

**भारतीय विमानपत्तन प्राधिकरण**  
**[मिनी रत्न - श्रेणी 1 - सार्वजनिक क्षेत्र का उपक्रम]**  
**राजीव गांधी भवन, सफदरजंग हवाई अड्डा, नई दिल्ली-110003**

**AIRPORTS AUTHORITY OF INDIA**  
**[SCHEDULE- 'A' MINI RATNA CATEGORY-1 PUBLIC SECTOR ENTERPRISE]**  
**RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI- 110 003.**

**ENGAGEMENT OF AVSEC AUDITORS/INSTRUCTORS IN AIRPORTS AUTHORITY OF INDIA FOR A PERIOD OF ONE YEAR ON CONTRACT BASIS.**

**ADVERTISEMENT NO. 05/2022.**

**COMPANY PROFILE:**

Airports Authority of India was formed on 1<sup>st</sup> April, 1995 by an Act of Parliament on merger of International Airports Authority of India and National Airports Authority with the objective to have an integrated development, expansion and modernization of 130 airports in India of international standards. The main function of AAI includes construction, modification and management of passenger terminals, development and management of Cargo terminals, maintenance of Apron infrastructure including runways, taxiways and air navigational services including Air Traffic Management and Communication, Navigational & Surveillance.

The following no. of AVSEC Auditors/Instructors to be engaged in Airports Authority of India at RHQs & CHQ/Aviation Security Training Institute (ASTIs) on contract basis for a period of one (01) year in Security Department of AAI: -

Sl. No.	Station (*)	Level of AVSEC Auditors/Instructors	No. of AVSEC Auditors/Instructors	Department
1.	One each at 05 RHQs, Delhi, Mumbai, Kolkata, Chennai, Guwahati & CHQ, New Delhi	AVSEC Auditors	06	Security Department, Airports Authority of India
2.	Three (03) each at 05 ASTIs, Delhi, Mumbai, Kolkata, Chennai & Guwahati	AVSEC Instructors	15	Security Department, Airports Authority of India

(\*) However, the job is transferable to any of the offices of AAI located all over India.

**IMPORTANT DATES:**

EVENT	DATE
Opening date for submission of Applications through e-mail ( <b>chqrectt@aai.aero</b> )	07.10.2022
Last date for submission of Applications	21.10.2022
Maximum Age as on 21.10.2022	50 years

**ELIGIBILITY CRITERIA:**

- i) Retired PSU employee from E-8 level and equivalent from Central Govt./State Govt./Defence/Paramilitary Forces/Reputed Organizations having minimum 15 years of experience in relevant field. Out of 15 years' experience, minimum 05 years' experience in Aviation Security and 10 years in Aviation Industry.
- ii) Before engaging as AVSEC Auditors/Instructors, one-month cooling period is required after superannuation.
- iii) The eligible candidate should be clear from Vigilance/Disciplinary angle at the time of retirement.
- iv) There should be no criminal case pending against the eligible candidate and this will be self-certified by the respective candidate.

**MONTHLY HONORARIUM:**

The consolidated fixed monthly honorarium of Rs.85,000/- (Rupees eighty-five thousand only) all-inclusive shall be paid to the AVSEC Auditors/Instructors.

**PERIOD OF ENGAGEMENT:**

- i) The engagement of AVSEC Auditors/Instructors will be for a period of one (01) year and extendable up to two (02) years, if required, on yearly basis on the evaluation of performance of AVSEC Auditors/Instructors. Thereafter, no renewal will be granted.
- ii) Both AAI and AVSEC Auditors/Instructors can resign/terminate the services during the period of engagement by giving one month notice period or one-month remuneration in lieu of notice period.

**METHODS OF RECRUITMENT:**

The application for engagement of AVSEC Auditors/Instructors in AAI on contract basis may be forwarded in prescribed attached format through e-mail at e-mail ID: **chqrectt@aai.aero** and the same will be scrutinized by HR Dte. and the shortlisted candidates will be called for Interview.

### **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.

### **ALLOWANCES:**

AVSEC Auditors/Instructors shall not be entitled for any allowance such as Dearness Allowance (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement etc.

### **TA/DA:**

- i) No TA/DA shall be admissible for joining the assignment or on its completion or during the period of engagement process like at the time of interview.
- ii) However, AVSEC Auditors/Instructors 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 AVSEC Auditors/Instructors would be entitled as per his/her last entitlement drawn at the time of retirement.

### **LEAVE:**

- i) AVSEC Auditors/Instructors shall be eligible for 15 days leave in a calendar year on pro-rata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- ii) Therefore, AVSEC Auditors/Instructors shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).

### **TERMINATION OF AGREEMENT:**

The services of the AVSEC Auditors/Instructors are liable to be terminated at any time without assigning any reason thereof or by giving one-month notice or remuneration/fees in lieu of notice period in case-

- i) AVSEC Auditors/Instructors commits a breach of code of conduct or the terms & conditions of the engagement accepted by him/her.
- ii) Commits anything which is detrimental to the interest of AAI.
- iii) The AVSEC Auditors/Instructors remains absent for more than 15 days beyond the entitled leave in a calendar year.

(iv) 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.

(v) The AVSEC Auditors/Instructors is unable to address the assigned tasks and quality of the assigned works is not to the satisfaction of the department or the consultant fails in timely achievement of milestones as decided by AAI.

(vi) The AVSEC Auditors/Instructors is found lacking in honesty and integrity or if his/her conduct or performance is found unsatisfactory.

(vii) In the event of the individual's involvement in any kind of act which is detrimental to the interest of the Organization or in the event of his/her arrest by the Police/Customs or any law enforcement authority, for his/her involvement in any criminal offence, his/her services will be terminated immediately.

(viii) In case, the candidate wishes to leave the contractual engagement at any time during the period of contract, he/she shall be required to give one month's notice in writing or one month's wages in lieu of such notice.

(ix) In case the candidate is unable to qualify the requisite Refresher Examinations conducted by Bureau of Civil Aviation Security (BCAS) within prescribed time limit. In other words, the passing of requisite Refresher Examinations within the prescribed limit conducted by BCAS is a mandatory requirement for continuation of Contract.

(x) The decision of AAI Management will be final in regard to termination of agreement.

(xi) The AVSEC Auditors/Instructors shall undertake to maintain the strictest secrecy concerning the activities of AAI. He/she shall not publish or cause to be published any article, book, photograph, letter or give any interview or broadcast or deliver any lecture or speech on any matter which concerns his/her duties or business of AAI, without prior permission of the Organization obtained in writing.

(xii) During the tenure of this contract, the AVSEC Auditors/Instructors shall discharge his/her duties and obligations honestly, diligently and conscientiously in all respects, and at all times, in the best interest of AAI and shall not sign any other contract or in any way render any assistance to any other Organization or person.

(xiii) The terms & conditions of contract will be applicable subject to submission of valid Basic AVSEC Course Certificate and AVSEC Auditors/Instructors Certificate issued by BCAS and Certificate or Refresher Course wherever applicable.

(xiv) The terms & conditions of the engagement are strictly governed by the provisions of the said contract and does not give any right for claiming regularization of services before, during and after expiry of the contractual period with AAI.

**Qualification/Experience for AVSEC Auditors/Instructors:**

Academic Qualification: 03 years Graduation in any Discipline from a Recognized University.

Experience: Minimum 05 years' experience in Aviation Security and 10 years in Aviation Industry.

Age: Maximum 50 years

Professional Quali.: Currently valid BCAS Certified AVSEC Auditor/Instructor for minimum preceding 04 years.

**Note:** The requirement of qualification and professional qualification is based on the National Civil Aviation Training Programme (NCASTP) minimum requirements for AVSEC Auditors and Instructors.

**Job Responsibilities of AVSEC Auditors:**

- (a) Auditors shall prepare annual plan of Audits and Inspections to be carried out as per BCAS requirements.
- (b) Prepare Inspection and Audit reports and submit the same in a timely manner.
- (c) Coordinate with respective Airports for submission of Action Taken Reports and maintain proper records thereof.
- (d) Maintain records of Audits and Inspection carried out by BCAS and coordinate for timely submission of ATRs to BCAS Hqrs.
- (e) Coordinate with AAI officials for compliance of Audit and Inspection Observations.
- (f) Regular follow up with concerned directorates for compliance of BCAS observations.
- (g) Maintain strict confidentiality about the Audits and Inspections carried out at Airports.
- (h) Auditors shall keep them abreast of all new regulations being implemented by the Regulatory Authorities.
- (i) Auditors shall develop Interpersonal skills such as integrity, good diplomacy, discretion and flexibility while performing their tasks.

- (j) Shall perform any other job allotted by superior officials.

**Job Responsibilities for AVSEC Instructors:**

- (a) Aviation security instructors shall conduct AVSEC trainings as mandated by NCASTP.
- (b) Instructor shall be responsible to conduct the training sessions as per the modules prescribed by BCAS.
- (c) Instructor shall identify, select and prepare appropriate training aids before commencement of the courses.
- (d) Instructor shall develop or modify training objectives and test as appropriate to meet NCASTP.
- (e) Instructor shall maintain proper records of the trainees undergoing AVSEC courses.
- (f) Instructor shall conduct himself in an appropriate manner while conducting training sessions.
- (g) Instructor shall maintain proper records of the various courses conducted at ASTI or Airports.
- (h) Instructor shall follow up with officials who are due for refresher courses.
- (i) Instructor shall coordinate with Head, ASTI in preparing the Annual training schedule of the institute.
- (j) Instructor shall prepare and maintain folder of instructions, circulars, SOP issued by Regulatory Authority.
- (k) Instructor shall maintain proper feedback records of courses conducted at ASTI.
- (l) Instructor shall maintain proper records of answer sheets of each course and its results.
- (m) Instructor shall assist Head-ASTI in maintenance of Equipment's and Training Aids.
- (n) Instructor shall prepare list of eligible candidates and finalize list of trainees.
- (o) Instructor shall coordinate for making arrangements for accommodation of trainees.
- (p) Instructor shall ensure timely coordination for NIELIT Hall Tickets for examination of trainees.
- (q) Instructors shall assist Head-ASTI in ensuring timely Honorarium payments to faculty.

- (r) Instructors to coordinate with APDs/CSOs for conduct of AVSEC Awareness training programs at Airports.
- (s) Instructors shall perform any other job allotted by superior officials.

Applications are to be addressed to ED (HR), Recruitment Cell, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 and e-mailed to **chqrectt@aai.aero**

APPLICATION FOR ENGAGEMENT OF AVSEC AUDITORS/INSTRUCTORS IN AIRPORTS AUTHORITY OF INDIA ON CONTRACT BASIS FOR A PERIOD OF ONE YEAR.

Name of Candidate					
Date of Birth					
Age as on 21.10.2022					
Father's Name					
Nationality					
Gender					
Permanent Address					
Temporary Address, if any					
Mobile No.					
e-mail ID					
Academic Qualification					
Professional Qualification					
Name of Department from Where Retired					
Date of Retirement					
Post & Grade with pay scale at the time of Retirement					
Details of Pending Court/ Vigilance cases, if any					
Work Experience					
Please enclose separate sheet, if required.					
Organization/ Department	Designation	Period		Total Experience	Nature of Work
		From	To		

Date:

(Signature of Candidate)

The above information given by me is true & correct to the best of my knowledge. In case any information is found false or incorrect, my candidature for engagement of AVSEC Auditors/Instructors in AAI on contract basis may be treated as cancelled.

(Signature of Candidate)