



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
क्षेत्रीय कार्यालय, पश्चिमी क्षेत्र, मुंबई
Regional Headquarters, Western Region, Mumbai.
Advertisement No.01/04/2022/WR

ENGAGEMENT OF CONSULTANT IN LAND MANAGEMENT DISCIPLINE IN AIRPORTS AUTHORITY OF INDIA, WESTERN REGION ON CONTRACT BASIS

The services of Consultant in Land Management is required to liaise with concerned State / Central Govt. Authorities as well as with other agencies on land related matters pertaining to Airports in WR.

2. Accordingly applications are invited from Retired Dy. Collector/Retired Tehsildar level officer to function as Land consultant for following Stations of Airports Authority of India, Western Region.

Sr. No.	Stations under Airports Authority of India, Western Region	No of Consultants	Base station for consultant to be appointed	Jobs to be carried out/ Responsibilities of consultant
1	Ahmedabad, Vadodara & Deesa	01	Ahmedabad	To complete 100% mutation of un-mutated land in the name of AAI and other works pertaining to Land Management assigned from time to time.
2	Nagpur, Gondia & Indore	01	Nagpur	
3	Bhavnagar, Porbandar, Bhuj & Diu	01	Bhavnagar	
4	Solapur	01	Solapur	
5	Goa & Kolhapur	01	Kolhapur	
6	Aurangabad	01	Aurangabad	
7	Juhu	01	Juhu	
	Total	07		

Sr. No. 1 to 6 – Non Metro, Sr. No. 7- Metro

Last date of submission of application is **24.05.2022**.

Contd....2/-

2. The terms & conditions, scope of work and other details of activities to be performed by the Consultants are given below:

A. Eligibility and Qualification Criteria:

- i) Retired Dy. Collector/Retired Tehsildar level officer
- ii) Before engaging as consultant, one month cooling period is required after superannuation. Thus, the applicant should have completed at least one month from the date of superannuation, i.e, as on date of notification.
- iii) The retired officials shall be medically fit and age shall not be more than 70 years.
- iv) The eligible candidate should be clear from Vigilance / Disciplinary angle at the time of retirement. In this regard, the candidate has to submit supporting document form his previous Department/Office.
- v) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.
- vi) Candidates, who have completed 05 years' cumulative period as Consultant in AAI, shall not be considered for re-engagement of consultant as per existing policy.
- vii) Candidate proficient in local language is preferable.

B. Period of Engagement.

- i) Initial engagement of consultant can be for a period of 3 months and extendable up to 3 months based on requirement and performance of the consultant.
- ii) The appointment of consultants would be on full- time contract basis and they would not be permitted to take up any other assignment during the period of consultancy.
- iii) Both AAI and the consultant can terminate the services /resign during the period of engagement by giving one-month notice period or one -month remuneration in lieu of notice period.
- iv) Remuneration and all other terms and conditions will remain same for the extended period of contract if any.

C. Statement of Objectives/Jobs to be carried out

- 1.1 The consultant shall be responsible for completion of 100% mutation of un-mutated land under the jurisdiction of concerned Airport in the name of AAI and shall submit weekly report on the progress made to the controlling Authority from time to time.
- 1.2 The Consultant shall report to Regional Executive Director, Western Region/Airport Director(s) of concerned Airports in Western Region as the case may be or any other officer of AAI authorized by RED/APD in this behalf. Based on the observations/facts/ records, the Consultant shall submit the report to Regional Executive Director/Airport Director as the case may be or any other officer of AAI authorized by RED/APD in this behalf and all the correspondence shall be made by Regional Executive Director/APD or AAI official with the Central / State Govt.
- 1.3 All the authorities with regard to writing/ signing/ submission of statement for the work assigned or to be assigned to the Consultant shall be of Regional Executive Director/Airport Director(s) of the concerned Airports or duly authorized AAI Official and the Consultant shall not write any letter to any of the authority inclusive of Central/ State Govt. at his own.
- 1.4 Confidentiality of data and documents: The intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the department, without the express written consent of the Department. The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract as advised by the Appointing Authority or his authorized representative and it is a binding to consultant.

- 1.5 Conflict of interest: The consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the Department.
- 1.6 The consultant shall not make any commitment with the Central/ State Govt. or any other department on behalf of AAI.
- 1.7 The consultant shall be responsible for liaising with the State Govt. for various activities related to mutation of land of the concerned Airport(s) in Western Region and the assignments given by Regional Executive Director (RED), Western Region/Airport Director(s) of concerned Airports in Western Region, for the coordination from time to time within the stipulated period.
- 1.8 Apart from the above, the consultant shall liaison with the District Collector / Magistrate for administrative jobs required for making the Airports operational in the state.

D. **Remuneration:**

Consultant	Monthly Remuneration(Inclusive of all)	Eligibility
For Metro cities	Rs. 1,50,000/-	Retired Dy. Collector level
	Rs. 1,20,000/-	Retired Tehsildar level
For Non-Metro cities	Rs. 1,00,000/-	Retired Dy. Collector level
	Rs. 80,000/-	Retired Tehsildar level

E. **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.

F. **Allowances:**

- i) Consultants shall not be entitled for any allowance such as Dearness Allowance (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement, etc.
- ii) AAI does not undertake any liability for providing any medical facility to the consultant or his dependents, which is existing in AAI and there will be no other financial liability on the part of AAI, since the remuneration is inclusive of everything.

G. **TA/DA**

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

H. **Attendance and Leave**

- i) Consultants will be required to mark their Biometric / manual attendance daily in line with AAI employees' attendance system at the place of engagement.
- ii) Consultants shall be eligible for 3 days leave in 3 months period on pro-rata basis.
- iii) Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- iv) In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.

J. Agreement and letter of Acceptance

An agreement should be drawn up between the selected consultant and AAI specifying the terms and conditions of engagement of consultants, including the following.

- i) The land consultants shall be appointed with specific Terms of References (TOR) along with timeline.
- ii) Scope of Work
- iii) Remuneration/Fees to be paid to the consultant
- iv) Tax Deduction at source
- v) Reimbursement of services tax paid by the consultant
- vi) Domestic Tours required and entitlement for the same in terms of TA/DA
- vii) Facilities to be provided by AAI in terms of office space, other infrastructure etc
- viii) Deliverables of the assignment expected from the consultant
- ix) The agreement will be binding on both the consultant and AAI

K. 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 action as deemed appropriate by AAI whose decision shall be final and binding.
- ii) The consultant is unable to address the assigned tasks.
- iii) Quality of the assigned works is not to the satisfaction of the department.
- iv) The consultant fails in timely achievement of milestones as decided by AAI.
- v) The consultant is found lacking in honesty and integrity.
- vi) 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.

L. Selection Criterion

i) The mode of selection will be interview and the final selection would be subject to the outcome of interview marks/eligibility criteria and overall merit ranking and in accordance with the prevailing AAI Policy.

ii) The AAI reserves the right to cancel this advertisement and not to proceed in the matter at any stage, accept or reject any or all offers, without assigning any reason.

3. The scanned copy of application for consultant in the attached format (Annexure-I & II) should be mailed on gmhrwr@aai.aero on or before **24.05.2022** positively along with the testimonials including experience certificates followed by duly signed hard copy by Registered / Speed Post on the address mentioned below.

General Manager (HR),
Airports Authority of India,
Regional Headquarters, Western Region,
Integrated Operational Offices,
New Airport Colony, Vile-Parle (East)
Mumbai- 400 099.
Email: gmhrwr@aai.aero

Application for Land Management Consultant for RHQ-Western Region



i) Name : _____

ii) Date of Birth: _____

III) Address for Correspondence: _____

iv) Contact No. Landline _____ Mobile: _____

v) Email id: _____

vi) Academic Qualification (In reverse order, starting from the latest):-

Sl. No.	Degree	Year	Subjects	University	Class/ Division Distinction (If any)

vii) Relevant Experience in month and year (Please enclose relevant documents)

a) Year wise tasks/highlights of similar nature carried out during relevant experience period with all details including employer, position held & pay scale.

b) Certificate from the previous employer regarding vigilance/disciplinary clearance during the job with the organization.

Designation	Post Held & Organization	From	To	Period	
				Years	Months

Place:
Date:

Signature:
Name:

Undertaking

I, here by acknowledge that I have read all the clauses of notification and accept the same.

I, hereby agree to consider my application at any level of consultant found suitable by the Selection Committee of AAI based on my eligibility.

I, hereby submit my willingness to be engaged at any level of consultant as decided by AAI if selected.

Name : _____

Signature: _____