



Government of India
Airports Economic Regulatory Authority of India
AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi

**Invitation of applications for Engagement of Retired Government
Servants as Consultants (at PPS/PS level) on contract basis in
Airports Economic Regulatory Authority of India**

Airports Economic Regulatory Authority of India proposes to hire three **(03) Retired Government Servants as Consultants (01- Pr. Private Secretary, 02-Private Secretary)** on contract basis. The number of Consultants may vary as per the requirement. Candidate with requisite qualification and experience as prescribed would be hired as Consultant. The interested candidates must indicate the post for which they applied.

2. Airports Economic Regulatory Authority of India invites applications from eligible candidates as Consultants. The details including eligibility criteria, Terms & Conditions etc. are available on the AERA's website: www.aera.gov.in Last date of receipt of application is **05.10.2023 upto 5.30 P.M.** Applications received after due date and time will not be considered.

Deputy Chief
Airports Economic Regulatory Authority of India,
AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi – 110003



भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
ऐरा भवन, एडमिनिस्ट्रेटिव काम्प्लेक्स, सफदरजंग एयरपोर्ट,
नई दिल्ली – 110003, Phone No. 011-24695044-47



संयुक्त राष्ट्रसंघ
ONE EARTH • ONE FAMILY • ONE FUTURE

F.No. A-20014/Hiring of Consultants (Retired Govt. Servants)/2023-24/Estb.

दिनांक: 6 September, 2023

CIRCULAR

Subject: Engagement of Retired Government Servants as Consultants (at PPS/PS level) on contract basis in Airports Economic Regulatory Authority of India -reg.

The Airports Economic Regulatory Authority of India (AERA), New Delhi is a statutory body set up under the Airports Economic Regulatory Authority of India Act, 2008. AERA invites applications from willing and eligible retired government employees for their engagement as Consultants on contractual basis in this Authority against the vacancies of PS/PPS of CSSS cadre in this Authority. The number of vacancies to be engaged as Consultants is 03 (three). The number of Consultants may vary as per the requirement.

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation. The job location shall be in AERA Building, Administrative Complex, Safdarjung Airport, New Delhi – 110003.

3. The terms & conditions for engagement of such consultant viz. remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in Annexure-I.

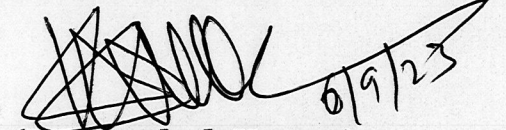
4. The Airports Economic Regulatory Authority of India reserves the right to accept, or reject in part or in full any or all the responses without assigning any reasons whatsoever.

5. The retired government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.

6. The interested persons must submit their application in the prescribed format (Annexure-II) as enclosed herewith alongwith the APARs of five years preceding to the retirement by post or by email, to:-

Dy. Chief,
AERA Building, Administrative Complex, Safdarjung Airport,
New Delhi – 110003.
Email – dychief@aera.gov.in

7. The last date for receipt of applications, in the prescribed format is **05.10.2023** upto **05.30 PM**. Applications received after due date/time and without supporting documents will not be considered.



(Dr. Kamlesh Kumar)

Dy. Chief

Email id – dychief@aera.gov.in

To,

1. All Ministries/ Departments of Government of India.
2. Department of Personnel & Training [CS-II Division]. Khan Market, New Delhi for uploading on its website for wide publicity.

Terms and Conditions

1. Eligibility:

1.1 The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

1.2 The applicant should have fair knowledge of computer applications such as MS-Word, MS-Excel and Power Point etc.

1.3 The applicant should have retired from the post of PS/PPS from Central Government Ministries/Departments. The applicant should have good communication and interpersonal skills, knowledge of Stenography in English/Hindi and should be well conversant with noting/drafting.

1.4 The applicant should have expertise in office procedure, etc.

2. Engagement:

2.1 The engagement will be purely on temporary basis and it will confer no right on consultant for regularization/ permanence in any case. **The consultant will be initially engaged for a period of one year** which may be curtailed or extended at the sole discretion of the Authority and the same will be binding on the consultant. **The maximum age up to which a person can be engaged as Consultant will be 65 years.** The appointment of the consultant would be on full-time basis and he/she will not be permitted to take-up any other assignment during the period of consultancy with the Authority.

3. Working Hours and Leave:

3.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies or work.

4. Remuneration & Tax Deduction at Source:

4.1 The consultant shall be paid a fixed monthly amount calculated as under.

Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (applicable at the time of retirement)

The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to productions/ submission of satisfactory performance certificate from the concerned controlling officer.

4.2 The Income Tax or any other tax will be deducted at source as per Government instructions.

5. TA/DA:

No TA/DA shall be admissible for joining of the Authority or at the time of relieving. The consultant shall not be allowed foreign travel at the expenses of the Authority /Government expenses. However, consultant shall be allowed TA/DA for travel within the country in connection with official work as per the rules of the Authority for which TA/DA and Hotel Accommodation shall be paid as admissible to the Central Government employees at Level in the Pay Matrix from which he/she was retired from Govt. Tours, if any, will be subject to approval of the competent authority.

6. Leave:

Consultant shall be eligible for 12 days Casual leave in a period of one year. Therefore, he/she shall not be eligible for any remuneration for the period of his/her absence beyond 12 days in his/her tenure (calculated on pro-rata basis). Also, **un-availed leave in her period of tenure cannot be carried forward to his/her next tenure.** No other kind of leave will be permissible.

7. Allowances:

The consultant will not be entitled for any allowances such as DA, Residential Telephone, Transport Facility, Residential accommodation/HRA, personal staff, medical facility and medical reimbursement etc.

8. Confidentiality of data and documents:

8.1 The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Authority/organization shall remain with the Authority.

8.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Authority without the express written consent of the Authority.

8.3 The Consultant would be required to sign a non- disclosure undertaking as per Annexure-III.

9. Conflict of Interest:

9.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Authority nor will he indulge in any activity outside the terms of the contractual assignment.

10. Termination of Agreement:

The Authority may terminate the contract to which these terms apply, if:-

(i) The Consultant is unable to address the assigned work.

(ii) Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Authority.

- (iii) The consultant is found lacking in honesty and integrity.
- (iv) The Competent Authority in the Authority may also terminate the contract at any time without giving any notice and also without assigning any reason.

11. Dispute Resolution

Any arbitration, dispute, claim or controversy shall be subject to exclusive jurisdiction of the Courts in Delhi, India.

12. Other Matters:

Issues, if any not covered in the above, shall be dealt with as per provisions of the AERA Act, 2008 or guidelines of the Government of India.

ANNEXURE-II

Application for engagement as Consultant on contract basis in Airports Economic Regulatory Authority of India w.r.t. the A-20014/Hiring of Consultants (Retired Govt. Servants)/2023-24/Estb. dated 06.09.2023

Name	
Mother's/ Father's/ Husban's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Mobile No.	
Email ID	
Educational/ Technical Qualification(s)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure – I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Place:

Signature of the Applicant
(Full name of the candidate)

Details of experience

Period	Name of Office/ Organization	Post held and Remuneration (Pay Band with Grade Pay/ Level of Matrix, if applicable)	Description of duties Performed

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

To,
The Dy. Chief,
Airports Economic Regulatory Authority of India
AERA Building, Administrative Complex,
Safdarjung Airport,
New Delhi - 110003

Sir,

I hereby undertake

- To treat all the information that come to my knowledge as part of my duties in this Authority as confidential information and keep it strictly confidential.
- Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- Not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Airports Economic Regulatory Authority of India which would otherwise conflict with my obligations towards Airports Economic Regulatory Authority of India.
- To abide by data security policy and related guidelines issued by Airports Economic Regulatory Authority of India.
- Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- To maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Authority any records/ material, equipment. Documents or data which is of confidential nature.

3. I shall keep Airports Economic Regulatory Authority of India informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,
(Signature)

Name: _____
Address & No. _____
