

A-12024/7/2019-RECRUITMENT SECTION
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
(RECRUITMENT CELL)

Opp. Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003
Dated: June 10, 2019

CIRCULAR

Subject:- Engagement of three (3) Consultants on purely contract basis for Directorate of Flying Training (DFT) in Directorate General of Civil Aviation(DGCA)-regarding.

Applications are invited from Indian nationals in the prescribed proforma for engagement of three (03) Consultants **on purely contract basis** for Directorate of Flying Training in Directorate General of Civil Aviation **initially for a period of one year** or till the regular incumbent(s) join(s) or until further orders, whichever is earlier.

2. The fixed remuneration for Consultant is Rs. 4,00,000/- (Rupees Four Lakh only) per month, excluding Goods and Services Tax (GST). The details of eligibility, job profile for appointment of consultants are at **Annexure A**.

3. The applications in the prescribed proforma from the eligible and interested candidates are invited which should reach the Recruitment Cell, DGCA along-with **NO OBJECTION CERTIFICATE** from present employer, if any, **latest by 19th July, 2019**.

4. Applications received after the closing date or otherwise found incomplete will not be considered. Decision of DGCA shall be final. The applicant should ensure that the up-to-date photocopies of Annual Performance Appraisal Reports for the last five years along-with Integrity Certificate and a statement of major/minor penalty, imposed, if any, during preceding 5 years be sent by the present employer(s), if applicable.

5. 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.


6. Self-attested and legible photo-copies of all the relevant documents supporting the candidate's eligibility in terms of the requirements for the post are also required to be forwarded alongwith the filled in application. Applications without the supporting documents will not be considered.

7. A 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/candidature shall be treated to be cancelled without any further communication and no extension shall be allowed.

8. Canvassing by candidates in any manner will invite disqualification of their candidature.

9. Consultant's appointment will be as per Terms and Conditions enclosed at **Annexure-B**.

10. The upper age limit for the said consultants shall be 60 years.


10/06/19
(Sunil Kumar Adlakha)
Deputy Director

ANNEXURE-‘A’

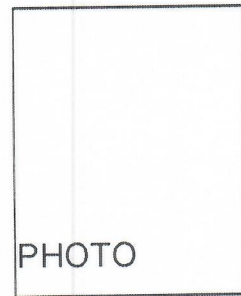
Post	Tentative No of post	Upper age limit	Eligibility
Consultant for Directorate of Flying Training in Directorate General of Civil Aviation (on purely contract basis).	03	60 years	a) Educational Qualification: (i) Valid Commercial Pilot License/Airline Transport Pilot License and (ii) Instrument Rating 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 of Consultant for Directorate of Flying Training.

1. To inspect Flying Training Institutes/Clubs for monitoring standards of flying training.
2. To conduct test for issue and renewal of Assistant flight Instructor Rating and Flight Instructor rating.
3. To examine applications for Chief Flight Instructor, Flight Instructor Incharge-and Chief Ground Instructor.
4. To conduct Skill Test/Standardization Checks of DGCA approved Designated Examiners in Flying Training Organisation.
5. To conduct qualification checks by PPI/CPL.
6. 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 assist in investigation of cases involving accidents/incidents or violation of Rules concerning Flying Clubs.
7. To examine applications for approval/renewal of the approval of the Institutes, Clubs and submit to the competent authority.
8. To issue circulars for maintaining a high quality of training and keep in overall watch on the functioning of the Institutes/Clubs.
9. Any other work assigned from time to time.

Note: In case there is any discrepancy among the English, Hindi Versions of Vacancy Circular, the English version will be treated as final.

APPLICATION FOR THE POST OF CONSULTANTS ON PURELY CONTRACT BASIS FOR DIRECTORATE OF FLYING TRAINING IN DIRECTORATE GENERAL OF CIVIL AVIATION



S. No		
1.	Name (in Block letters)	
2.	Mother's name	
3.	Father's name	
4.	Address	
5.	e-mail address	
6.	Tel. No	
7.	Date of birth / Age as on the last date of receipt of applications	
8.	Nationality	

9. Professional Qualification (in terms of Essential & Desirable qualifications as required with the post applied for)

A: Essential

B: Experience

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. Others	

11. Total emoluments being drawn (give break up)
12. Period within which, you can join
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).
14. Details of involvement (including any member(s) of family) in Flying Training Institutes/Organizations or relevant pieces of information as required under Column 10 of Annexure 'B':
15. Whether have ever been convicted, if so, give details
16. Whether any criminal case pending or under investigation:

DECLARATION

1. 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 CANDIDATURE/APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.
2. I also certify that I am meeting all the eligibility requirements as prescribed in the said Vacancy Circular for the post applied for.

Signature of the Candidate

Place:
Dated:

A-12024/7/2019-RECRUITMENT SECTION
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

Opposite Safdarjung Airport
New Delhi-110 003

Terms And Conditions
Of Engagement Of Consultants,
On Purely Contract Basis
For Directorate of Flying Training (DFT)
in Directorate General Of Civil Aviation (DGCA).

1. TENURE

1.1 The tenure will be initially for a period of one year from the date of assumption of the charge or till regular incumbent(s) join(s) 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 contract basis, Consultant will be placed on job familiarization assignment and evaluation for a period of three months during which his/her 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 during this period, the Directorate 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, if any, 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 three 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, permanency or any other benefit etc.

1.4 This contract can be terminated by the either side, by giving one month's notice or pay in lieu thereof. Further, the DGCA reserves its right to reject the notice of termination of the contract in public interest or for exigencies of work.

1.5 However, DGCA reserves its right to terminate this contract/services at any point of time without any notice in the event the Consultants/Contractual employee fails to meet the required standards of skills, duties and conditions.

2. NATURE OF DUTIES

2.1 The duties and responsibilities shall be as described as Job Profile in the Vacancy Circular. 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 place of appointment shall be the Headquarters of the Directorate General of Civil Aviation (DGCA), New Delhi or any of the Regional Offices 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 or in weekends or in holidays, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work including weekends and holidays, 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(s) shall be paid a fixed remuneration of Rs. 4,00,000/- (Rupees Four Lakh only) per month excluding GST. However, the Consultant's remuneration 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/her 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

6.1 The Consultant will be entitled to 30 days privileged leave, 8 days casual leave and 10 days sick leave in a calendar year. Any un-availed leave during a calendar year shall not be carried forward to next calendar year or qualify for encashment at the end of the tenure.

6.2 The entitlement of leave may be increased or decreased in accordance with the orders of the Government of India issued from time to time.

6.3 In the event of absence on the ground of sickness even for availing single day of sick leave, the officer shall be required to submit prescription from the Practitioner Doctor for rest and thereafter fitness for joining office. Further, for availing more than three days of sick leave a proper medical and fitness certificate in the prescribed proforma is required.

6.4 Privileged Leave and sick leave will be deducted for holidays(s) (including closed holiday(s) i.e Saturday & Sunday also) if such holidays come in between the sick leave and privilege leave or vice versa.

6.5 Any absence from duty without intimation, without a valid reason or absence for a period of more than fifteen days shall be treated as deemed termination of the contract without any notice invoking the penal clauses and Bond.

6.6 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. except TA/DA on tour which will be as per normal rules applicable to any serving officer of equivalent rank/level in DGCA. 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/her insurance current.

8.2 The officer will be responsible to deposit applicable Goods and Service Tax (GST). The GST deposited by the officer will be reimbursed by DGCA on quarterly basis.

9. CONDUCT AND DISCIPLINE

9.1 The consultant shall maintain absolute integrity and devotion to duty at all times and shall not indulge in any activity which adversely affect the functioning of the DGCA or Government of India in any manner whatsoever. The Consultant shall maintain decent standard of conduct, good character, proper discipline and utmost gender sensitization, failing which, an appropriate action shall be taken as per extant guidelines/instructions.

9.2 Being on contract service of DGCA, the officer shall not participate directly or indirectly in any form or manner whatsoever, in trade union activities, which may render hindrance in or obstacles in discharging the assigned or violates any of the Government Acts, Rules or Regulations or Orders, issued from time to time. He shall be liable for suitable action in case of violation.

9.3 During the period of his/her engagement with DGCA, he/she shall not engage in any employment elsewhere.

10. CONFLICT OF INTEREST

10.1. The individual (including any member(s) of his/her family*) who wish to apply for the post of Consultant in the Directorate of Flying Training(DFT), Directorate General of Civil Aviation (DGCA), shall not have any kind of conflict of interest in the entities involved in the conduct of Flying Training, in the last three (03) years. Such conflict of interest may arise on account of the following:

10.1.1 Having complete or partial ownership or proprietary rights (including that of by way of holding shares or being managing partner) in such entities involved in conduct of Flying Training.

10.1.2 Having effective control over the management of such entities involved in conduct of Flying Training (On account of being the Member of Board of Directors, Chief Managing Director, Managing Directors, Director, Executive Director of Company or Firm; President or Chairman or Secretary etc. of Societies; Trustees or Managing Trustees of Trust etc.) or on holding such post or posts having similar control or powers in such entities involved in conduct of Flying Training.

It is also clarified that the eligible candidates holding the post of Accountable Manager and CFI or Dy. CFI can apply provided they are not covered in any of the categories mentioned in the above clauses 10.1.1 and 10.1.2.

[* "Members of family" in relation to a consultant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage , whether they are dependent on the consultant or not].

11. SECRECY CLAUSE

11.1 All official 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/her official duties with prior permission/approval of Directorate General of Civil Aviation.

12. GENERAL

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

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) along-with 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.

14.3 Notwithstanding any terms and conditions of 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.

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)

Name:

Address with contact No.

Witness:

1.

2.

Note: In case there is any discrepancy among the English , Hindi versions of Terms & Conditions, the English version will be treated as final.

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 virtues.

Signed and dated this.....day oftwo thousand and
nineteen.

Signed and delivered by
Sh./Smt./Ms.....

(Signature)

Name:

In presence of

Witness (1) (2)

Signature
Name
Add:
Place: