



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED
[A 100% Subsidiary of Airports Authority of India]

www.aaiclas.aero

Engagement Advertisement No. 03 of 2023

Engagement of Consultant in Human Resource (HR) / Finance / Airport System / Cargo / Aviation Security in AAICLAS on a Contract basis – only amongst retired employees of Govt. / PSU / SPSU of Civil Aviation Industry / DPE, on Contract Basis

Applications are invited from the willing qualified and experienced **Retired employees of Govt. / PSU / SPSU of Civil Aviation Industry / Department of Public Enterprises as Consultant in Human Resource (HR), Finance, Airport System, Cargo and Aviation Security Departments of AAI Cargo Logistics & Allied Services Company Limited (AAICLAS) [100% subsidiary of AAI]** at New Delhi/Chennai/Kolkata **on contract basis for a period of two years, further extendable on need of the company and performance of the candidate/consultant.** The detail profile and other requirements of the job is given below:

Designation	No. of Posts	Location	Monthly Fixed Remuneration
Consultant (HR) Grade-I and/or Grade-II (as the case be)	4	New Delhi	Rs.85000/- p.m. if retired from E8 regular grade or Rs. 75,000/- p.m. if retired from E7/E6 grade - for engagement as Grade-I consultant Rs.50,000/- p.m. for Grade-II Consultant
Consultant (Finance) Grade-I and/or Grade-II (as the case be)	2	New Delhi / Chennai	Rs.85000/- p.m. if retired from E8 regular grade or Rs. 75,000/- p.m. if retired from E7/E6 grade - for engagement as Grade-I consultant Rs.50,000/- p.m. for Grade-II Consultant
Consultant (Airport System) Grade-I and/or Grade-II (as the case be)	2	New Delhi	Rs. 75,000/- (per month) for Grade-I consultant Rs.50,000/- p.m. for Grade-II Consultant
Consultant (Cargo) Grade-I and/or Grade-II (as the case be)	2	New Delhi	Rs. 75,000/- (per month) for Grade-I consultant Rs.50,000/- p.m. for Grade-II Consultant
Consultant (Security) Grade-I and/or Grade-II (as the case be)	4	New Delhi,	Rs. 75,000/- (per month) for Grade-I consultant Rs.50,000/- p.m. for Grade-II Consultant
Consultant (IT) Grade-I and/or Grade-II (as the case be)	2	New Delhi/ Chennai	Rs. 75,000/- (per month) for Grade-I consultant Rs.50,000/- p.m. for Grade-II consultant

1. ELIGIBILITY

- a. The retired personnel should be medically fit and of age should not be more than 63 years as on 28th Feb., 2023.
- b. For Grade-I Consultant the personnel should be superannuated from regular E7/E6/Dy. Secretary level and for Grade-II Consultant, the personnel should be superannuated from regular E5/E4/E3/Under Secretary level of CPSE/Govt.
- c. For Grade-I Consultant the minimum experience should be 15 years (if retired from E8 level) and 10 years (if retired from E7/E6 level) as an Executive in the respective field and for Grade-II Consultant the minimum experience should be 05 years as an Executive in the respective field.
- d. The eligible candidate should be clear from vigilance / disciplinary angle at the time of retirement. In this regard, the candidate has to submit supporting document.
- e. There should be no criminal case pending against the eligible candidate and the same will be self-certified by the respective candidate. In case of false information, action as per rules be initiated including termination of contract.
- f. The applicant should be willing to join immediately or on a short notice.
- g. Preference will be given to candidates having working experience in aviation sector in last 10 years.

2. PERIOD OF ENGAGEMENT

- a. The duration of engagement of Consultant, shall be for two years, further extendable on need basis plus performance of the incumbent.
- b. The appointment of consultants would be on full-time basis and she / he will not be permitted to take up any other assignment during the period of consultancy.
- c. Both AAICLAS and the consultant can terminate / leave the contract during the period of engagement by giving one-month notice period or one-month remuneration in lieu of notice period.

3. SCOPE OF WORK / JOBS TO BE CARRIED OUT

3.1 FOR HR CONSULTANT: -

- a. Manpower planning, Recruitment & Hiring, Training and development of officials, emoluments and benefits of organization's staff, legal compliances to design workplace policies, IR compliances, performance management and appraisals.
- b. Working knowledge of SAP HR Modules will be an added advantage.
- c. Preference will be given to those who have handling knowledge of Gem Portal, CPGRAM, RTI etc. portals with Good knowledge of Computer Operation etc.
- d. Any other work to be assigned by the competent authority from time to time.

3.2 FOR CARGO CONSULTANT: -

- a. To ensure round the clock Cargo Operations at Air Cargo Complex of AAICLAS.
- b. To ensure efficient and smooth handling of International, Domestic, Courier, Transshipment, SEZ, Bonded Truck Cargo, AFS cargo etc.
- c. To lay down procedures/SOPs/SLAs for smooth functioning of air cargo complex.
- d. To coordinate with CHQ-AAICLAS and/or Regional offices on cargo matters related to the functioning of cargo complex, if required.
- e. Projection of infrastructural requirements and suggest allocation in capital budget.
- f. To coordinate with various agencies i.e. Airlines, Ground Handling Agencies (GHA) and other agencies at Airport and trade bodies to ensure smooth functioning of Air cargo handling operations at Cargo Complex in terms of Agreement /SLA's with Airlines/ Parameters/ Citizen Charters etc.
- g. To plan and recommend training requirements of all officials, organize Training & development programmes and undergoing trainings like IATA, DGR, Human Resources Management, Contract Management, Labour related regulations and other cargo related trainings etc.
- h. To lease space / covered space etc. to various agencies at air cargo complex as per the guidelines of CHQ / DoP and enter into an agreement / security deposit collection/ monitoring the validity / renewal of security deposits.
- i. To raise billing of License Fee, Utility charges, Electricity charges etc. on monthly/periodical basis & ensure timely collection etc.
- j. To arrange / attend to various meetings and take follow up action.
- k. To monitor the collection of revenue as per the terms and conditions of contract and take Penal action.
- l. To guide with application of waiver of demurrage charges / claim cases/ court cases.
- m. To redress grievances of airlines, agents etc.
- n. To coordinate and interact with other departments of AAI and other regulated agencies.
- o. To coordinate for implementation of policy directives/decisions of CHQ.
- p. To provide input for Management Review.
- q. To undertake e-auction/e-disposal of uncleared cargo in coordination with Customs, MSTC, other agencies and appointing agency for destruction of unclaimed / uncleared cargo.
- r. To ensure 100% serviceability of cargo handling/security equipment.
- s. To effectively monitor all operating agencies/ users of Air Cargo Terminal/ O&M agencies & their manpower.

- t. To effectively implement/ monitor Regulated Agent (RA), RA3, Cargo Terminal Operations (CTO) functions of AAICLAS.
- u. To effectively use IT/ ICMS/Customs EDI/SAP/ Comsoft etc.
- v. To undertake e-procurement of goods and services through Govt. portals (GeM, CPP etc.)
- w. To undertake preparation of Notice Inviting Tender (NIT), publishing and finalizing the contract for procurement of services, goods and contracts etc.
- x. To undertake appointment of DGR agencies in coordination with DGR Hqrs, CSO-AAI, CSO-AAICLAS and respective Regional Managers (RMs) of AAICLAS. Devise SOPs with approval of BCAS and Airport Directors AAI for facilitating movement of Air Cargo through passenger terminals where exclusive air cargo terminals are not created.
- y. To effectively monitor the activities like de-palletization / receiving/ segregation/ storage/ forwarding of cargo for Customs examination and arrange for further delivery of import cargo against relevant documents after obtaining Customs clearance and payment of AAICLAS dues. Similarly, to deal with transshipment cargo, AFS cargo, Domestic inbound cargo, import courier cargo etc.
- z. To monitor acceptance, 100% weighment, Customs examination, Customs clearance, x-ray scanning, palletization, storage, release of export cargo, EGM entry etc. Release of shut down cargo on collection on applicable charges. Similarly, to deal with Bonded truck cargo, AFS Cargo, Domestic outbound cargo, export courier etc.
- aa. To ensure safe handling of VAL, PER and sensitive cargo including temperature sensitive cargo etc.
- bb. To ensure payment of Statutory, Municipal Tax, Professional Tax, Electricity bills etc. in time bound manner.
- cc. Maintenance of Cash book / periodical statements/ revenue records statutory tax formats/ remittance etc.
- dd. To coordinate for various audits (internal, Statutory, CAG, BCAS, DGCA etc.) corrective action and timely reply to the observations.
- ee. To deal with various investigative agencies (Customs DRI, SIIB, CBI, Local Police Authority etc.) on the air cargo handling and brief to RHQ/CHQ on the action taken.
- ff. To deal with bomb threat procedures, periodical fire drills, National Disaster Management Authority, Aviation Security related periodical inspections etc.
- gg. To fulfil the statutory requirements at Cargo for smooth cargo operations.
- hh. To coordinate with Customs/Airlines/Trade bodies/ Facilitating agencies etc. and inter departmental Units for smooth flow of cargo operations.
- ii. To ensure implementation of all internal and external directives concerning cargo handling.

- jj. Compilation/Submission of MIS, GST return etc., within the stipulated period.
- kk. To look after Air Cargo handling operations at additionally assigned airports and Air Cargo handling through passenger terminals.
- ll. To attend to any other duties and responsibilities assigned periodically by the Competent Authority.
- mm. Any other work to be assigned by the competent authority from time to time.

3.3 FOR AIRPORT SYSTEM CONSULTANT: -

- a. Development, implementation, maintain all aspect of Integrated management Software for AAICLAS.
- b. Prepare, Design, Implement, update, maintain-IT policy & various aspects as per latest Technology, Trends & Security in IT.
- c. Experience in Central Public Procurement Portal (CPPP) and GeM Portal procedure.
- d. Experience in Network & Security administration and System Admin knowledge (Windows/Linux) is preferred.
- e. Develop robust MIS and IT platform for monitoring all works.
- f. Planning & Budgeting of IT capital works i.e. Cargo IT Infrastructure Projects including upgradation, expansions and modifications & Monitoring of IT capital works.
- g. Experience in Cloud Server implementation, maintenance, security and development.
- h. Experience with firewalls, UTM, VPN technologies, implementation, troubleshooting, and problem resolution is desired.
- i. Knowledge of Risk Assessment Techniques/ IT System Audits.
- j. Engagement of Consultants for DPR, Project Planning, Design, Estimation etc. complete.
- k. Preparation /vetting of estimates for A/A & E/S through tender documents etc. for works including comprehensive, design and build, item rate, EPC etc. and award of contract.
- l. Call of tenders for IT capital works/AMC/procurement of equipment, Systems/consultancy (any type) & accord of technical sanctions, approval of draft NITs, sanction of Extra Items, Substituted Items & Deviation Items.
- m. Handle arbitration cases pertaining to IT works and finalize scope of work for Capital works.
- n. Monitoring of AMCs of IT Equipment and Systems.
- o. Any other work to be assigned by the competent authority from time to time.

3.4 FOR FINANCE CONSULTANT: -

- a. Supervision, Maintenance of accounts, taxation matters, scrutiny of bills, processing of salary, audit and banking matters, financial concurrence, return submission, budgeting, procurement, cash flow management, receipts, expenditure, taxation, balance sheet, GST/ITR etc.
- b. Working knowledge of SAP Finance module is desirable.
- c. Good knowledge of computer operation. And should have excellent knowledge of Consolidation of Accounts and finalization /closing of accounts
- d. Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in SAP, Processing of salary, PF, Financial Concurrence, Audit matter and banking matter.
- e. Budgeting: Formulating budgets and conducting variance analysis to determine difference between projected and actual results to be followed up with corrective actions. Divisional and Profit Centre Budgeting. It included allocation of costs to various profit centres, Half Yearly and Quarterly forecasts, Monthly projection, variance analysis.
- f. Well Knowledge of Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS GST and Annual return submission of GST.
- g. Well knowledge in Segment Accounting and Segment wise Profitability Ensure monthly, quarterly and yearly closing of Accounts with accuracy.
- h. Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- i. Fund Management: Monitoring cash flow transactions and projecting cash requirements for future.
- j. Monitoring and analyzing accounting data and produce financial reports or MIS.
- k. Full Supportive knowledge at Limited Review, Internal Audit, CAG Audit and Statutory Audit.
- l. Complete knowledge in Purchase Function, Procurement Scheduling and coordination with Payable.
- m. Efficient application in Cost Benefit analysis on Transitional project and business.
- n. Meets accounting financial objectives by forecasting requirements; preparing an annual budget, scheduling expenditures, analyzing variances; initiating corrective actions.
- o. Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues and monitoring of Accounts of the units.
- p. Any other work to be assigned by the competent authority from time to time.

3.5 FOR SECURITY CONSULTANT: -

All Aviation Security related issues including Trainings / manpower data / planning / co-ordination with various agencies etc.

Any other work to be assigned by the competent authority from time to time.

4. ATTENDANCE & LEAVE

- a. Consultants will be required to mark their biometric/manual attendance daily at the place of reporting in line with AAI employee's attendance system at the place of engagement.
- b. Consultants shall be eligible for 15 days leave (inclusive of three national holidays) in a calendar year on pro-rata basis.
- c. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days (in one spell) in a year.
- d. Un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- e. In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.
- f. AAICLAS will be at the liberty to terminate the services in case of non-performance / unsatisfactory services.
- g. AAICLAS will be free to terminate the services in case the consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

5. ALLOWANCES

- a. Consultants shall not be entitled for any allowance such as Dearness Allowance (DA), Residential Telephone, Transport facility, Personal staff, Residential Accommodation, Medical Allowance/Reimbursement etc.

6. TA/DA

- a. No TA/DA shall be admissible for joining the assignment or on its completion.
- b. However, consultants will be allowed TA/DA for their travel inside the country in connection with the official work approval after approval of competent authority by air/train/bus, as the case be, as per rules of AAICLAS.

7. TERMINATION OF CONTRACT

In addition to Clause 2(c), 4(f) (g) above, the contract may be terminated without any notice by AAICLAS in case the consultant is unable to address the assigned tasks. Quality of the assignment works is not the satisfaction of the company. The consultant fails in timely achievement of the milestones as decided by the company. The consultant is found lacking in honesty and integrity. In case the information furnished by the consultant is found wrong/false/misleading.

8. SELECTION CRITERION

- a. The engagement shall be followed by Interview through an Interview Committee (personal interview / interview through video conference).
 - b. AAICLAS reserves the right, to decide or to edit/cancel/partially cancel this advertisement, and not to proceed in the matter, at any stage, accept or reject any or all offers, without giving any explanation, whatsoever.
- 9.** AAICLAS shall nowhere be responsible/liable for any misconduct/wrong act on the part of the consultant. Further AAICLAS also clarify that there will not be any liability with regard to Medical, PF, Social security etc. with regard to the consultant and/or his/her family.
- 10.** In case of any loss to AAICLAS due to the non-compliance on the part of the consultant, AAICLAS reserves the right to recover that loss with penalty, if any, from the consultant.
- 11.** The authority with regard to writing / signing / submission of statement for the work assigned or to be assigned to the Consultant, shall be of respective Cargo In charge or as the case may be, or duly authorized AAICLAS officials. The Consultant shall not write any letter or to commit on behalf of AAICLAS whatsoever, to any of the authority inclusive Central / State Govt. at his own.
- 12.** Confidentiality of data and documents: The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. 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 the information collected for the purpose of this assignment or during the course of the assignment for the department, without the express written consent of the Department. The Consultant shall be bound to hand over the entire set of records of assignment to the department before the expiry of the contract and as advised by the Appointing Authority or his authorized representative and it is a binding to Consultant.
- 13. Conflict of interest:** The consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
- 14.** The consultant shall not make any commitment with the Central / State Govt. or any other department on behalf of AAICLAS.
- 15.** TDS, if any shall be deducted as per Income Tax Rules.
- 16.** Interested candidates may send their application along with annexures through e-mail at hr.chq@aaiclas.aero in the specified format (**Annexure-I**) on or before **27.02.2023**.

Annexure-I

How to apply? _____

The persons who fulfill the eligibility conditions after going through details of scope of work and terms and conditions and other details may apply in prescribed format as given below.

Application for engagement of Consultant Grade-I / Grade-II

Choice of Station : _____

Recent self-attested photograph

(i) Name : _____

(ii) Date of Birth : _____

(iii) Date of Retirement : _____

(iv) Designated Post on retirement : _____

(iv)(a) Organization from where retired : _____

(v) Address for : _____

Correspondence : _____

(vi) Contact No.: Landline : _____

Mobile : _____

(vii) Email ID : _____

(viii) Academic Qualification (In reverse order, starting from the latest):

Sl. No.	Degree	Year		Stream / Subjects	University	Class / Division (if any)
		From	To			

(ix) Relevant Experience:

(a) Year-wise tasks / highlights of similar nature carried out during last 10 years with all details including employer, position held & pay-scale.

Sl. No.	Organization	Post Held with Basic Pay	Year		Responsibility Handled	Remarks
			From	To		

- (b) The candidate should be cleared from Vigilance / Disciplinary angle and superannuation documents shall be provided by the candidate only. Last Pay certificate, if available, to be enclosed along with the application form.

Place: _____

Signature: _____

Date: _____

Name: _____

Disclaimer:

The above information furnished by the applicant are true and correct. Any discrepancy reported at later date may lead to cessation of work assignment/contract.