



Notice No.: AAI\ATFM\CARO\RA\2024

Date: 15/01/2024

Notice

Engagement of a Research Advisor at Civil Aviation Research Organisation (CARO), Hyderabad, on a contract basis for two years, extendable for one year, based on the requirements of AAI.

Last Date of Submission of Application: 31st Jan 2024.



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Title: Engagement of Research Advisor to assist in implementation of R&D activities at CARO, Hyderabad on contract basis.

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**GM(ATM)-CARO
For ED(ATM-ATFM)
Email: gmcaro@AAI.AERO**



Notice & Advertisement

Subject: -Engagement of Research Advisor to assist in implementation of R&D activities at CARO, Hyderabad on Contract Basis.

1. Introduction

Airports Authority of India (“Authority” or “AAI”), established under Airports Authority of India Act, 1994, is a Category-I mini-ratna public sector enterprise. The Authority is mandated under the Airports Authority of India Act, 1994 to inter alia manage the Airports, Civil enclaves and the aeronautical communication stations efficiently (other than airports and airfields belonging to, or subject to the Control of, any Armed Force of the Union). The Authority, in its persistent efforts to provide world class infrastructure and services to stakeholders, has been endeavoring to excel amongst its global peers by undertaking various initiatives.

Airport Authority of India runs Civil Aviation Research Organization (“CARO”), a premier research organization specializing in the field of civil aviation in India situated at old airport, Begumpet, Hyderabad. With a team of brilliant minds, it strives to push the boundaries of knowledge, foster technological advancements, and address the evolving challenges faced by the aviation industry.

In order to better manage its research activities AAI plans for engagement of a Research Advisor to assist in implementation of R&D activities at CARO, Hyderabad.

2. Period of Engagement

- 2.1. The Research Advisor will be engaged initially for a duration of 24 months (Twenty-four months) which may be extended further for a period of 12 months (Twelve months) subject to requirement of AAI and performance of the Research Advisor.
- 2.2. The engagement of Research Advisors would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of his/her assignment in AAI.
- 2.3. Both AAI and the Advisor can terminate/resign the services during the period of engagement by giving one-month notice period or one-month remuneration in lieu of notice period.
- 2.4. The successful candidate can serve as Research Advisor up to maximum age of 70 years.



3. Remuneration

- 3.1 Research Advisor will be paid fixed remuneration of Rs. 3 (Three) Lakhs consolidated on monthly basis.
- 3.2 The Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate. Service Tax/ GST as applicable shall be payable extra at the prevalent rates.

4. Eligibility Criteria & Documents to be submitted in Application

Table-1:

Sl No.	Eligibility Criteria	Documents to be submitted by the Applicant
1.	Educational Qualification: Ph. D or equivalent	Supporting document
2.	The Applicant (serving/retired) should be medically fit and have experience as senior level executive (E-9 and above or equivalent) in a reputed Govt./PSU/Private Organisation or from reputed research/ academic institution.	Supporting document
3.	Maximum age of applying is 68 years from the date of publication.	Supporting document
4.	The candidate should be clear from vigilance/Disciplinary angle at the time of retirement.	Declaration to be submitted as per Annexure B.
5.	There should be no criminal case pending against candidate and this will be self-certified by the respective candidate.	Declaration to be submitted as per Annexure B.



6.	The Applicant shall provide details of the number of years and areas of experience additional skills etc.	Supporting document
7.	Acceptance letter duly filled in all columns and signed by the applicant.	As per Annexure B
8.	Unconditional Acceptance letter duly filled in all columns and signed by the applicant.	As per Annexure C

Selection of the candidate will be done through interview.

The candidates should apply in the prescribed proforma (At **Annexure A**).

Note: All the documents listed in Table-1 to be signed on each page by the applicant.

5. Scope of Work/ Role of Research Advisor:

CARO, established by AAI, is a research organization in the field of civil aviation to produce indigenously developed solutions/systems to meet requirement of Indian Aviation Industry. It aims to develop solutions for present and future needs as per the identified problem statements.

Following are the key roles and responsibilities of a Research Advisor:

- i. **Research Design:** Research Advisor shall help in transforming the identified problem statement into research project and identify required resources, research procedure and methodology study. Research Advisor shall play key role in guiding the research project, considering factors like sample size, data collection methods and data analysis techniques to ensure the study validity.
- ii. **Methodology selection:** Depending on the nature of the research, Research Advisor shall advise on the most suitable research methodologies, such as qualitative, quantitative, mixed methods, case studies, surveys, experiments, or observational studies.
- iii. **Data Collection:** Research Advisor shall assist in developing data collection tools such as surveys, questionnaires, interview guides or observation protocols. Research Advisor shall ensure that the data collection process is well-structured and aligned with the research activities.
- iv. **Data Analysis:** After data collection, Research Advisor shall assist in analyzing the data



using appropriate statistical or qualitative analysis techniques. Research Advisor shall assist to interpret the results to draw meaningful conclusions and insights from the research.

- v. **Quality Assurance:** Research Advisor shall ensure the quality and accuracy of the research process by conducting data validation checks, addressing potential biases, and ensuring that the research adheres to ethical guidelines.
- vi. **Literature Reviews:** Research Advisor may conduct a comprehensive literature review to provide a theoretical framework and contextualization to the research within existing knowledge and previous studies.
- vii. **Report Writing:** Research Advisor is responsible for preparing clear and concise research reports that presents findings, analysis and recommendation in a format suitable for audience or client.
- viii. **Consultation and collaboration:** Research Advisor may suggest consultation and collaboration partners to AAI to address a specific problem statement. AAI has engaged some startups and MSMEs and other research organizations in collaboration and planning to engage more to find solutions/develop indigenous systems. It will be the responsibility of the Research Advisor to provide effective coordination among them and evaluate their findings/accomplishments.
- ix. **Presentation and communication:** Research Advisor may require to get involved in presentation of research findings. Effective communication of research results is essential to facilitate decision- making based on research outcomes.
- x. Any job assigned by ED (ATM)- CARO/GM (CARO) in connection with the activities of CARO.

6. Submission of Application

6.1. The Notice & Advertisement can be downloaded from AAI website <https://www.aai.aero/en/careers/recruitment>

6.2. Interested applicants fulfilling the eligibility criteria as stated in Para 4 of this Advertisement, are requested to submit the duly filled & signed scanned copy of the application at email Id gmcaro@aai.aero on or before **31st Jan 2024** positively along with the testimonials as mentioned in Para 4 “**Eligibility Criteria & Documents to be submitted in Application**” including experience certificate followed by duly signed hard copy with all required documents by Registered/Speed Post on the below mentioned address:



GM(ATM)-CARO,
O/o ED (ATFM), Room No. 212,
Airports Authority of India,
A Block, Rajiv Gandhi Bhawan,
New Delhi-110003

6.3. Shortlisted candidates will be invited for interview for selection.

Note: AAI reserves to itself the right to reject any or the entire Application in full or in part without assigning any reasons thereof and to call for any details or information or extend the date of its submission.

7 Other terms & conditions:

7.1. TA/DA:

- a. No TA/DA shall be admissible for joining the assignment or on its completion /termination.
- b. However, Research Advisor will be allowed TA/DA for his/her travel inside the country in connection with the official work after approval of AAI.
- c. Retired Government Servants and Retired officials from PSUs appointed as Advisors would be entitled as per his/her last entitlement drawn at the time of retirement.
- d. Research Advisor (other than Retired Government Servants and Retired officials from PSUs) shall be entitled for TA/DA equivalent to E9 level in AAI for his/her travel inside country in connection with the official work after approval of the competent authority.

7.2 Attendance & Leave

- a. Research Advisor will be required to mark their Biometric/manual Attendance daily at the place of reporting in line with AAI Employees attendance system at the place of engagement.
- b. Research Advisor shall be eligible for 12 days leave in a calendar year on pro-rata basis.
- c. Therefore, an Advisor shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).
- d. Un-availed leave in a calendar year will neither be carried forward to next calendar year nor be considered for encashment at the end of the tenure.
- e. In case of absence from duty other than holiday and permissible leaves, proportionate amount would be deducted from the remuneration/consultancy fee.
- f. AAI will be free to terminate the services in case Research Advisor remains absent for more than 15 days beyond the entitled leave in a calendar year.



7.3 Agreement and Letter of Acceptance: Upon selection candidate should express his acceptance through a letter, as per Annexure B. An agreement, as per prescribed proforma, will be entered between the selected Research Advisor and AAI specifying the terms and conditions of hiring of Research Advisor, including the following:

- a. Scope of Work.
- b. Remuneration/Consultancy Fees to be paid to the Research Advisor.
- c. Details of Tax Deduction at Source from Remuneration/Consultancy Fees to be paid to the Research Advisor.
- d. Reimbursement of GST paid by the Research Advisor.
- e. Terms for domestic travel and entitlement for the same in terms of TA/DA.
- f. Facilities to be provided by AAI in terms of office space, other infrastructure etc.
- g. Deliverable of the assignment expected from the Research Advisor.
- h. The agreement will be binding on both the Advisor and AAI

7.4 Termination of Agreement: AAI can terminate the agreement on the following grounds.

- a. In case the information furnished by the applicant is found to be false at any stage. An action as deemed appropriate by AAI will be initiated, which shall be final and bindings.
- b. The Research Advisor is unable to fulfil the assigned tasks as defined under clause 5.
- c. Quality of the deliverables/work undertaken by Research Advisor is not as per the satisfaction of the AAI.
- d. The Research Advisor fails in timely achievement of milestones as agreed with AAI.
- e. The Research Advisor is found lacking in honesty and integrity.
- f. The services of the Research Advisor are liable to be terminated at any time by giving one-month notice or remuneration in lieu of notice period and the decision of AAI will be final in this regard.

7.5 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. it shall not 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 to the department before the expiry of the contract and as advised by the Appointing Authority or his authorized representative and it is binding on the Consultant.



Annexure- "A"

Proforma of Application

1. Application for the post : **Research Advisor in AAI on contract basis.**
2. Name of the Applicant :
3. Date of Birth :
4. Permanent address :
5. Correspondence address :
6. Mobile number :
7. Email id :
8. Date of superannuation :
9. Name of organization :
- Superannuated
10. Post & Grade from which :
- superannuated
11. Last basic pay drawn :
- (pay slip to be attached)
12. Pension drawn :
- /month (if any)

13. Educational Qualification :
(along with self-attested copies of supporting doc.)

Name of Exam.	Name of University	Month & Year of Passing	Main Subject	% of marks



14. Experience

Organization/s	Designation	Whether Pvt. Or Govt. /PSU	Period From – To

15. Current assignment (if any): (please add extra page, if required)

16. The achievement made during last 10 years (not more than 15-20 points/300 words) may be submitted as per proforma given below (add extra pages, if required).

1. Contribution/achievement made during the last 10 years:

2. Any other relevant information:

Signature: _____

Name : _____

Date : _____



Annexure- "B"

To

The GM(ATM-CARO), AAI,
Rajiv Gandhi Bhavan, A Block, CHQ,
New Delhi-110003

ACCEPTANCE LETTER

I, hereby acknowledge that I have read and understood the Terms & Conditions of 'Notice & Advertisement' and accept the same.

I, hereby declare that I am not employed gainfully elsewhere and also that I will not take up any gainful employment elsewhere during the period of engagement with Airports Authority of India.

I, hereby declare that I am not residing in any Government Accommodation and in case, I shift to any Government accommodation during my engagement with Airports Authority of India, I shall immediately inform AAI in this regard.

I, hereby declare that there is no vigilance/criminal case proceeding pending on me as on the date of appointment/engagement.

I, confirm that I shall commence my contract/services with effect from _____

Name : _____

Signature : _____

Date : _____

Mob : _____



Annexure- “C”

UNCONDITIONAL ACCEPTANCE LETTER

To,

The GM(ATM)-CARO, AAI,
Rajiv Gandhi Bhavan, A Block, CHQ,
New Delhi-110003

Subject: Unconditional Acceptance of AAI’s Terms and conditions mentioned in the for the Engagement of Research Advisor to assist in implementation of R&D activities at CARO, Hyderabad

Sir,

1. I, hereby certify that I have read the entire terms and conditions of this notice & advertisement. I shall abide by the conditions /Clauses contained therein.
2. I, hereby unconditionally accept the AAI Terms and conditions of the Engagement of Research Advisor to assist in implementation of R&D activities at CARO, Hyderabad.

Yours faithfully,

Date:

(Signature of the Applicant)