

F.No: A-12024/14/2018-RECRUITMENT SECTION

Government of India  
Directorate General of Civil Aviation  
(Recruitment Cell)

Opp. Safdarjung Airport,  
Aurobindo Marg, New Delhi-110 003

Dated: 18<sup>th</sup> December, 2018

VACANCY CIRCULAR

**Subject:-** Engagement of two Consultants, on purely contract basis, - one (01) against the post of Senior Cabin Safety Inspector (Sr. CSI) and other against the post of Cabin Safety Inspector (CSI) in Flight Standard Directorate of Directorate General of Civil Aviation-regarding.

Applications are invited from Indian nationals in the prescribed proforma for engagement of two Consultants **on purely contract basis** - one (01) against the post of Senior Cabin Safety Inspector (Sr. CSI) and other against the post of Cabin Safety Inspector (CSI) in Flight Standard Directorate (FSD) of Directorate General of Civil Aviation (DGCA) **initially for a period of one year** or till the regular incumbent(s) join(s) or until further orders, whichever is earlier.

2. On appointment of Consultant(s) on contract basis, Consultant(s) will be placed on job familiarization assignment 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, the DGCA reserves its rights to terminate the contract/services summarily without any notice.

3. There will be a review of the performance of the incumbent(s) after one year and subsequent continuation 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(s). However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

4. The fixed remuneration for Senior Cabin Safety Inspector and Cabin Safety Inspector is Rs. 70,000/- (Rupees Seventy Thousand only) per month and Rs. 50,000/- (Rupees Fifty Thousand only) per month respectively. The details of eligibility, job profile for appointment of Consultants are at **Annexure A**.

5. 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 17<sup>th</sup> January, 2019**. 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 Vigilance Clearance Certificate, 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

6. 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.

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 as on the last date of receipt of applications for the said Consultant(s) shall be 60 years for Senior Cabin Safety Inspector and 50 years for Cabin Safety Inspector.

11. The applicants who have already applied in response to earlier Vacancy Circular dated 05/11/2018 need not apply afresh. Their candidatures will be considered in terms of this Vacancy Circular.

  
18/12/18  
(Vinod Kumar Gupta)  
Deputy Director

**ANNEXURE A**

| Post                          | Tentative No of post* | Upper age limit | Period of contract   | Eligibility  |
|-------------------------------|-----------------------|-----------------|--|--|
| Senior Cabin Safety Inspector | 01                    | 60 years        | Initially for a period of one year or till the regular incumbent joins or until further orders, whichever is earlier.      | <p><b>((A) Essential:-</b></p> <p>(i) Should have passed Higher Secondary (10+2) from a recognized board.</p> <p>(ii) Fifteen years' experience as Cabin Crew including three years' experience as DGCA approved Safety and Emergency Procedure (SEP) Instructor.</p> <p><b>(B) Desirable:-</b></p> <p>(i) Presently working (current) as Cabin Crew.</p> <p>(ii) Graduation from a recognized university.</p>                       |
| Cabin Safety Inspector        | 01                    | 50 years        | Initially for a period of one year or till the regular incumbent(s) join(s) or until further orders, whichever is earlier. | <p><b>(A) Essential:-</b></p> <p>(i) Should have passed Higher Secondary (10+2) from a recognized board.</p> <p>(ii) Ten years' experience as Cabin Crew.</p> <p><b>(B) Desirable:-</b></p> <p>(i) Should be a Directorate General of Civil Aviation (DGCA) approved Safety and Emergency Procedure (SEP) Instructor</p> <p>(ii) Presently working (current) as Cabin Crew.</p> <p>(ii) Graduation from a recognized university.</p> |

\* The actual number of vacancies may vary.

## Duties And Responsibilities Of Senior Cabin Safety Inspector

- (i) Delegation of work to Cabin Safety Inspector.
- (ii) Supervisory role
- (iii) Attend meetings on surveillances, Civil Aviation Requirements(CAR) evaluation etc.
- (iv) Develop Cabin Safety policies, procedures through CAR, Cabin Safety Circulars and their revision in co-ordination with other Cabin Safety Inspectors.
- (v) Conduct inspections, surveillance, audits, evaluation and approvals in support of the Cabin Safety surveillance program.
- (vi) Provide expert advice and technical guidance on cabin safety requirements and standards to DGCA.
- (vii) Certifications responsibilities include:  
Manuals, Exit Seating Program, Passenger Briefing Card vetting, Partial Emergency Evacuation Demonstration, Emergency Ditching Demonstration. Proving Flights, Crewmember Training Program. Applicant's/Operator's Training Devices, Compliance Statement, process of Approvals based on addition of an aircraft to an existing AOC/P
- (viii) APPROVAL PROCESS FOR CABIN SAFETY PERSONNEL, EQUIPMENT AND FACILITIES INCLUDE:  
Approval process for SEP Instructor for Cabin Attendant, Approval of Training Facilities, Approval of Training Manual, Approval of Emergency Exit Trainer, Acceptance of SEP Manual and QRH
- (ix) SURVEILLANCE RESPONSIBILITIES INCLUDE:  
Cabin Enroute Inspections, Base (Operations and Training) inspections

## Duties And Responsibilities Of Cabin Safety Inspector

- (i) Develop Cabin Safety policies, procedures through CAR, Cabin Safety Circulars and their revision in co-ordination with other CSI.
- (ii) Conduct inspections, surveillance, audits, evaluations and approvals in support of the Cabin Safety surveillance program.
- (iii) Provide expert advice and technical guidance on Cabin Safety requirements and standards to DGCA.
- (iv) **CERTIFICATION RESPONSIBILITIES INCLUDE:**  
Manuals, Exit Seating Program, Passenger Briefing Card vetting, Partial Emergency Evacuation Demonstration, Emergency Ditching Demonstration. Proving Flights, Crewmember Training Program, Applicant's/Operator's Training Devices, Compliance Statement, process of Approvals based on addition of an aircraft to an existing AOC/P
- (v) **APPROVAL PROCESS FOR CABIN SAFETY PERSONNEL, EQUIPMENT AND FACILITIES INCLUDE:**  
Approval process for SEP Instructor for Cabin Attendant, Approval of Training Facilities, Approval of Training Manual, Approval of Emergency Exit Trainer, Acceptance of SEP Manual and QRH
- (vi) **SURVEILLANCE RESPONSIBILITIES INCLUDE:**  
Cabin Enroute Inspections, Base (Operations and Training) inspections.



10. 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. Whether have ever been convicted, if so, give details

15. Whether any criminal case(s) or other court case(s) or police complaint(s) pending or under investigation:

DECLARATION

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 APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.

Place: \_\_\_\_\_ Signature of the Candidate  
Dated: \_\_\_\_\_

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GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF CIVIL AVIATION  
Opposite Safdarjung Airport,  
NEW DELHI-110003

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Terms and Conditions  
Of Engagement of Consultant(s),  
On purely contract basis,  
against the post of Senior Cabin Safety Inspector and Cabin Safety Inspector in Flight  
Standards Directorate of Directorate General of Civil Aviation.

**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 on fixed remuneration on purely contract basis, Consultant will be placed on job familiarization assignment for a period of three months during which his/her performance, skills, knowledge of the job assigned, health etc. will be evaluated. In the event of failure to meet the required standards of skills, duties and conditions, 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 or any other benefit etc.

1.4 Notwithstanding the provisions of clause 1.1 above the contract can be terminated by the Consultant by giving three month notice or emoluments in lieu thereof to DGCA. However, DGCA can terminate the contract without any notice. Further, the DGCA reserves its right to reject the notice of termination of contract in public interest or for exigencies of work.

**2. NATURE OF DUTIES**

2.1 The duties and responsibilities shall be as described with 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 principal 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, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work, the Consultant shall not be entitled for any overtime allowance or compensation for the same.

### **5. REMUNERATION/FEE**

5.1 The fixed remuneration for Senior Cabin Safety Inspector and Cabin Safety Inspector is Rs. 70,000/- (Rupees Seventy Thousand only) per month and Rs. 50,000/- (Rupees Fifty Thousand only) per month respectively. However, the Consultant's remuneration will be regulated by the statutory and other guidelines, not already mentioned in this terms and conditions document, laid down by the Government. For any fraction of a month, the Consultant will be paid on pro rata basis. No other allowances etc. shall be admissible to the Consultant except TA/DA on tour which will be as per normal rules applicable to any serving officer of equivalent rank/level in DGCA.

5.2 The remunerations shall be paid by direct bank transfer/Account Payee Cheques 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 for twelve (12) days leave in a calendar year on pro rata basis of one day leave for work of each month. The Consultant shall not be entitled to any remunerations for the period of absence beyond 12 days calculated on pro rata basis. Any un-availed leave during a year shall not be carried forward to next calendar year or qualify to encashment 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. However, the Consultant will be allowed to take half day leave from his/her entitled leave in a calendar year.

6.2 In the event of absence on the ground of sickness, the Consultant shall be required to submit a medical and fitness certificate from an Authorized Medical Attendant (AMA). Medical or fitness certificate from private medical practioner will not be acceptable.

6.3 The Consultant's leave entitlement can be increased or decreased in accordance with the orders of the Government of India issued from time to time.

6.4 However, any leave including the leave on Medical grounds beyond cumulative 12 days shall be without salary.

6.5 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.

## **9. CONDUCT & DISCIPLINE**

9.1 The consultant should maintain absolute integrity and devotion to duty at all times and should not indulge in any activity which affect the functioning of the DGCA or Government of India in any manner.

9.2 Being on contract service of DGCA the officer will not participate directly or indirectly in any form or manner whatsoever in trade union activities which will 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 to face due action by the authorities.

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 In a case of clash of interest in any respect, the matter shall be brought to the notice of DGCA for such action as may be considered necessary.

## **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) alongwith 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.

**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  
virtu.

Signed and dated this.....day of .....two thousand  
and eighteen.

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

(Signature)  
Name:

In presence of  
Witness (I)

(2)

Signature  
Name  
Add:  
Place: