

F. No. A- 12023/03/2017-R Cell  
Government of India  
Directorate General of Civil Aviation  
Recruitment Cell

Opp. Safdarjung Airport, New Delhi  
Dated the 31<sup>st</sup> March, 2017

VACANCY CIRCULAR

Subject: - Engagement of Consultants on purely contract basis against the posts of Assistant Directors of Airworthiness (ADAW) in the Directorate General of Civil Aviation.

Applications are invited in the prescribed proforma for engagement of Consultants on purely contract basis in the Directorate General of Civil Aviation initially for a period of one year or till regular incumbent joins or until further orders, whichever is earlier. On appointment of Consultants 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 by the concerned Directorate. 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 3 years from the date of charge assumption of the Consultant.

2. The remuneration for the said post is fixed at Rs. 40000/- (Forty Thousand) per month. **In case of 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) per month.** The details of eligibility, job profile 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 28<sup>th</sup> April, 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 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 said consultants shall be 65 years.

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

**ANNEXURE A**

<b>Post</b>	<b>Tentative No of post*</b>	<b>Period of contract</b>	<b>Eligibility Criteria (Qualifications/Experience)</b>	<b>Vacancy position region wise</b>
Consultant against the post of Assistant Director(Airworthiness) in DGCA on contract basis	20	Initially for a period of one year or till regular incumbent joins or until further orders, whichever is earlier	<b>A</b> <b>(i)</b> Bachelor's Degree with Physics or Mathematics as one of the main subjects from a recognized university or equivalent. <b>(ii)</b> 7 year's experience in the field of aircraft maintenance engineering <b>OR</b> <b>B</b> <b>(i)</b> Degree in Mechanical/ Electrical/ Aeronautical Engineering from a recognized university or equivalent. <b>(ii)</b> 5 years' experience in the field of Aircraft Maintenance Engg. Or in the field of aircraft or engine or aircraft equipment. <b>Desirable:</b> <b>(i)</b> Practical experience on multi engine aircraft or power plant or equipment installed on such aircraft.	1) DGCA Hqrs- <b>02</b> 2) O/o DDG NR- <b>05</b> (Delhi) 3) O/o DDAW, Lucknow- <b>01</b> 4) O/o DDG, ER- <b>01</b> (Kolkata) 5) O/o DDAW, Patna- <b>01</b> 6) O/o DDAW, Bhubaneswar- <b>01</b> 7) O/O DDAW, Guwahati- <b>01</b> 8) O/o DDG, WR- <b>04</b> (Mumbai) 9) O/o DDG, SR- <b>01</b> (Chennai) 10) O/o DDAW, Hyderabad- <b>01</b> 11) O/o DDG, Bangalore- <b>02</b> <b>Total= 20</b>

**Job Profile:-**

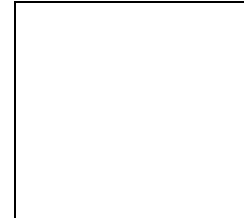
- (i) Reviewing, Processing and recording of applications for issue of certificate of airworthiness,
- (ii) Assisting in Approval/ renewal and surveillance of manufacturing, maintenance, testing and training organizations including aviation fuel vendors.
- (iii) Assisting higher Officers in Reviewing/processing and recording of applications for endorsement/renewal of licenses for Aircraft Maintenance personnel
- (iv) Reviewing of CAME, MOE of organizations.
- (vi) Any other work assigned from time to time.

\* The actual number of vacancies may vary.

\*\*Experience relaxable in case of qualified and deserving candidate

**APPLICATION FOR APPOINTMENT OF CONSULTANTS**

**ON PURELY CONTRACT BASIS IN DGCA**



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

<p>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) Other</p>
<p>11. Total emoluments being drawn (give break up</p>
<p>12. Period within which, you can join</p> <p>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).</p> <p>14. Whether have ever been convicted, if so, give details</p>
<p>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 INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT</p>

\* Preference for posting shall not have any claim for posting at a particular place. The Consultants are liable to serve anywhere in India.

Place

Date

Signature of the candidate

GOVERNMENT OF INDIA  
DIRECTOR GENERAL OF CIVIL AVIATION  
Opposite Safdarjung Airport  
NEW DELHI  
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TERMS AND CONDITIONS  
OF ENGAGEMENT OF CONSULTANTS  
ON PURELY CONTRACT BASIS

Against the posts of Assistant Director (Airworthiness) on purely contract basis in Directorate General of Civil Aviation 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 or until further orders, whichever is earlier. The appointment shall be subject to the Performance Assessment from time to time.

1.2 On appointment on purely 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 by the concerned Directorate. In the event of failure to meet the required standards of skills, duties and conditions at any point of time, 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 and will be subject to outcome of the review. The contract can be extended for a maximum of only two years beyond the original contract period of one year. 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 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 have to 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 Director General of Civil Aviation (DGCA), New Delhi or any Regional Office of the DGCA with a liability to serve anywhere within 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 or working hours of DGCA (HQ)/Regional Offices as established by the Central Govt. office in the concerned region.

4.2 The Consultant may be required to work on extended working hours and/or days, 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 on a fixed remuneration of Rs.40,000/- (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 remunerations 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 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.

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 or any other compensation whatsoever.

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.

7.2 TA/DA on tour may be allowed as per normal rules applicable to any serving officer of equivalent rank in DGCA.

## **8. DEDUCTIONS**

8.1 DGCA shall not be responsible for non-statutory deductions.

## **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. TRAINING**

13.1 No training will be imparted to the Consultants by the DGCA.

## **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 also become a part of the contract.

15. Notwithstanding any terms and conditions of their service 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 of engagement.

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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 purely contract basis with the DGCA.

(Signature)

Address with contact No.

Witness:

1.

2.