Government of India
Airports Economic Regulatory Authority of India
3rd Floor, Udaan Bhawan, Safdarjung Airport, New Delhi-110003

Invitation of applications for hiring of One (01) Software and Network Professional in Airports Economic Regulatory Authority of India

Airports Economic Regulatory Authority of India (AERA) invites applications from eligible candidates as **Software and Network Professional** (One (01) Post) for attending IT related works as per Term of Reference (TOR). Candidate with requisite qualification and experience as prescribed would be hired as Software and Network Professional. Vacancies are liable to be changed without any prior notice and without assigning any reason whatsoever.

2.   The details including eligibility criteria, TOR etc. are available on the AERA's website: www.aera.gov.in Last date of receipt of application is **21.08.2024 upto 5.30 P.M.** Applications to be submitted as per details/mode mentioned in the vacancy notice. Applications received after due date and time will not be considered.

Deputy Chief
Airports Economic Regulatory Authority of India, 3rd Floor,
Udaan Bhawan, Safdarjung Airport, New Delhi – 110003

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
3rd Floor, Udaan Bhawan, Safdarjung Airport
New Delhi – 110003

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ONE EARTH · ONE FAMILY · ONE FUTURE

F.No. AERA/10015/IT-11/2020-21/IT Professional   दिनांक: 01 August, 2024

Subject: **Engagement of One (01) Software and Network Professional in Airports Economic Regulatory Authority of India on contract basis**

Airports Economic Regulatory Authority of India (AERA) proposes to hire One (01) Software and Network Professional for attending IT related work as per terms of references (TOR)1. Candidate with requisite qualification and experience as prescribed would be hired as Software and Network Professional on contract basis.

The application must clearly indicate the Category of Post applied for by each applicant. The applicants are to communicate with the addressee given below only by email. Telephone calls or other means of communication shall not be entertained.

The details of the advertisement are as follows:-

1.   **Job Requirement:** As per detailed Terms of Reference at Annex-I.
2.   **Qualification and Age Limit:** Qualification and age limit for the Category of Software and Network Professionals is given in the table below:

Name & No. of Posts	Qualification	Experience	Consolidated Remuneration	Annual Increment
1	2	3	4	5
Software and Network Professional (01 No)	**Essential:** MCA or M.Sc (Computer Science/Information Technology) or B.E./B.Tech. (Computer Engineering/ Computer Science/Computer Technology/Computer Science & Engineering/Information Technology) from a recognized University/Institute **Desirable:** Professional Certificates like CCNA, CCSP and CEH etc.	**Essential:** Minimum Ten years post qualification experience in handling of technical works related to IT infrastructure/ cloud technologies/ development & maintenance of I.T. Portal/ Cyber Security/ Database Administrator; **Desirable:** Preference may be given to the candidates having experience of IT Sector in Central Govt/ PSUs of Central Govt./ NIC.	1,50,000/- P.M.	6% of the consolidated remuneration

Note:
1) No other perquisite/allowances etc. such as DA, accommodation, reimbursement for phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible
2) The number of posts are liable to change without prior notice and without assigning any reason whatsoever.
3) The candidate should be in good health for discharging his/her official duties effectively.

3. General Terms and Conditions:

3.1 Tenure: The Software and Network Professional will be appointed for a period of one year which can be extended for an additional one year subject to requirement of the authority and satisfactory performance of the Software and Network Professional. Extension beyond 2 years may be considered for 1 more year under exceptional circumstances with the approval of the Competent Authority in AERA.

3.2 Shifting and transfer: Any of the individual/personnel may be transferred from the Division/Section for which he/she was selected to other Division/Section as per the discretion of the Competent Authority. The Software and Network Professional shall not have any right/ claim over specific office facilities/ space, which will be the sole discretion of the competent authority.

3.3 Software and Network Professional engaged would not be permitted to take up any other assignment during the period of engagement with AERA. The assignment is purely on contractual basis and can be terminated at any point in time as per clause 9. The work and days on contract duty do not allow any representation or claim for any form of employment at any point of time to the Software and Network Professionals selected.

4. Leave:
Software and Network Professional shall be eligible for 12 days casual leave for a completed period of One year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Software and Network Professional. Un-availed leave shall neither be carried forward to next year nor encashed. Software and Network Professional may also be required to attend office on Saturday/Sundays and closed holidays and beyond normal office hours without any extra remuneration. However, for such work conducted on Sunday, the Software and Network Professional will be entitled to take compensatory off. In addition to entitled leave, the Software and Network Professional can take maximum 15 days leave without pay in a year. In case the Software and Network Professional remains absent without pay for more than 15 days, the Authority reserve the right to terminate the contract of engagement without any notice and without any consequential benefit.

5. Type of appointment:
The appointment will be purely on contract basis.

6. Basis for Evaluation & Selection:
Applications received will be scrutinized on the basis of parameters prescribed in this notice (and corrigendum, if any). The mode of selection of the candidates will be through interview and/or group discussion. The decision of the competent authority in this respect will be final.

Interview will be scheduled as per discretion of Authority and applicant will have no claim in this regard.

7. Allowances, Travel and Compensation:

7.1 No TA/DA/Expenses shall be admissible for interview or joining the assignment or on its completion.

7.2 Individual Software and Network Professional may be required to undertake domestic tours for official purposes subject to approval of Competent Authority of AERA. They will be allowed the following reimbursement of or grant of advance for official expenditure as given below:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food bills

Software and Network Professional	Air in economy class or by Rail in AC Two Tier	Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

7.3 In the event of death, injury or illness of the individual Software and Network Professional which is attributable to performance of services on behalf of AERA under the terms of contract, and/or while travelling for official duty or in performing any services under the contract in any offices or premise of AERA or Govt. of India, the individual Software and Network Professional or the individual Software and Network Professional's dependents shall not be entitled to any compensation or any claim whatsoever.

8. Tax Deduction at Source (TDS):

TDS as applicable under the Income Tax Act & Rules therein shall be done from the monthly remuneration of Software and Network Professional. Relevant TDS certificate will be issued.

9. Termination of Engagement:

9.1 The engagement of Software and Network Professional can be terminated by AERA after giving one month's notice. If either party terminates the engagement without one month notice then the party terminating the engagement shall pay proportionate consolidated remuneration in lieu of notice period. This will however be subject to other clauses mentioned below.

9.2 Software and Network Professional will have to give one month's advance notice or remuneration in lieu thereof before resigning from the engagement.

9.3 However, AERA reserves the right to terminate the engagement of any Software and Network Professional at any time without prior notice based on performance or without providing any reason for it. Further, AERA may terminate the engagement of any Software and Network Professional without prior notice in case of breach of provisions of contract terms of engagement. In case the engagement is terminated by AERA on account of performance or breach of terms of engagement, by the Software and Network Professional no notice will be issued and no proportionate consolidated remuneration in lieu of notice period will be paid by AERA.

9.4 In case Software and Network Professional is unable to perform the given assignment to the satisfaction of the Controlling officer/ Competent Authority in AERA, he shall be liable to be terminated in public interest, without any notice and without assigning any reason.

9.5 The engagement of Software and Network Professional will get terminated at the end of tenure, if not extended.

9.6 If the engagement of Software and Network Professional is terminated by AERA before completion of one year or the Software and Network Professional terminates his/her engagement with AERA before completion of one year, he/she will not get any work certificate.

10. Legal Status and Settlement of Disputes:

10.1 The individual Software and Network Professional shall have the legal status of an independent Software and Network Professional vis-à-vis AERA and shall not be regarded for any purposes as being either a "staff member of AERA or an "official" of AERA. Accordingly, nothing within or relating to the engagement shall establish the relationship of employer and employee.

10.2 AERA and the individual Software and Network Professional shall make their best efforts to amicably settle any dispute, controversy or claim arising out of the engagement/ contract or the breach, termination or invalidity thereof. In case of any dispute, the decision of the Competent Authority in AERA will be final and binding.

10.3. For all matters not explicitly stated in this advertisement, the decision of the Competent Authority in AERA will be final and binding.

11. Confidentiality of Data and Documents:

11.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced during the period of engagement for AERA shall remain with AERA.

11.2 The Software and Network Professional shall not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposes of his/her assignment or during the course of assignment for AERA, without the express written consent of AERA.

11.3 The Software and Network Professional shall be bound to hand-over the entire set of records of assignments to the reporting officer in AERA before the expiry of the engagement/contract, and before the final payment is released by AERA.

12. Use of Name, Emblem or Official Seal of AERA:

Software and Network Professional shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with AERA. Software and Network Professionals shall not, in any matter, whatsoever, use the name, emblem or official seal of the Government of India or AERA, or any abbreviation of the name of AERA, in connection with its business or otherwise without the permission of AERA.

13. Place of Posting:

The place of posting of Software and Network Professional will be New Delhi.

14. Relaxation:

Any of the conditions enumerated in this advertisement may be relaxed in exceptional cases, for reasons to be recorded in writing and with approval of Competent Authority in AERA.

15. The Competent Authority reserves its right to:

i. Cancel/ defer this selection and/or engagement for any reason whatsoever.
ii. Accept or reject any or all applications, without giving any explanation, whatsoever.

16. Guidelines for submission of the Applications: Interested applicants may send their duly filled application in the prescribed format alongwith relevant documents and must clearly superscribe the application with name of the Post applied for. Applications received through email/post/courier will be accepted only. Any other mode/by hand for receiving of applications will not be accepted. Applications should reach in this office at below mentioned address on or before 05.30 P.M. on 21.08.2024. Any application

received after the above-mentioned deadline will not be considered. Interested applicants who had sent an application against any earlier advertisement, also need to send a fresh application and earlier application will not be considered.

Deputy Chief
Airports Economic Regulatory Authority of India,
3rd Floor, Udaan Bhawan, Safdarjung Airport, New Delhi – 110003
Email address:- estt-rectt@aera.gov.in

(Dr. Kamlesh Kumar)
Dy. Chief, AERA

TERMS OF REFERENCE FOR ENGAGEMENT OF 'SOFTWARE AND NETWORK PROFESSIONAL' AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA

For the engagement of One (01) Software and Network Professional handling the IT related works:

1. **Software and Network Professional**: 01 (One)

  1.1   **Age Limit**: Should not be more than 45 years of age on the last date of receiving of application.

  1.2   **Scope of Work/Terms of Reference:**

(i)   Assist in configuring/ installing/ using general office software.

(ii)   Design, Setup, Maintain & Repair computer networks, ensure network functions efficiently by collecting performance data monitoring security, anticipating problems & troubleshooting any issues.

(iii)   Analyzing workflow and security requirements and establishing the network.

(iv)   Evaluating network performance issues and installing and testing IT equipment (Desktop, Server, Printers, Network devices etc.), connections, and firewalls and defining the policies and procedures for the network.

(v)   Monitoring and analyzing the network and troubleshooting any problems and fine-tuning the network to enhance the performance for users.

(vi)   Implementing, monitoring, and evaluating security protocols and training the office staff on the safe and secure use of the IT equipment.

(vii)   Providing recommendations and Testing, evaluating, and installing network enhancements to regularly update the network and devices/ equipment.

(viii)   Strong working knowledge of access, administration, archival, and configuration management software

(ix)   Misc IT related work like IT Infrastructure, E-Office, Video Conferencing, Aadhar Enabled Biometric Attendance System, NIC Internet Service (NICNET), NIC Email and VPN, AERA Domain Name System, NIC Cloud (Meghdoot), backup.

(x)   Contract Management.

(xi)   Implement and maintain security best practices for infrastructure and applications, including vulnerability management, access controls, and incident response.

(xii)   Manage cloud infrastructure.

(xiii)   Create and maintain documentation for infrastructure, processes and procedures.

(xiv)   Respond to daily operational needs and react to them, avoiding service disruptions and maintaining coherence to SLA and information security requirements.

(xv)   Identify and diagnose issues and problems.

(xvi)   Advise users on the appropriate course of action.

(xvii)   Generate MIS reports as per available software and application.

(xviii)   All the infrastructure, software and hardware would be purchased/ arranged by the office.

(xix)   Any other work assigned as per organization requirement.

Application Format for recruitment of Software and Network Professional in Airports Economic Regulatory Authority of India

Name of the post for which applied for:

> Affix recent
> passport size
> photograph

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Particulars:

Postal / Current Address	Permanent Address	Phone / Mobile	e-Mail ID

7. Educational Qualification: *(Scanned copy needs to be attached)*

S. No.	Course	Subject	University' / Institute	Year of Passing	Division / Class

8. Desirable Qualification, if any: *(Scanned copy needs to be attached*

9. Work Experience: *{Scanned copy needs to be attached)*

S. No.	Organization / Institute	Period from-to	Nature of work	Remarks

10. References (Name, Address, Phone, email I D to be given):

S. No.	Name	Address	Phone / Mobile	e-Mail ID

11. Additional information about work experience, nature of work etc. may be furnished separately as attachment.

12.

Declaration:

1)   I certify that all the information and documents provided in my application are   true to my knowledge and belief. I will be solely responsible for any false/ misleading/ incomplete information or documents submitted by me.

2)   I hereby confirm to agree and abide by all the terms and conditions of the vacancy notice and corrigendum (if any).

3)   I certify that I am having prescribed essential qualification for the post I am applying for and I further certify that I fulfill all essential requirements mentioned in the vacancy notice for the post I am applying for.

4)   I certify that I am in good health for discharging my official duties effectively.

Signature of the Candidate

Place:
Date: