

No.AV.13024/538/2015-AS  
Government of India  
Ministry of Civil Aviation  
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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi,  
Dated the 9<sup>th</sup> December, 2019


CIRCULAR

Sub: Engagement of Consultant by the Ministry of Civil Aviation, Government of India for the work relating to Civil Aviation Security-regarding.

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Ministry of Civil Aviation, Government of India is dealing with the issues regarding Aviation Security and this Ministry is in the process to achieve the highest standard possible in this regard. Services of an officer who retired at the level of Director/ Deputy Secretary/ Under Secretary to Govt. of India are required to assist the Ministry in implementation and formulation of policy related to Aviation Security.

2. The Ministry of Civil Aviation, Government of India, invites applications from the experienced retired officers at the level of **US/DS** /Director to Government of India for engagement as Consultant. The details including eligibility criteria, TOR etc. are available on the Ministry's website: [www.civilaviation.gov.in](http://www.civilaviation.gov.in). Last date of receipt of application is **23.12.2019 up to 05:00 PM**. Applications received after due date and time will not be considered.

  
(Garima Singh)  
Director  
Tele No. 24653750

NIC Cell for up-loading on the Ministry's website.

**APPLICATION FORM FOR APPOINTMENT AS CONSULTANT IN MINISTRY OF CIVIL  
AVIATION**

Paste your  
photo here

1. Name:
2. Date of Birth:
3. Contact Number:
4. Address for communication:
5. E-mail:
6. Date of Joining in Govt. Service:
7. Date of Retirement from Service:
8. Name of the Ministry/PSUs/Department from which retired:
9. Last pay drawn (copy of PPO to be enclosed):
10. Educational Qualification:
11. Details of knowledge of Computer:
12. Brief particulars of experience (As per format attached):

Signature

Date:

Place:

**Work Experience**

S. No.	Designation	Name of Ministry/ Department	Period	Key tasks accomplished (Attach separate sheet if necessary)

## TERMS OF REFERENCE

1. The Consultant shall be responsible for processing the proposals connected with signing of bilateral agreement on Aviation Security.
2. The Consultant shall be responsible for handling the personnel and administrative matters of Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation.
3. The Consultant shall be responsible for processing proposals relating to framing of instructions on Civil Aviation Security related issues.
4. The Consultant shall be responsible for organizing Universal Security Audit Programme (USAP) conducted by International Civil Aviation Organization (ICAO) and assist in monitoring implementation of the decisions taken during these audits.
5. The Consultant shall be responsible for coordinating with foreign agencies such as Transportation Security Administration (TSA), International Civil Aviation Organization (ICAO), Cooperative Aviation Security Programme - Asia Pacific (CASP-AP) etc. on the issues concerned with Aviation Security.
6. The Consultant shall be responsible for handling the C&AG audit observations and consequential monitoring of utilization of Passenger Service Fee (PSF) fund.
7. The Consultant shall be responsible for framing the rules/guidelines as per the Annex 17 to the convention on International Aviation.
8. Any other works as assigned by the management from time to time.

## Terms & Conditions

### **1. Eligibility Criteria:**

- The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments.
- Persons should have retired from the post of Under Secretary/Deputy Secretary/Director from Central Govt. Ministries/Departments including its Attached/Subordinate offices/PSUs.
- Persons having adequate experience in dealing matters related to Aviation Security will be given preference.
- He/She shall have experience in framing Rules/Regulations, in establishment matters and in finance matters.
- He/She is expected to possess adequate competency in preparation of reports/documents on their own.
- He/She shall possess adequate working knowledge of computers.
- Persons with experience in handling matters related to Aviation Security at International level would be preferred.

### **2. Age Limit:**

Candidate should not be more than 65 years of age as on closing date of receipt of application.

### **3. Leave:**

Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis.

### **4. TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per government rule.

### **5. Type of appointment:**

The appointment will be purely on contract basis.

### **6. Contract Period:**

Initial contract would be for a period of one year and shall be extended for further period of one year at a time as may be decided by the Ministry. The contract can be terminated by either party by giving one month notice in advance.

### **7. Terms of Payment of remuneration:**

The maximum remuneration to be paid to retired government servants will be the last pay drawn minus pension and those from the PSUs will be the last pay drawn. Further, if Consultant Evaluation Committee finds necessary, in exceptional cases where the qualification and experience of the consultant is higher than prescribed, higher remuneration may be considered with the approval of the competent authority.

### **8. The Department reserves the rights, as follows:**

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

**9. Basis for Evaluation:**

The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on past work experience. Consultancy Evaluation Committee constituted for the purpose, may conduct personal interview with the shortlisted applicants

**10. Guidelines for submission of the Applications:**

The duly completed Application in prescribed format should be submitted so as to reach this Ministry at the address mentioned below on or before **05.00 P.M.** on **23<sup>rd</sup> December, 2019**. Any application received after the above mentioned deadline will not be considered.

Mrs. Garima Singh,  
Director  
Ministry of Civil Aviation,  
Room No-57, 'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, New Delhi-110003.  
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