

**GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
AIRCRAFT ACCIDENT INVESTIGATION BUREAU**

Safdarjung Airport, New Delhi-110003
Dated the 11th October, 2023

VACANCY CIRCULAR

Subject: - Engagement of Consultants purely on contract basis in AAIB.

1. Applications are invited from Indian nationals in the prescribed proforma for engagement as Consultants on purely contract basis in Aircraft Accident Investigation Bureau (AAIB) initially for a period of one year or till regular incumbent joins or until further orders, whichever is earlier. After engagement on contract basis, the performance, skills, knowledge of the job assigned, health etc. will be evaluated at the AAIB from time to time. In the event of failure to meet the required standards of skills, duties and conditions at any point of time; AAIB reserves its rights to terminate the contract/services summarily without any notice.
2. There will be a continuous review of the performance of the incumbent 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 consultant. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.
3. The application in the prescribed proforma from the eligible and interested candidates should reach the Receipt and DAK Section of AAIB or through e-mail on aaib-moca@gov.in latest by **31st October, 2023**. Applications received after the closing date or, otherwise found incomplete, will not be considered.
4. The AAIB would scrutinize the applications. Only those candidates meeting the requirements of AAIB will be shortlisted and called for interview. Shortlisted candidates for interview would be intimated by e-mail. The interview for shortlisted candidates would be conducted by 15 Nov 2023 tentatively. No TA/DA will be admissible for attending the interview. The selected candidates will be required to join within 15 days from the date of issue of offer of appointment letter, failing which their selection shall be treated as cancelled without any further communication.
5. The place of posting will be New Delhi. The consultant shall be required to proceed on tours to any place in India in connection with the investigations or work assigned by the AAIB. The TA/DA for tours connected with the officials duties shall be as per the entitlements of the Government officers at the level of Assistant Director and below or as per extant instructions of the Department of Expenditure, Ministry of Finance.
6. Canvassing by candidates in any manner will invite disqualification of their candidature.
7. Eligibility Criteria is enclosed at Annexure-A.
8. Terms and Conditions are enclosed at Annexure-B.
9. Application Form is enclosed at Annexure – C.

Sl. No.	Post	Total No. of post	Upper age Limit	Remuneration (Per Month)	Eligibility Criteria (Qualifications/Experience)
1.	Consultant - Safety Investigations	3	65	Rs. 1,50,000/-	<p>(A) Essential / Mandatory Qualification:-</p> <p>i. (a) BE in Aeronautical Engineering with 05 years' experience in DGCA or Aircraft Design Organization or Aircraft Manufacturing Organization or DGCA approved MRO or Civil Aviation;</p> <p style="text-align: center;">or</p> <p>(b) CAR66 AME license holder and has exercised the privileges of his license for at least 05 years in a DGCA CAR145 organization OR a Scheduled Airline;</p> <p style="text-align: center;">or</p> <p>(c) CPL/CHPL with 2000 hrs experience and 05 years of experience in Flight Safety;</p> <p style="text-align: center;">or</p> <p>(d) Bachelor of Engineering or Bachelor of Science with ATCO license having exercised the privileges of his License for at least 05 years and Experience in Flight Safety /investigation of airprox occurrences as part of Airprox Investigation Board or DGCA/AAIB appointed Investigation Teams;</p> <p style="text-align: center;">and</p> <p>ii. Ability to use MS Office and other applications for drafting Reports and Presentations and carrying out day to day duties.</p> <p>(B) Desirable Qualification</p> <p>(i) Experience in Flight Safety Department of a reputed Airline.</p> <p>(ii) Experience of carrying out aircraft accident/incident investigation as part of PIB/AIB or DGCA/AAIB appointed Investigation teams.</p> <p>(iii) Experience in Flight Data Analysis and working knowledge of:</p> <ul style="list-style-type: none"> - Digital Flight Data Recorders - Knowledge of ARINC Standards - Cockpit voice recorders - Sound Spectrum Analysis

Job Profile & Duties:-

1. To assist AAIB Investigators in matters related to Investigation of Aircraft Accidents, Serious Incidents & Incidents.
2. Be a part of Go-team to Occurrence site, for Preliminary/On-site investigation and collection of evidences.
3. Assist AAIB Investigators in:-

- (i) Review of occurrence notification for classification of occurrences.
- (ii) Preparation of Initial Notification, ADREP reports and submission to ICAO and contracting states.
- 4. Assist in preparation of Transcripts from CVR and ATC recordings and DFDR data analysis.
- 5. Facilitation of logistic arrangements for investigation.
- 6. Any other duties assigned by the Director/Deputy Director/Assistant Director from time to time.

Sl. No.	Post	Total No. of post	Upper age Limit	Remuneration (Per Month)	Eligibility Criteria (Qualifications/Experience)
2.	Consultant - Accident Prevention	2	65	Rs. 1,50,000/-	i. Essential / Mandatory Qualification:- ii. BE with 10 years’ experience in DGCA or a reputed Scheduled Airlines or iii. CAR66 AME license holder and has 10 years of experience in DGCA or Flight Safety Department of a Scheduled Airlines or iv. CPL/CHPL with 2000 hrs flying experience and 10 years of experience in Flight Safety. <div style="text-align: center;">and</div> v. Ability to use MS Office and other applications for drafting Reports and Presentations and carrying out day to day duties.

- Job Profile & Duties: -
- Maintenance of Accident and Serious Incident Investigation Data.
 - Maintenance of Data of the Safety Recommendations issued by AAIB in Investigation Reports/Safety Studies.
 - Assisting AAIB officers in conduct of Safety Studies and formulate safety recommendations to enhance safety from time to time.
 - Follow-up on Safety Recommendations with concerned State Authorities.
 - Storage and handling of Accident/Serious Incident Investigation records.
 - Assist AAIB officers in matters related to RTI, Parliament and Legal.
 - Any other duties assigned by the Director/Deputy Director/Assistant Director from time to time.

Sl. No.	Post	Total No. of post	Upper age Limit	Remuneration (Per Month)	Eligibility Criteria (Qualifications/Experience)
3.	Consultant – Technical (Flight Recorders Lab)	2	65	Rs. 1,50,000/-	(A) Essential / Mandatory Qualification:- i. BE in Computer Science or Electronics and Communication with 10 years’ experience in DGCA or a reputed Scheduled Airline or Aircraft Design Organization or Aircraft Manufacturing Organization or MRO or Civil Aviation and; ii. 05 years of experience in Flight Data

					<p>Analysis and</p> <p>iii. Ability to use MS Office applications for drafting Reports and Presentations and</p> <p>iv. Experience in Flight Data Analysis and working knowledge of:</p> <ul style="list-style-type: none"> - Digital Flight Data Recorders - Knowledge of ARINC Standards - Cockpit voice recorders - Sound Spectrum Analysis <p>(B) Desirable Qualification</p> <p>(i) Experience in Flight Safety and accident/incident investigation as part of PIB/AIB or DGCA/AAIB appointed Investigation Teams.</p>
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- Job Profile & Duties: -
1. To assist in Set-up and Maintenance of Flight Recorders Lab in AAIB.
 2. Carry out DFDR data download and analysis.
 3. Carry out CVR data download and assist in preparation of transcript.
 4. Be a part of Go-team to Occurrence site, for Preliminary/On-site investigation and collection of evidences, retrieval of recorders.
 5. Make logistic arrangements for conduct of component examination at external agencies.
 6. Any other duties assigned by the Director/Deputy Director/Assistant Director from time to time.

GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
AIRCRAFT ACCIDENT INVESTIGATION BUREAU

Safdarjung Airport, New Delhi-110003

Dated: 11 October 2023

**TERMS AND CONDITIONS OF ENGAGEMENT OF CONSULTANTS PURELY ON CONTRACT
BASIS IN AIRCRAFT ACCIDENT INVESTIGATION BUREAU (AAIB)**

1. TENURE

1.1 The tenure will be for a period of one year from the date of assumption of the charge or till regular incumbent(s) join(s) or until further orders, whichever is earlier. The appointment shall be subject to the Performance Assessment from time to time.

1.2 After engagement on purely contract basis, the performance, skills, knowledge of the job assigned, health etc. will be evaluated at AAIB from time to time. In the event of failure to meet the required standards of performance skills, duties and conditions at any point of time, AAIB reserves its rights to terminate the contract/services summarily without any notice.

1.3 There will be a review of the performance of the incumbent after one year and depending on the requirement, subsequent continuation /extension of contract, if any, will be decided on the basis of outcome of the review. The contract can be extended for a maximum of only two years beyond the original contract period of one year. The total period of contract, including extension, if any, shall not exceed three years from the date of charge assumption. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

1.4 Notwithstanding the provisions of clause 1.2 above, the contract can be terminated by the either side, by giving a one month notice or pay in lieu thereof. Further, the AAIB reserves its right to reject the notice of termination of contract in public interest or for exigencies of work.

2. NATURE OF DUTIES

2.1 The duties and responsibilities shall be as described in the enclosed "Job Description".

2.2 In addition, any other duties and responsibilities in public interest and in exigencies of work can be assigned by AAIB.

3. PLACE OF DUTY

3.1 The place of appointment shall be the Headquarters of AIRCRAFT ACCIDENT INVESTIGATION BUREAU (AAIB), New Delhi.

3.2 The consultant shall be required to proceed to on tours to any place in India in connection with the investigations or work assigned by the office.

3.3 The TA/DA for tours connected with the official duties shall be as per the entitlement of the Government officers at the level of Assistant Director and below or as per extant instructions of the Department of Expenditure, Ministry of Finance.

4. WORKING HOURS

4.1 Working hours shall be in accordance with the orders of the Government of India on the subject from time to time or working hours of AAIB.

4.2 The Consultant may be required to work on extended working hours or in weekends or in holidays, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work including weekends and holidays, they shall not be entitled for any overtime allowance or compensation for the same.

5. REMUNERATION / FEE

5.1 During the period of contract, the Consultant shall be paid a fixed remuneration per month as notified in the vacancy circular.

5.3 The remunerations shall be paid by direct bank transfer/Account Payee Cheque or by any other means, as may be decided by the Government from time to time.

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

5.5 In the event of completion or termination of the contract by either side, they shall be required to refund / return any dues, or any item or equipment issued to him/her for official work. In the event of any dispute the decision of the DG, AAIB shall be final and binding and consultant shall not have any claim in this regard.

6. ALLOWANCES / FACILITIES

6.1 The Consultant shall not be entitled to any of the allowances and facilities which are admissible to regular serving Government employees like dearness allowance, house rent allowance, entertainment allowance, transport allowance, travel facility, residential accommodation, personal staff, CGHS, medical reimbursement, provident fund pension etc. The Consultant shall not have any claim in this regard.

7. DEDUCTIONS

7.1 AAIB shall not be responsible for non-statutory deductions like insurance premium etc. It shall be responsibility of the consultant to keep his/her insurance current.

8. LEAVE & OTHER ALLOWANCES

8.1 The leave entitlement will be governed by as per Ministry of Finance, Department of Expenditure OM No. 3-25/2020 – E.IIIA dated 9th December 2020. The Consultant shall not be entitled to any remuneration for the period of absence beyond 18 days calculated on pro rata basis. Any unavailed leave during a year shall not be carried forward to next calendar year or will not qualify for encashment at the end of the tenure. AAIB would be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

8.2 In the event of absence on the ground of sickness (for more than 03 days), the Consultant shall be required to submit a medical and fitness certificate.

8.3 Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

9. CONDUCT & DISCIPLINE

9.1 The Consultant should maintain absolute integrity and devotion to duty at all times and should not indulge in any activity which adversely affect the functioning of the AAIB 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.

9.2 Being on contract service of AAIB, the officer 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 or violates any of the Government Acts, Rules or Regulations or Orders, issued from time to time. He shall be liable for suitable action in case of violation.

9.3 During the period of his/her engagement with AAIB, he/she shall not engage in any employment elsewhere.

10. CONFLICT OF INTEREST

10.1 The individual (including any member(s) of his/her family*) who wish to apply for the post of Consultant in AAIB on contract basis shall not have any kind of conflict of interest which may arise due to his/her (including any member(s) of his/her family*) involvement in management/operation of AAIB which may affect the decision making in AAIB, for the period of last three(03) years.[* Members of family" in relation to a consultant include the wife or husband, son or daughter, parents, brothers or sisters or any person the Consultant or not.

11. SECRECY CLAUSE

11.1 All information, documents, drawing etc. whether in physical form or in electronic form shall be of proprietary ownership of the AAIB and he/she shall not disclose the same to any person or persons or firms etc. unless required to do so in due discharge of his official duties with prior permission/approval.

12. GENERAL

12.1 The individual shall ensure that all documentation, information and credentials presented to the AAIB in support of his candidature for the employment are authentic and both parties agree that in the event of the same being found false, fabricated or tempered with, the AAIB reserves its right to summarily terminate the contract/services ex party.

13. MODIFICATIONS OF THE CONTRACT

13.1 The terms and conditions of this offer may be altered or modified by the AAIB in public interest without any prior notice in accordance with the policy of the Government of India.

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

14. Notwithstanding any terms and conditions of contract with AAIB, 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, contract appointment with AAIB shall stand automatically terminated irrespective of any provisions in the Terms and Conditions of engagement.

APPLICATION FOR APPOINTMENT OF CONSULTANTS ON PURELY CONTRACT BASIS IN
AIRCRAFT ACCIDENT INVESTIGATION BUREAU (AAIB)
SAFDARJUNG AIRPORT, NEW DELHI-110003

- ☐ CONSULTANT – SAFETY INVESTIGATIONS
- ☐ CONSULTANT – ACCIDENT PREVENTION
- ☐ CONSULTANT – TECHNICAL (FLIGHT RECORDERS LAB)
(TICK POSTs APPLIED FOR)

Note: Candidates applying for two or more vacancies are required to tick the respective boxes.

AFFIX LATEST
PASSPORT SIZE
PHOTOGRAPH
HERE

S.No.	Particulars	Details
1.	Name (in Block letters)	
2.	Father's name	
3.	Address	
4.	E-mail address	
5.	Tel. No.	
6.	Date of Birth and Age as on the date of advertisement	
7.	Nationality	
8.	Aadhar Number	
9.	PAN Card Number	
10.	Educational and Professional Qualification (in terms of Essential and as required with the post applied for)	
11.	Whether currently employed? If yes, information about present/past employment - from/to (give address of employer): - a. Central Government b. State Government c. Union Territories d. Autonomous Organization e. Other	
12.	Last Pay Drawn Certificate	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post.	
14.	Whether have ever been convicted, if so, give details	
15.	Whether any criminal case pending or under investigation:	

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.

Signature of the candidate

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

* The posting will be in Delhi and has to travel on tours all over India.

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

Date:

Place:

Signature of the candidate