexure.
3. The service provider shall ensure availability of the personnel on all working days including Saturdays, if required.
4. The personnel provided by the service provider will be required to work in various Directorates of the DGCA Hqrs., Opposite Safdarjung Airport, New Delhi, depending upon requirement and as directed by the controlling officer.
5. The personnel engaged by the service provider shall be the employees of the service provider and shall have no right or claim whatsoever for absorption / regularization on the strength of DGCA.
6. The contract will be valid for a period upto one year which may be extended at the discretion of DGCA. DGCA shall have the right to terminate the contract at any time before completion of the period.
7. All interested firms / organizations are requested to submit their offers in a sealed cover to the undersigned giving the profile of the organization, remuneration expected per person per month in each category, jobs in hand, service tax registration No., PAN no. and details of similar work undertaken in other organizations. An organization may offer to supply one or more categories of staff indicated in the opening paragraph.
8. Offers in this regard should reach the undersigned by 03:00 PM on 26.08.2009.
9. The quotations received in this regard by the due date will be opened on the appointed date and time which will be intimated to the service provider.
10. In the event of selection, the selected firm will be required to execute a contract with the DGCA laying down the terms and conditions in respect of each post in detail.

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Deputy Director of Administration  
for Director General of Civil Aviation  
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**DETAILS OF POST, REQUIRED EDUCATIONAL QUALIFICATIONS AND AGE LIMITS**

S N	NAME OF THE POST	NO OF VACA N- CIES	AGE & EDUCATIONAL QUALIFICATIONS
1	Gliding Instructor	01 (one)	<p>Age: Not exceeding 65 years.</p> <p><b><u>Essential:</u></b>                      (i) 200 hours of experience on Glider as a pilot in command of which 50 hours in dual instructional flying as Instructor</p> <p>OR</p> <p>(b) Commercial Pilot's 'B' Licence with minimum of 50 hours experience on glider as Pilot in command of which 25 hours in dual Instructional flying as Instructor,</p> <p>OR</p> <p>(c) (i) Pilot's 'A' licence with minimum 1000 hours experience on glider as pilot in command of which 50 hours in dual instructional flying as Instructor.                      (ii) Experience of instructing on primary, secondary or high performance gliders.</p>
2	Junior Scientific Officer (Aeronautics) Group 'B' Gazetted	01 (one)	<p>Age: Not exceeding 35 years</p> <p><b><u>Essential:</u></b>                      Degree in Aeronautical Engineering from a recognized University or equivalent.</p> <p><b><u>Desirable:</u></b>                      Experience in the design of aircrafts &amp; gliders and knowledge of computer applications.</p>
3	Library Clerk	02 (two)	<p>Age : Not exceeding 35 years.</p> <p><b><u>Essential:</u></b>                      (i) Matriculation or equivalent from a recognized Institution.                      (ii) Certificate in Library Science from a recognized Institution.</p> <p><b><u>Desirable:</u></b>                      Basic knowledge in Computer Operation.</p>
4	M.T. Driver	04 (four)	<p>Age : Not exceeding 35 years.</p> <p><b><u>Essential:</u></b>                      (i) Matriculation or equivalent from a recognized Institution                      (ii) Possessing a valid driving license for heavy vehicles for three years and experience of driving a motor vehicle for at least</p>

			three years.
5	Peon	07 (seven )	Age : Not exceeding 35 years  <b><u>Essential:</u></b> Passed Matriculate or equivalent  <b><u>Desirable:</u></b> Basic knowledge in Computer Operation.