

Government of India
Ministry of Civil Aviation
Aircraft Accident Investigation Bureau

UDAAN Bhawan
New Delhi-110003

Date: 10 Apr 2024

Subject: Hiring of services of Young Professional (Administration & Logistics) on Contractual basis in AAIB.

Aircraft Accident Investigation Bureau (AAIB), invites applications for Young Professionals for Administration & Logistics work in AAIB purely on contractual basis initially for a period of one year. Full details of the vacancy circular are available in AAIB website. Further details in this regard are given at Annexures I, II and III respectively.

The last date of receipt of application is **01 May 2024**.


(K Ramesh Babu)
Director & HOO

Government of India
Ministry of Civil Aviation
Aircraft Accident Investigation Bureau

Aircraft Accident Investigation Bureau requires 01 Young Professional (Administration & Logistics) with the following job description and educational qualifications and work experience: -

Job Requirement: As per detailed Terms of Reference at Annexure- II

1. QUALIFICATION

(a) Educational and Mandatory qualifications for Young Professional (YP) - Administration & Logistics

- (i) Graduation in any discipline from a recognized University.
- (ii) Experience of office management and secretarial practices.
- (iii) Experience of using MS Word, Excel and Powerpoint.

(b) Desirable Qualification

- (i) Two years' experience in administrative/ Logistics (supply chain management)
- (ii) Knowledge of Various Rules/Regulations of Government of India.
- (ii) Good communication skills in Hindi and English.
- (iii) Ability to draft crisp high-quality reports/Noting in Word and Power point
- (iv) Consistent good academic record in Class 10th, 12th, and Graduation; and
- (v) Confident, self-driven and team player;
- (vi) Ability to work in teams and
- (vii) Ability to handle long hours and work-stress.

(c) Work Experience

Preference will be given to the candidates having experience in Administration/Logistics/ Contract/Supply chain management.

2. TENURE

(a) Individual Young Professional (YP) will be engaged for a period of one year, which may be extended by one year at a time (subject to the maximum tenure of 03 years) as per the requirement of AAIB.

(b) There will be a continuous review of the performance of the YPs, subsequent extension if any, will be decided on the basis of requirement and outcome of the review. The total period of contract including period of extension, if any, shall not exceed three years from the date of assumption of the charge of the individual YPs. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency, or any other benefit etc.

(c) YPs engaged would not be permitted to take up any other assignment during the period of engagement with AAIB. The assignment is purely contractual and can be terminated at any point in time after following due procedure as prescribed in Para 7 of these guidelines. The work and days on contract duty do not allow any representation or claim for any form of employment at any point in time to the Young Professionals selected.

3. REMUNERATION

(a) The consolidated remuneration amount of the Young Professionals (YPs) shall be fixed at **Rs 50,000/- (all inclusive) per month**. In case, the services of Young Professionals are extended beyond one year, monthly fees will be increased by maximum of 06% on yearly basis. The Post Graduates such as M.Tech/MBA, CA, MSc (Eco) and other equivalent PG qualification in addition to graduation, an amount of Rs.4000/-(max.) will be added to the consolidated remunerations.

(b) The maximum remuneration after accounting for annual increments (i.e., a maximum of 6% per year for extension of 02 years) and experience and after extension of YP for graduates will be about Rs. 58000/- and for YPs with additional PG qualification will be about Rs. 62000/-.

(c) TDS as applicable under the rules shall be deducted from the monthly remuneration of YPs. A TDS certificate shall be issued by the concerned DDO on demand.

4. ALLOWANCES, TRAVEL AND COMPENSATION

(a) No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

(b) Individual YPs may be required to undertake domestic tours for official purposes subject to approval of DG, AAIB. They will be allowed to avail journey by air in Economy class or by rail in AC Two Tier. Hotel accommodation of upto Rs 750/- per day, taxi charges of upto Rs 225/- per day for travel within the city and food bills not exceeding Rs 800/- per day shall also be allowed. The matters related to tours and reimbursements related to tours shall be processed by concerned reporting officer.

(c) In the event of death, injury or illness of the individual YP which is attributable to performance of services on behalf of AAIB under the terms of contract, and/or while traveling for official duty or in performing any services under the contract in the office of AAIB or premise of MoCA or Government of India, the individual YP or the individual YP's dependents shall not be entitled to any compensation or any claim whatsoever.

5. OTHER ALLOWANCES/FACILITIES

(a) The YPs will not be entitled for any separate monthly allowances, House rent Allowances etc.

(b) The YPs will not be eligible for any other facilities such as telephone, Accommodation, Transport facilities etc.

6. LEAVE

(a) YPs shall be eligible for 12 days' casual leave for a completed period of 1 year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to YPs. Unavailed leave shall neither be carried forward to next year nor en-cashed.

(b) YPs may also be required to attend office on Saturdays/ Sundays and closed holidays and beyond normal office hours in public interest without any extra remuneration.

(c) Female YPs will be considered for grant of maternity leave as per extant rules.

7. TERMINATION OF ENGAGEMENT

(a) The engagement of YPs can be terminated by AAIB after giving one month's notice. However, AAIB reserves the right to terminate the engagement of any YP at any time without prior notice and without providing any reason for it. Further, AAIB may terminate the engagement of any YP without prior notice in the case of breach of provisions of contract terms of engagement. The engagement of a YP will be terminated at the end of tenure, if not extended. In cases where AAIB terminates the engagement of YP without giving prior notice, the YP shall be paid proportionate remuneration in lieu of the notice.

(b) The individual YP may also terminate his/her engagement with AAIB upon giving one month's notice to MoCA or by depositing one month's salary.

(c) If the engagement of an YP is terminated by AAIB before completion of one year or the YP terminates his / her engagement with AAIB before completion of one year, he/she will not get any work certificate.

8. LEGAL STATUS AND SETTLEMENT OF DISPUTES

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

(b) AAIB and the individual YP 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 Department i.e., DG, AAIB would be final and binding.

9. CONFIDENTIALITY OF DATA AND DOCUMENTS

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

(b) The YP 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 purpose of his/her assignment or during the course of assignment for AAIB, without the express written consent of MoCA.

(c) The YP shall be bound to hand-over the entire set of records of assignment to the reporting officer in AAIB before the expiry of the engagement/contract, and before the final payment is released by AAIB.

10. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF AAIB

(a) YPs shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with AAIB. The YPs shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or AAIB, or any abbreviation of the name of AAIB, in connection with its business or otherwise without the permission of AAIB.

11. PLACE OF POSTING

(a) The place of posting of YPs will be New Delhi.

12. Interested candidates may send their CVs in the enclosed format by **e-mail/post** latest by **01 May 2024** to the following address: -

Aircraft Accident Investigation Bureau,
3rd Floor
UDAAN Bhawan, New Delhi – 110003.
E-mail: aaib-moca@gov.in

13. The envelope containing the application in the prescribed format must be titled as “Application for **the Post of Young Professional – Administration & Logistics in Aircraft Accident Investigation Bureau**”. The same phrase must be used as a subject while sending the application through email to aaib-moca@gov.in.

Kindly note, that the applications without title or received after due-date or not in the prescribed format (as kept at Annexure III) are liable to be rejected.

TERMS OF REFERENCE FOR ENGAGEMENT OF YOUNG PROFESSIONALS (ADMINISTRATION & LOGISTICS) IN AIRCRAFT ACCIDENT INVESTIGATION BUREAU

1. The services of 'Young Professionals (Administration & Logistics)' would be utilized in carrying out the following tasks:
 - (a) Provide Administrative and logistic support for Investigations and other divisions of AAIB
 - (b) Engagement with vendors and consultancy agencies
 - (c) Assist in Procurement of various office items from GeM.
 - (d) Upkeep & Maintenance of all Inventories including Investigation items.
 - (e) Creation & processing of e-files in e-office.
 - (f) Assist in organization of Safety Conferences, Events and Training Programs.
 - (g) Co-ordination and attending meetings. Prepare agenda and minutes of meetings.
 - (h) Following up with stakeholders in ministry, state governments, industry etc. for information, clarification, approvals etc.
 - (j) Analysis on procedures, technical matters etc.
 - (k) Preparation of draft reports in Word and/or Power Point format
 - (l) Presenting findings and reports in the ministry and/or industry forum
 - (m) Any other relevant responsibility entrusted to the person by the Director/Deputy Director/Assistant Director from time to time.

2. Young Professionals will perform the duties under Director/Deputy Director, AAIB who would assign the task, provide guidance, and monitor the completion of the task by the YPs under the overall guidance of DG(AAIB).

3. This is a full-time assignment. Young Professionals shall be provided necessary facilities of office space/equipment in the premises of AAIB. Office timings of AAIB shall be applicable. In addition, he will be required to attend office on off days or beyond office hours, if necessary.

**APPLICATION FORMAT FOR ENGAGEMENT OF YOUNG PROFESSIONAL (ADMINISTRATION
& LOGISTICS) PURELY ON CONTRACT BASIS IN AIRCRAFT ACCIDENT INVESTIGATION
BUREAU (AAIB)**

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____
5. Domicile : _____
6. Nationality : _____
7. Aadhar Number : _____
8. PAN Card Number : _____
9. E-mail address : _____
10. Telephone Number : _____ Mobile Number : _____
11. Correspondence Address : _____

12. Permanent Address : _____

Photograph to be
pasted here

13. Educational Qualifications (Class 12th Onwards) . Attach additional pages if required
(Attach copy of supporting documents):

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

14. Whether possess essential qualification or not:-

- (i) Experience of using MS Word
- (ii) Experience of using MS Excel
- (iii) Experience of using PowerPoint

Yes	No

15. Work Experience (Attach copy of supporting documents):

S.No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

16. Additional information, if any, which you would like to mention in support of your suitability for the post.

17. Whether any criminal case pending or under investigation: Yes/ No (Attach details if Yes)

DECLARATION :-

I _____ CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED/ DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT ANY NOTICE.

Place:

Date:

Signature of Candidate

*Enclose a separate sheet, where ever necessary, if the space is insufficient.

* Original Certificates/ Documents would be required to be produced at the time of interview.