

A-12024/9/2023-AAIB

Government of India
Ministry of Civil Aviation
Aircraft Accident Investigation Bureau

Safdarjung Airport
New Delhi-110003

Dated the 25th October 2023

Subject: Hiring of services of 04 Young Professionals (03 – Administration & Logistics and 01 Information Technology) on Contractual basis in AAIB.

Aircraft Accident Investigation Bureau (AAIB), invites applications for 04 Young Professionals i.e., 03 Young Professionals for Administration & Logistics and 01 Young Professional for Information Technology in AAIB on purely contract 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 **10th November 2023**.

K. Ramachandran

(K. Ramachandran)
Assistant Director & HOO

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Government of India
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Aircraft Accident Investigation Bureau

Aircraft Accident Investigation Bureau requires 04 Young Professionals (03 for Administration & Logistics and 01 for Information Technology) with the following job description and educational qualifications and work experience: -

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

1. QUALIFICATION

i. Educational/Mandatory qualifications for Young Professionals (YPs) - Administration & Logistics

- Graduates: B.Tech/ B.Sc/B.Com/B.A/ LLB, or equivalent.
- Experience of working in any Civil Aviation Organisation/Government Department
- Ability to use MS Office and other applications for drafting Reports/Noting and Presentations.
- Preference shall be given to candidates possessing higher educational qualifications especially in the field of Aviation or experience in Administrative/Procurement through GeM/Finance Matters.

ii. Additional Abilities in the following fields for YPs - Administration & Logistics

- Experience of working in e-office, GeM, PFMS, etc.
- Knowledge of office management and secretarial practices.
- Knowledge of Various Rules/Regulations of Government of India.
- Good communication skills in Hindi and English.
- Consistent good academic performance in Class 10th, 12th, and Graduation; and
- Ability to draft crisp high-quality reports/Noting in Word and Power point
- Hands-on experience in MS Office; and
- Confident, self-driven and team player; and
- Ability to work in teams; and
- Ability to handle long hours and work-stress.

iii. Educational/Mandatory qualifications for Young Professionals (YPs) - Information Technology

- B.E./B.Tech in Computer Science/ Computer Technology/ Computer Engineering/ Information Technology/ Electronics/ Electronics and Communication from a recognized University/Institute.

- Experience of working in any Civil Aviation Organisation /Government Department
- Ability to use MS Office and other applications for drafting Reports/Noting and Presentations and carrying out day to day duties.
- Preference shall be given to candidates possessing higher educational qualifications especially in the field of Aviation or experience in IT, Web design and Aviation.

iv. Additional Abilities in the following fields for YPs – Information Technology

- Experience of working on setup and maintenance of IT infrastructure especially in Government department.
- Experience of application/website development and maintenance.
- Consistent good academic performance in Class 10th, 12th, and Graduation; and
- Knowledge of Guidelines for Indian Government Website.
- Knowledge of Web designing (Front end and Back end), C++, VC++, Java, Java Script, HTML, Python SQL, CSS Data structure; Bio metric attendance system, e-Office, e-HRMS, etc.
- Knowledge of Flight Recorders, ARNIC, Analog System, Digital Signal Processing.
- Knowledge of office management and secretarial practices.
- Good communication skills in Hindi and English.
- Ability to work in teams; and
- Ability to handle long hours and work-stress.

v. Work Experience

Preference will be given to the candidates having experience in the Aviation Industry, Government Departments.

2. TENURE

- Individual YPs 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.
- 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.
- 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

- 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.
- 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/-.
- 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

- 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.
- 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.
- 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

- The YPs will not be entitled for any separate monthly allowances, House rent Allowances etc.
- The YPs will not be eligible for any other facilities such as telephone, Accommodation, Transport facilities etc.

6. LEAVE

- 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. Un-availed leave shall neither be carried forward to next year nor en-cashed.
- YPs may also be required to attend office on Saturday/ Sundays and closed holidays and beyond normal office hours in public interest without any extra remuneration.

- Female YPs will be considered for grant of maternity leave as per extant rules.

7. TERMINATION OF ENGAGEMENT

- 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.
- 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.
- 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

- 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.
- 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

- 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.
- 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.
- 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

- 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

- 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 **10th November 2023** to the following address: -

Aircraft Accident Investigation Bureau,
Safdarjung Airport, 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” or “Application for the Post of Young Professional – Information Technology 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 are liable to be rejected.

TERMS OF REFERENCE FOR ENGAGEMENT OF 04 YOUNG PROFESSIONALS (03 ADMINISTRATION & LOGISTICS AND 01 INFORMATION TECHNOLOGY) IN AIRCRAFT ACCIDENT INVESTIGATION BUREAU.

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

2. The services of 'Young Professional (Information Technology)' would be utilized in carrying out the following tasks:
 - Set up IT infrastructure in the new AAIB Building.
 - Develop Modules for occurrence reporting and voluntary reporting for effective Safety Data Management.
 - Enhancement of features on AAIB Website in line with those of other International Accident Investigation Authorities and Guidelines for Indian Government Websites.
 - Uploading of Final Investigation Report and other documents on AAIB website and its maintenance.
 - Development of IT infrastructure for Flight Recorders Lab.
 - Engagement with vendors and consultancy agencies
 - Any other relevant responsibility entrusted to the person by the Director/Deputy Director/Assistant Director from time to time.

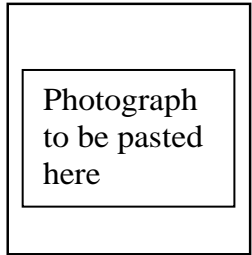
3. Young Professionals will perform the duties under Director/Deputy Director, AAIB who would assign the task, provide guidance, and monitor the completion of the task by the YPs under the overall guidance of DG(AAIB).

4. 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 in Aircraft Accident Investigation Bureau.

YP– ADMINISTRATION & LOGISTICS

YP– INFORMATION TECHNOLOGY (IT)
(TICK POSTs APPLIED FOR)



1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel/Mobile number and E-mail address):

7. Permanent Address: _____

8. Educational Qualifications: (supporting documents to be attached)

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

9. Work Experience: (supporting documents to be attached)

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

10. Additional abilities, if any, in the required fields as per Annexure-I may be furnished separately as attachment.

(Signature of candidate)

Date _____

Mob No. _____