

F. No: A-12031/12/2024-Recruitment Section {Comp. No.256506 (P)}

Government of India
Directorate General of Civil Aviation
Recruitment Section
(www.dgca.gov.in)

Opp. Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003
Dated: May, 2024

17

VACANCY CIRCULAR

Subject:- Engagement of three (03) Consultants, on contract basis, against the vacancies of Senior Cabin Safety Inspector (Sr. CSI), in Flight Standards Directorate of Directorate General of Civil Aviation (DGCA)-regarding.

Applications are invited from Indian nationals in the prescribed proforma for engagement of three (03) Consultants, **on contract basis** against the vacancies of Senior Cabin Safety Inspector (Sr. CSI), in Flight Standards 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 Engagement 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 monthly remuneration for Senior Cabin Safety Inspector and Cabin Safety Inspector is Rs. 75,000/- (Rupees Seventy Five Thousand only). The details of eligibility, job profile for engagement of Consultants are at **Annexure A**.

5. General Instructions:

- i. Before applying for the said engagement, interested candidates are advised to carefully read this Vacancy Circular and ensure that she/he possesses the essential requirements and have the original requisite documents in support of the information/particulars furnished in the online application form for the said engagement.
- ii. The applicants are required to fill up all the particulars in the **Online Form by clicking on the Link Here**. The last date of filling up of the online applications is **7th June, 2024 (Friday) (1500 hrs)**.

- iii. After successful submission of online application, the applicants will receive a copy of duly filled-in application form on the e-mail ID provided by them. Applicants are required to take a print of that application form, paste their current photograph (duly sign it across) and sign the application (in the space provided) and send it, along-with No Objection Certificate from their employer (authorized signatory), if any, in the space provided in the form and the required legible, self-attested photocopies of the documents in support of the essential requirements, by speed post/courier/ by hand in a sealed envelope clearly super scribing the vacancy against which she/he has applied for' to **Recruitment Section, A Block, Directorate General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110 003 latest by 14th June, 2024 (Friday) (1500 hrs)**
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 engagement 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. In case of non-joining of the selected candidates as Consultants, on contract basis, she/he shall be debarred for a period of one year from the date of refusal or cancellation of her/his candidature, whichever is earlier, for applying for engagement as Consultant, on contract basis, in DGCA.
10. Consultant's engagement will be as per Terms and Conditions enclosed at **Annexure-B**.


(Vijay Pratap Singh)
Deputy Director of Administration

ANNEXURE A

Post	<i>Tentative No of post</i>	<i>Upper age limit</i>	<i>Period of contract</i>	<i>Eligibility</i>
Senior Cabin Safety Inspector	03	60 years	Initially for a period of one year or till the regular incumbent joins or until further orders, whichever is earlier.	<p>(A) Essential:-</p> <p>(i) Should have passed Higher Secondary (10+2) from a recognized Board;</p> <p>(ii) Should have held a position as Cabin Crew/Sr. Cabin Crew/ In-flight-Safety Auditor.</p> <p>(iii) A Composite Fifteen years' experience as Cabin Crew/ Sr. Cabin Crew/ In-flight Safety Auditor.</p> <p>(B) Desirable:-</p> <p>(i) Graduation from a recognized university.</p>

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.

**A-12031/12/2024-Recruitment Section
Government of India
Ministry of Civil Aviation
Directorate General of Civil Aviation**

Opposite Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003

Terms and Conditions of engagement of Consultants (Sr. CSI), on contract basis, in Directorate General of Civil Aviation (DGCA).

The Terms and Conditions of engagement of Consultant (Sr. CSI), on contract basis, in Directorate General of Civil Aviation, Ministry of Civil Aviation, Government of India, New Delhi are as under:-

1.1 **Tenure:-**The tenure will be initially for a period of one year from the date of assumption of the charge or till the Consultants attain the age of 60 years or till the Consultant remain eligible as per eligibility requirements or till the regular incumbent (s) join(s) or until further orders, whichever is earlier.

The extension of engagement beyond one year, if any, shall be as per provisions contained in Clause 1.4 of this terms and conditions.

1.2 **Probation:-**On engagement, Consultant will be placed on job familiarization assignment and evaluation for a period of one month. During the period, the Consultant will have to meet and maintain the requisite skills, knowledge of the job assigned, medical fitness and in the event of failure, DGCA reserve the right to terminate the engagement summarily without any notice or compensation thereof in term of this engagement.

1.3 **Performance Report:-** During the period of engagement, there will be periodic Performance Assessment by the concerned Directorate/Division. The concerned Directorate/Division, one month before completion of every completed year of the Consultant will submit the performance report of the concerned Consultant and its recommendations for further continuity of the contract, if any or otherwise of the respective Consultant to Recruitment Section.

In the event of failure to meet the requisite standards and quality of output, the contract of the Consultant shall be terminated forthwith and in such case, no notice period is required to be given to Consultant by the DGCA.

1.4 **Extension:-** On completion of the tenure of engagement, on contract basis, DGCA may consider the desirability of extending the same, on the basis of requirement and subject to performance report, assessment, recommendations of the concerned Directorate/Division and approval of the Competent Authority. In case no request for extension of tenure is received within the stipulated time period, the Consultant will be deemed relieved on expiry of her/his contract with DGCA. Further, completion of the engagement will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc. as are applicable to the regular employees of DGCA. The total period of contract shall not exceed **three years** (including initial period of one year) from the date of joining of the Consultant.

1.5 **Termination:-**In general terms, the engagement may be terminated by the either side, by giving one month's notice or remuneration in lieu thereof. However, the DGCA reserves the right to reject the notice of termination of the Consultant in public interest or due to exigencies of work.

1.5.1 If the regular incumbent (s) join(s), the contract will be terminated and in that case no notice period is required to be given to the Consultant by the DGCA.

1.5.2 If the contract is terminated for established violation of any procedure or misconduct or any of the clauses of this contract, no notice period is required to be given to incumbent by the DGCA.

1.5.3 In the event of established ineligibility of the Consultant, the contract will summarily be terminated without any notice period by the DGCA.

1.5.4 Engagement of Consultant in DGCA is subject to further verification of her/his Character & Antecedents from the concerned police authority. In case any adverse report(s) is reported by the concerned authority while verifying her/his character and antecedents or any false information is given by her/his in her/his attestation forms, the engagement shall be terminated forthwith. In that case, no notice period is required to be given to incumbent by the DGCA.

2. Remuneration:-

2.1 During the period of contract, Consultant shall be paid a fixed monthly remuneration of Rs.75, 000 /- (Rupees Seventy Five Thousand only).

2.2 The said remuneration shall not be raised at all and Consultant shall not make any request/representation in this regard.

2.3 The said engagement shall be in the fixed remuneration. For any fraction of a month, the Consultant will be paid on pro rata basis (number of days taking 30 days in a month). No other allowances etc. shall be admissible except TA/DA on official tour which will be as per normal rules applicable to any serving Official of equivalent rank in DGCA.

2.4 The remuneration shall be paid by direct bank transfer or by any other means, as may be decided by the Government from time to time.

2.5 In the event of completion of contract tenure or termination of the contract, apart from other demands as are due under this Terms & Conditions, the Consultant shall be required to refund/return any dues or any item or equipment issued to him/her. In the event of any dispute, the decision of the DGCA shall be final and binding on the Consultant.

3. DEDUCTIONS

3.1. DGCA shall not be responsible for non-statutory deductions like insurance premium etc.

3.2 Taxes as levied by the Government shall be deducted at source from the remuneration due to Consultant.

4. NATURE OF DUTIES

4.1 The duties and responsibilities of Consultant will be as indicated in **Annexure-A** of the Vacancy Circular No. **A.12031/12/2024-Recruitment Section** dated **17th May, 2024.**

4.2 The controlling Division shall also assign any other duties and responsibilities in public interest and in exigencies of work.

5. PLACE OF DUTY

The place of engagement shall be the Headquarters of the Directorate General of Civil Aviation (DGCA) or any of the Regional Offices/Sub-Regional Offices of the DGCA with a liability to serve anywhere within India.

6. WORKING HOURS

6.1 Normal 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 9:30 AM to 6:00 PM including 30 minutes lunch break from 01:30 PM to 02:00 PM.

6.2 In addition, the Consultant may be required to work on extended working hours (including weekends), 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 any compensation for the same

7. LEAVE

7.1 The Consultant will be entitled for Eighteen (18) days leave in a calendar year on pro rata basis of one and half (1.5) days leave for work of each completed calendar month. The Consultant shall not be entitled to any remunerations for the period of absence beyond 18 days leaves in a calendar year calculated on pro rata basis. Any un-availed leave during a calendar year shall not be carried forward to next calendar year or qualify for encashment at the end of the calendar year or tenure, as the case may be.

7.2 Any absence from duty without intimation, without any valid reason or unauthorized absence for a period of more than fifteen days shall be treated as deemed termination of the contract without any notice invoking the penal clauses and Bond.

7.3 Station Leave Permission shall be mandatory before leaving the station, even on a holiday (including closed holiday(s) i.e. Saturday and Sunday also).

7.4 Leave cannot be claimed as a matter of right. In public interest or due to exigencies of work, leave can be refused or revoked by the authority competent to grant it.

7.5 A female Consultant engaged on contract basis in DGCA will also be entitled for maternity leave provided that she does not have two or more than two surviving children. This is further subject to the condition that she has actually worked in DGCA for a period of not less than one hundred and sixty (160) days in the twelve months immediately preceding the date of expected delivery.

- i. The maximum period of such leave will be twenty six (26) weeks of which not more than eight (08) weeks shall precede the date of expected delivery.
- ii. A woman Consultant who legally adopts a child below the age of three (03) months or a commissioning mother (a biological mother who uses her egg to create an embryo implanted in any other woman) will be entitled to maternity leave for a period of twelve (12) weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- iii. However, a woman Consultant will not be entitled for the said leave beyond her contract tenure, if not extended for any reasons.

8. CONDUCT AND DISCIPLINE

8.1 The Consultant shall maintain absolute integrity and devotion to duty at all times and shall not indulge in any activity which adversely affect the functioning of the DGCA or Government of India in any manner whatsoever. The Consultant shall maintain decent standard of conduct, good character, proper discipline and utmost gender sensitization, failing which, an appropriate action shall be taken as per extant guidelines/instructions.

8.2 Being on contract service of DGCA, the Consultant shall not participate directly or indirectly in any form or manner whatsoever, in trade union activities, which may render hindrance in or obstacles in discharging the assigned duties or violates any of the Government Acts, Rules or Regulations or Orders or Instructions etc., issued from time to time. She/he shall be liable for suitable action in case of violation.

8.3 During the period of engagement with DGCA, the Consultant shall work with integrity, loyalty and conscientiously in all respect at all times in public interest. Consultant shall not engage in any employment/engagement (part or full) elsewhere during the period of her/his engagement in DGCA.

9. TRAINING:-

No training will be imparted to any of the Consultants, which may incur any financial liability on the Government exchequer.

10. BOND:-

In the event of any financial irregularities or pecuniary loss to the Government exchequer due to any of the act of the Consultant, the Consultant will have to bear the said losses in addition to other actions as per the extant provisions. The limitation period for raising such claim will be up-to four (04) years after relieving/termination of her/his contract with DGCA.

11. CONFLICT OF INTEREST

11.1 A prior intimation and approval is required before any member of family* of the Consultant apply for admission/employment/engagement or apprenticeship, etc. whether paid or unpaid in aviation section or industry etc.

[* “Members of family” in relation to a Consultant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Consultant or not].

11.2 Consultant shall not use her/his position or influence directly or indirectly to secure admission/employment/engagement for any member of family in any entity whether directly or indirectly related to Aviation Industry.

11.3 While discharging official duties in DGCA, she/he shall not deal with (for a period of one year in case she/he has not joined through proper channel) any matter whatsoever which is related to the entity (including any company or firma or airlines or industry or any person etc.), where she/he worked immediately prior to joining DGCA. Further, she/he shall also not deal with any matter whatsoever which is related to such entities in which members of her/his family are working or have any interest in any manner.

11.4 However, in exceptional case(s) where due to paucity of specific type trained Consultant, it is not possible to comply with the above clause, approval of such assignments should be obtained at one lever higher.

11.5 In case of conflict of interest in any respect, the matter shall be brought to the notice of DGCA for such action as may be considered necessary by the Competent Authority.

12. SECRECY CLAUSE

All official information, documents, material, records, 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 her/his official duties with prior permission/approval of Directorate General of Civil Aviation.

13. Liabilities and Responsibilities

13.1 Consultant shall be responsible to intimate the detail of members of her/his family (including spouse, son or daughter, parents, siblings or any person related to any of them by blood or marriage, whether they are dependent on them or not) working in aviation sector or industry, at the time of joining DGCA and before 31st day of January, every year.

13.2 Consultant shall be responsible to intimate the details of immovable property (in the prescribed Proforma) at the time of joining DGCA and before 31st day of January, every year.

13.3 Any violation of extant rules, regulations, instructions, directions, etc. or dereliction in duties during his/her tenure as Consultant in DGCA shall be considered as misconduct. In such events, the concerned Branch Officer shall report to Recruitment Section for appropriate action even if the misconduct is reported within four years from the termination of the Contract/relieving.

13.4 In addition to the above, in respect of retired Government employees engaged as Consultant, she/he shall be covered under Rule 8 of CCS (Pension) Rules, 1972, which implies conditions for grant of pension and its continuation on future good conduct of the pensioner and action shall also be taken against him/her under the ibid Rule for any misconduct during her/his tenure in DGCA.

13.5 If such action is initiated during the contract period and if the Consultant is found guilty of any violation then the contract shall be terminated without any notice.

13.6 Consultant is also required to keep herself/himself medically fit to perform duties and responsibilities assigned to her/him.

14. GENERAL

The Consultant shall ensure that all the documentation, information and credentials presented to DGCA in support of his candidature for the engagement are authentic and in the event of the same being found false, fabricated or tampered with, DGCA reserves its right to summarily terminate the contract ex-parte and take appropriate action as per law.

15. DEBARMENT

Consultant shall be debarred from applying for the engagement as Consultant in DGCA for a period of one year with effect from the date of her/his relieving, in case she/he resigns from the said engagement before completion of her/his tenure.

16. MODIFICATIONS OF THE CONTRACT

16.1 These terms and conditions may be altered or modified by the DGCA with the approval of Ministry of Civil Aviation in public interest without any prior notice in accordance with the policy of the Government of India.

16.2 The Terms so modified shall become a part of the contract.

17. Notwithstanding any terms and conditions of engagement 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, contractual engagement with DGCA shall stand deemed terminated irrespective of any provisions in the Terms and Conditions.

18. This contractual engagement is in the nature of consultancy and will not be governed under employer-employee relationship.

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 contract basis, with the DGCA.

(Signature)

Name: _____

Address:-

contact No.

Witness:

1.

2.

Bond to be executed by the Consultant (Sr. CSI) in DGCA

KNOW ALL MEN BY THESE PRESENTS THAT I,.....resident of at present engaged in the Directorate of General of Civil Aviation, Govt. of India, as a Consultant, on contract basis, in Directorate General of Civil Aviation 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 clause 10 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 any financial irregularities or pecuniary loss to the Government exchequer due to any of my acts, I shall have to bear the said losses in addition to other actions as per the extant provisions. The limitation period for raising such claim will be up-to four (04) years after relieving/termination of contract with DGCA.

Signed and dated this.....day oftwo thousand and twenty four.

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

(Signature of applicant)

Name:

In presence of:-

Witness (1)

Witness (2)

Signature

Signature

Name:

Name:

Address:

Address:

Place:

Date: