



**AIRPORTS AUTHORITY OF INDIA  
FLIGHT INSPECTION UNIT,  
SAFDAJUNG AIRPORT, NEW DELHI-110003**

**Advertisement for Hiring of NSOP post holders (Operational Manager and Nodal Officer) on contract basis at Flight Inspection Unit Safdarjung airport, New Delhi.**

Airports Authority of India (AAI), **SCHEDULE- 'A' MINI RATNA CATEGORY-1 PUBLIC SECTOR ENTERPRISE** of Government of India is entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country including operation and maintenance of 04 numbers of Aircrafts (Dornier and Beechcraft) for air calibration of various Navigational equipments installed at airports and enroute stations.

1. The **Airports Authority of India, also a Non-Scheduled Operator Permit (NSOP) holder issued by DGCA India** invites applications from eligible individuals for following NSOP post holders on contract basis:

S.N.	Name of the NSOP post	No. posts	Eligibility criteria
1	Operation Manager (OM)	02	<ul style="list-style-type: none"><li>• Academic graduation in any Discipline from a recognized university, established in India with minimum 05 years' experience in Aviation and minimum 02 Years as operation Manager, Or</li><li>• CPL holder with a working experience for a minimum two years as operation Manager</li><li>• Should be fluent in written and verbal communication skills.</li></ul>



2	Nodal Officer	01	<ul style="list-style-type: none"><li>• Academic graduation in any discipline from a recognized university, established in India with minimum 05 years experience in aviation including minimum 02 year experience in scheduled/ non scheduled operations in compliance to DGCA Flight Safety Documentation System.</li><li>• Identifications of manuals or documents that would be affected by the proposed changes and coordinate with other departments and all concern. Updating manuals/documents in circulation.</li><li>• To ensure that departmental documents (Operation/Maintenance/Security/Safety) are produced to the highest standards and as per Regulator requirement, while in circulation.</li><li>• To render technical support to the various NSOP post holders, in order to ensure timely implementation of revisions, document and procedures.</li><li>• Timely implementation of amendment of the Operation manuals issued from time to time as per regulatory bodies advisory.</li><li>• To facilitate in internal and external audits. Reporting of Deficiencies and take corrective/ remedial action for maintaining FIU NSOP status valid. "</li></ul>
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## **2.Duties and Responsibilities: As per Annexure-I**

### **3. Age Limit:**

The maximum age limit for engagement of consultants shall be upto 65 years. However, he/she can be re-engaged as consultant maximum upto the age of 70 years subject to level of expertise & health conditions required for the work. The age will calculated as on 23.02.2024.

### **4.Contract Period:**

Contract period shall be of 3 (three) years, which is extendable for another 2 (two) years subject to satisfactory performance and on mutual consent.

### **5.Monthly Remuneration:**

Monthly remuneration/ monthly Package shall be negotiable as per Industry standard from Rs. 75,000 to 1,50,000.



## **6. Annual Increment:**

Annual increment of 5% may be allowed on negotiable monthly Package.

## **7. Other terms and conditions:**

### **7.1 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.

### **7.2 Allowances:**

Consultants shall not be entitled for any allowance such as Dearness Allowances (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement, etc.

### **7.3 Travelling Allowance and Dearness allowance (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.
- iv. For individual post holders other than retired Government/PSU officials, their entitlement for TA/DA will be decided on case to case basis after approval of competent authority.

### **7.4 Attendance & Leave:**

- i. Consultants will be required to mark their Biometric/ manual attendance daily at the place of reporting in line with AAI employees' attendance system at the place of engagement.
- ii. Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- iii. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).
- iv. Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- v. In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee /monthly remuneration.
- vi. AAI will be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

### **7.5 Agreement and Letter of Acceptance:**

An agreement should be drawn between the selected consultant and AAI specifying the terms and conditions of hiring of consultants, including the following:

- i. Scope of work
- ii. Remuneration/ Fees to be paid to the consultant
- iii. Tax Deduction at Source
- iv. Reimbursement of services tax paid by the consultant
- v. Domestic Tour required and entitlement for the same in terms of TA/DA
- vi. Facilities to be provided by AAI in terms of office space, other infrastructure, etc.



- vii. Deliverables of the assignment expected from the consultant
- viii. The agreement will be binding on both the consultant and AAI

**7.6 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/or action as deemed appropriate by AAI whose decision shall be final and binding.
- ii. The consultant/NSOP post holder is unable to address the assigned tasks.
- iii. Quality of the assigned works is not to the satisfaction of the department/AAI.
- 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.

**8. Place of posting:**

The selected post holders shall be posted at Flight Inspection Unit Safdarjung Airport, New Delhi

**9. Selection Criterion:**

- 9.1 The selection of the NSOP post holders would be made through advertisement on AAI website, followed by personal interview of eligible candidates shortlisted on the basis of received application and attached document with application.
- 9.2 The appointment of post holders will be on full time basis and she/ he would not be permitted to take up any other assignment(s) during the period of contract.
- 9.3 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 giving any explanation, whatsoever.
- 9.4 Interested candidates may submit their application through e-mail at [edfiu@aai.aero](mailto:edfiu@aai.aero) copy to [gmfiu@aai.aero](mailto:gmfiu@aai.aero) in the prescribed format (Annexure-II) on or before 23.02.2024. The application received after 23.02.2024 will not be entertained in any case.
- 9.5 The shortlisted candidates will be called for personal interview. The date, time and venue of personal interview will be intimated through email as mentioned by applicants in their applications and also published on AAI website.
- 9.5 Candidates, employed in Government/Semi Government/ Public Sector Undertakings, are required to bring a “No Objection certificate” from their current employer, at the time of interview.
- 9.6 The Selected candidates shall enter into an agreement with Airports authority of India on Non-Judicial Stamp paper of Rs.100/-

**10.HOW TO APPLY:**

- 10.1 Interested and eligible candidates may submit their application in the prescribed format as per annexure-II of this advertisement. The dully filled applications along with supporting documents may be submitted through email at email id:[edfiu@aai.aero](mailto:edfiu@aai.aero)/[gmfiu@aai.aero](mailto:gmfiu@aai.aero).The application can also be submitted by post to the following address:  
To,  
The “Executive Director (FIU),  
Flight Inspection Unit,



Airports Authority of India,  
Safdarjung Airport, New Delhi-110003.”

The application must be reached on or before 23.02.2024.

- 10.2 After scrutiny, the shortlisted candidates will be called to appear for personal interview. The date, time and venue of personal interview will be intimated to the shortlisted candidates through e-mail mentioned in the application of the candidates.
- 10.3 The candidates shall appear for personal interview carrying with original documents for verification at assigned date and time at his/her own cost.

**11. List of documents to be submitted along with application:**

- 10.1 A recent passport size photograph pasted in the space marked in the application.
- 10.2 One set of Photocopies of all the supporting testimonials for date of Birth, educational and technical/professional qualification and experience etc.
- 10.3 One set of the photocopies of the licenses/Endorsements if applicable.

**12.. GENERAL:**

- 12.1 The AAI Management reserves the right to modify/change the above schedule/condition/ requirement/number of posts based on the actual need at a future point of time.
- 12.2 The short-listed candidates will be considered for engagement for the NSOP post holders purely on Contract basis.
- 12.3 The candidature is purely PROVISIONAL. If at any stage, it is found that any candidate does not possess the laid down qualification/stipulated eligibility criteria, The candidature of that candidate is liable to be rejected, without entering into any further correspondence with the candidate in the matter. Canvassing in any form will disqualify the candidate.

**Executive Director (FIU&RCDU)**  
**Airports Authority of India**  
**Safdarjung airport, New Delhi-110003**



## Annexure-I

### Duties and Responsibilities of NSOP post Holders

#### 1. Operation Manager

The duties and responsibilities of Operational Manager are as following:

- a. Operation of FIU fleet
- b. Operational control, policies and safety standards
- c. Maintenance of operational records / documents
- d. Assimilation, evaluation and follow-up action on operational reports.
- e. Compliance of all safety requirements.
- f. Crew training and qualification according to licensing requirements.
- g. Maintenance of standards of flying activities in the organization.
- h. Interaction with the Regulatory Authority to ensure implementation of guideline and instructions issued by them, at all times.
- i. Review of Operations Manual, incorporation of revisions / amendments thereto, after obtaining DGCA approval and issue of circulars, wherever necessary.
- j. Standardization of flight procedures, cockpit checks and emergency procedures.
- k. Planning of Pilots training, their up-gradation, conversion from one type to the other, recurrent training and periodical proficiency checks.
- l. Liaison with DGCA for approval of examiner for carrying out checks of flight crew. Ensure validity of License / Rating, Checks of crew.
- m. Compliance of Flight Time and Duty Time limitations.
- n. In case of any incident / accident he shall be responsible for all matters relating to the incident / accident, and co-ordinate with the DGCA for purposes of investigation of incident / accident and Search and Rescue Operation.
- o. Provision of Maps and Charts, route guide and other relevant documents on board the aircraft.
- p. Maintenance of proper records FDTL in respect of each crew and ensure adherence to the regulatory prescribed limits.
- q. Ensure Insurance coverage of the aircraft and the crew at all times.
- r. Prepare and issue Circulars / Manuals and other documents necessary for safe and efficient operation of flight in consultation with the In-charge Flight Operations.

#### 2. Nodal Officer (FSDS):

The duties and responsibilities of Nodal Officer are as following:

Nodal officer is responsible to ensure compliance of Air safety Circular No.2 of 2013 dated 21<sup>st</sup> Jan'2013 and CAR Sec 5 Series F part I. The Duties and Responsibilities of Nodal Officer are as following:



- a. Preparation, updating and compliance of Flight Safety Documentation System (FSDS) for use and guidance of operational personnel as per Air safety Circular No.2 of 2013 dated 21<sup>st</sup> Jan'2013 and its subsequent amendments.
- b. Compliance of all the provisions of Air safety Circular No.2 of 2013 dated 21<sup>st</sup> Jan'2013 and other related DGCA circulars and its subsequent amendments.
- c. Identification of the manuals or documents that would be affected by the proposed changes and coordinate with other departments and all concern. Updating manuals/documents in circulation.
- d. To ensure that departmental documents (Operations/maintenance/Security/safety) are produced to the highest standard and as per regulatory requirement, while in circulation.
- e. To render technical support to the various NSOP post holders in order to ensure timely implementation of revisions, documents and procedures.
- f. Timely implementation of amendments of the operation manuals issued from time to time as per regulatory bodies advisory.
- g. To facilitate in internal and external audits. Reporting of Deficiencies and take corrective/remedial action for maintaining FIU NSOP status valid.



**AIRPORTS AUTHORITY OF INDIA**

**Annexure-II**

- 1. Post applied for: Operation Manager/Nodal officer
- 2. a) Name: \_\_\_\_\_
- 3. Father's Name: \_\_\_\_\_
- 4. Address: \_\_\_\_\_  
\_\_\_\_\_
- Pin Code \_\_\_\_\_
- 5. Contact Details: \_\_\_\_\_
- 6. Telephone Nos.: \_\_\_\_\_
- 7. Mobile No.: \_\_\_\_\_
- 8. E-mail Id: \_\_\_\_\_
- 9. Date of Birth: \_\_\_\_\_
- 10. Age (as on 23.02.2024)  
\_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)
- 11. Nationality: \_\_\_\_\_

Past here recent  
passport size  
photograph of  
applicant

**12. Educational Qualifications: (10+2 onwards)**

S.N.	Exam. Passed	University/Board	Year of Passing	Subjects	% of Marks

**13. Technical Qualifications:**

S.N.	Exam Passed	Board/University	Year of passing	Division/percentage of marks

**14. License Details:**

S.N.	License Category	Number	Date of Issue	Validity		Remark
				From	To	





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**15. Experience:**

S.N.	Department	Post held	Job profile

**16. Any other Information:**

**17. Declaration**

I hereby declare that the above information is correct to the best of my knowledge and belief. I understand that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF THE APPLICANT