

**Government of India
Ministry of Civil Aviation
Directorate General of Civil Aviation**

ADVERTISEMENT FOR ENGAGING RETIRED GOVERNMENT SERVANTS ON CONTRACT BASIS

Applications are invited from retired Government servants from Government Departments as well as PSUs who have experience in work relating to training, framing / revision of recruitment rules, court cases, modernization of libraries and e-governance, administration, finance, house-keeping, accounts, air safety, airworthiness, aerodrome standards, etc., for engagement on short-term contract basis in the office of DGCA, on the attached terms & conditions. Interested candidates may apply in the application format enclosed alongwith attested copies of their certificates, etc. to Shri Gopal Singh, Deputy Director of Administration, Directorate General of Civil Aviation, opp. Safdarjung Airport, Aurobindo Marg, New Delhi – 110003, by 13th June, 2013.

Terms and Conditions

Scope of work / nature of work-

He / she shall be working in the Directorate of (specific name of the Dte.) under Director of (name of the head / Director) and shall have to discharge the objectives, tasks within the schedule of completion of the tasks with the final outputs that will be required by the concerned Directorate.

1) Place of duty –

He / she shall be liable to be posted to DGCA (Hqrs.) and or the Regional offices of the DGCA as per the administrative conveniences and exigencies.

2) Remuneration / fee

The remuneration / fee of the retired government officials will be fixed as per the DoP&T instructions as contained in their O.M. No.16012/12/2005-Estt.(Allowances) dated 10.03.2006 i.e. fee should not exceed (last pay drawn + DA) minus (Pension + Dearness pay thereon) and as fixed by the Consultant Evaluation Committee duly evaluating the factors such as qualifications, experience in the relevant field.

3) Allowances / facilities –

Consultants shall not be entitled for any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, Personal staff, CGHS, Medical reimbursement, etc.

4) Tax deduction at source –

There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

5) Period of engagement –

The initial engagement for a person as Consultant would be for a period of one year or the period of consultancy i.e. co-terminous with the completion of the project or until further orders, whichever is the earliest. Thereafter, the engagement shall be decided on case to case basis as per rule 163 of GFR.

The appointment of Consultant would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy.

6) Leave –

Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Thereafter, a consultant shall not draw any remuneration in case of his/ her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year or en-cashed at the end of the tenure. DGCA would 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) Evaluation of performance of the Consultants –

There will be a continuous monitoring of the performance of the consultants to ascertain that the output of the consultancy is in line with the given objectives.

DECLARATION

I, _____ S/o, D/o _____ have carefully read and understood the above terms and conditions and shall abide by these terms and conditions during my tenure as Consultant.

Signature of the Consultant
Name & Address with contact No.

Place :

APPLICATION FORMAT

<p>Photograph</p> <p><i>(self-attested with signature across)</i></p>
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- 1 Name
- 2 Father's Name
- 3 Date of Birth
- 4 Designation (last post held and office at the time of retirement)
- 5 Educational Qualification
- 6 Experience
- 7 Willingness to work at any of the offices of DGCA
- 8 Address for Correspondence
- 9 Tel. No. & e-mail ID
- 10 Date of Retirement from Govt. Service
- 11 Details of present employment (wherever applicable)

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office / Deptt. In writing that I am applying for this selection.

Signature of the candidate

Name _____

Place :

Date: