



Indian Aviation Academy

National Institute of Aviation Management & Research Society
A joint venture of AAI, BCAS & DGCA, Govt. of India



RECRUITMENT OF Duty Manager (Facility Management) on CONTRACT BASIS

Advertisement No 01/2020

Indian Aviation Academy (IAA) is a premier institute for Education, Training and Research in Aviation. The academy fosters a culture of continuous learning. With three organizations under its umbrella- Airports Authority of India (AAI), Directorate General of Civil Aviation (DGCA) and Bureau of Civil Aviation Security (BCAS), the Academy has constantly endeavoured to empower aviation professionals by enhancing knowledge and honing their skill. A full member of ICAO TRAINAIR PLUS (TPP) Program, IAA has collaboration with IATA, ACI and many renowned management institutes to foster training activities on global aviation arena. IAA also sponsors India -ICAO Fellowship program for Developing Countries. The collaborative pursuit has helped IAA carve a niche for itself on many national and international platforms.

The Academy imparts training in Aviation management, Airport Operations, Airport Engineering -Construction, Maintenance and project Management, Airport Finance, Human Resource Management, Airport Commercial and Land Management, Aviation Law, Air Cargo Management, Aviation Security and Aviation Safety. With a team of talented and component ICAO qualified course developers and instructors, IAA is fully geared up to take on the challenge of bridging the gap between the demand and supply of industry by fulfilling training requirements of all aviation stakeholders.

Indian Aviation Academy invites applications from eligible candidates to apply for the following posts:

POST CODE	NAME OF POSTS	MINIMUM QUALIFICATION	# EXPERIENCE	NO. OF VACANCIES	AGE LIMIT (as on 28/02/2020)
1.	Duty Manager (Facility Management)	3 Years Regular Full-time course in Hotel Management leading to diploma/degree from a recognized institute/university.	<ol style="list-style-type: none"> Atleast 4 years' experience in Hotel Industry with minimum 2 years' experience in Executive role in an International/ reputed Hotel Chain in Front office operations and facility management. Communication skill, ability to interact and take initiative. Able to lead and motivate the team. Well versed in Front Office Operations/ Rooms division and reservations. Adequate knowledge of housekeeping management, restaurant management, banquet management, security management, gymnasium, swimming pool management. 	01	45 Years

The appointment of Duty Manager (Facility Management will be initially on Contract for a period of three years.

EMOLUMENTS:

- Duty Manager (Facility Management): Rs. 60,000/- PM (Rs. Sixty Thousand Per Month)

The remuneration of Duty Manager (Facility Management) will consist of two components Viz. Fixed Component (80%) & Variable Component (20%) related to his performance. The variable component will be released at the end of every six months, based on the achievements made on the pre-decided key Performance Areas (KPA).

TAX DEDUCTION AT SOURCE:

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 Certificates, GST as applicable shall be payable extra, at the prevalent rates.

IMPORTANT INSTRUCTIONS:

- Only Indian Nationals fulfilling eligibility criteria can apply for the above posts.
- The applicant should be medically fit on the date of application.
- Age, Experience and all other eligibility criteria shall be reckoned as on 28-02-2020.
- At the time of interview candidates are required to bring the relevant documents/details relating to eligibility criteria.
- The Services of Duty Manager (Facility Management) may be terminated at any time by giving one-month notice without any liability and the decision of the Management will be final.

- (vi) The authority with regard to writing/signing/submission of statement for the work assigned/ to be assigned, to the Duty Manager (Facility Management) shall be Director, IAA duly authorised by IAA official. The Duty Manager (Facility Management) shall not write any letter to any of the authority inclusive of Central/State Govt. at his own.
- (vii) Confidentiality of data and documents: The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for department shall remain with the department. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the department, without the express written consent of the department. The Duty Manager (Facility Management) shall be bound to hand-over the entire set of records of assignment to the department before the expiry of the contract and as advised by the Appointing Authority or his authorized representatives and it is a binding to Duty Manager (Facility Management).
- (viii) Conflict of interest: The Duty Manager (Facility Management) appointed by the IAA, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of IAA.
- (ix) The Duty Manager (Facility Management) shall not make any commitment with the Central /State Govt. or any other department on behalf of IAA. unless until specific written approval of Director, IAA is obtained.
- (x) The appointment of Duty Manager (Facility Management) will be on full-time basis and they would not be permitted to take up any other assignment(s) during the period of consultancy.
- (xi) IAA reserves the right to cancel this advertisement and not to proceed in the matter and at any stage, accept or reject any or all offers, without giving any explanations, whatsoever.
- (xii) Termination of Agreement: The Department may terminate a contract to which these Terms apply if:
 - a) The Duty Manager (Facility Management) is unable to address the assigned works.
 - b) Quality of the assigned works is not to the satisfaction of the Department.
 - c) The Duty Manager (Facility Management) fails in timely achievement of the milestones as finally decided by the Competent Authority.
 - d) The Duty Manager (Facility Management) is found lacking in honest and integrity.
 - e) The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Duty Manager (Facility Management).
- (xiii) In case the information furnished by the applicant is found to be false at any stage, the same will invite disqualification and /or action as deemed appropriate by IAA whose decision shall be final and binding.
- (xiv) Before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. The candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in IAA.
- (xv) A temporary correspondence address should not be mentioned as a correct permanent address to avoid any loss in receiving communication at any stage.
- (xvi) The decision of IAA about the eligibility, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding. No correspondence will be entertained in this regard.
- (xvii) No correspondence will be entertained from the candidates found in ineligible and not called for document verification or for non-selection.
- (xviii) Court of jurisdiction for any dispute will be at Delhi.
- (xix) The decision of IAA in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xx) IAA reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any further notice/ any reasons thereafter. The decision of IAA Management will be final, and no appeal will be entertained against this issue.
- (xxi) IAA reserves the right to raise the minimum eligibility standards as well as the right to fill or not to fill or any of the above given vacancies without assigning any reason whatsoever.
- (xxii) No separate communication will be issued regarding results except to the selected candidates.
- (xxiii) Subsequent changes if any, made in the recruitment advertisement shall be communicated through the website. Hence, the candidates are advised to visit IAA website regularly for further updates.
- (xxiv) The Duty Manager (Facility Management) shall be eligible for 12 days leave in a calendar year on pro-rata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- (xxv) IAA would be free to terminate the services of the Duty Manager (Facility Management), in case the Duty Manager (Facility Management) remains absent for more than 15 days beyond the entitled leave in calendar year.
- (xxvi) Indian Aviation Academy does not undertake any liability for providing any medical facility to the Duty Manager (Facility Management) or his dependents, which is existing in IAA and there will be no other financial liability on the part of IAA, since the remuneration is inclusive of everything.

SELECTION PROCESS:

- (i) Before applying for the posts, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/ false information will lead to disqualification and IAA will not be responsible for any consequence of furnishing such wrong/ false information.
- (ii) Screening and eligibility will be based on the details provided by the candidates.
- (iii) The candidates found provisionally eligible shall be called for Interview.
- (iv) Candidates will be shortlisted on the basis of their performance in Interview.
- (v) During Documents verification/ Interview, the candidate will have to produce Original Certificates along with a proof of identity and one set of self-attested photocopies of the candidates. If the identity of the candidate is in doubt or he/ she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.
- (vi) Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents and other documents submitted by the candidate.
- (vii) Candidates are advised to furnish correct information and should not provide any documents/information that are false, tampered, fabricated or should not suppress any material information.

APPLICATION FEE AND MODE OF REMITTANCE:

Application Fee of 590/- (Rs Five Hundred Ninety only) (inclusive of GST) is to be paid by the candidates through RTGS/NEFT in favour of "INDIAN AVIATION ACADEMY". The Bank details of Indian Aviation Academy are as under: STATE BANK OF INDIA, BRANCH: AAI RANGPURI, ACCOUNT NO: 31470388392, IFSC CODE: SBIN0010648, GST NO: 07AABAN1657L1ZE

However, the SC/ST/PWD/Female candidates are exempted from payment of Fee.

Fee submitted by any other mode will not be accepted.

HOW TO APPLY:

- (i) Candidates are required to apply for the post online using the link below:
 - Duty Manager (Facility Management): <https://www.iaa.edu.in/career>
- (ii) Apart from online application a typed application in the prescribed format along with copies of educational certificates, experience certificates, application fee of Rs. 590/- as mentioned above with one recent passport size photograph to be submitted BY POST OR BY HAND IN THE OFFICE AS PER ADDRESS GIVEN BELOW ON OR BEFORE 28-02-2020. Applications received after 28-02-2020 will not be entertained.
- (iii) Prescribed format is annexed herewith.
- (iv) Separate applications for separate posts will be submitted along with separate application Fee. Multiple applications without application fee will not be entertained.
Applications should be addressed to:
**Director,
Indian Aviation Academy
NIAMAR Campus, Behind Indian Spinal Injuries Hospital,
Vasant Kunj, New Delhi-110070**
- (v) Application for the post of "_____ " should be mentioned on the top of the envelope.
- (vi) Last date for submission of application is 28-02-2020. Applications received after 28-02-2020 will not be entertained.