



Indian Aviation Academy
Near Indian Spinal Injuries centre
Nangal Dewat Road, Vasant Kunj
New Delhi - 110070

**Advertisement for Hiring of Consultant as DGR Instructors on contract basis at
Indian Aviation Academy, Vasant Kunj, New Delhi**

Indian Aviation Academy (IAA) is the joint training academy of Airports authority of India (AAI), Directorate general of Civil aviation (DGCA) and Bureau of Civil Aviation (BCAS) engaged in training of its employees as well as other participants of other aviation stakeholders.

As an approved training centre for DGR trainings, IAA invites applications from eligible DGCA-approved DGR instructors on contract basis:

| S. No. | Name of the Post | No. Of Posts | Eligibility Criteria |
|--------|----------------------|--------------|---|
| 1 | DGR Chief Instructor | 1 | <ul style="list-style-type: none"> • Shall have a Graduation Degree in any discipline, preferably in Science or Equivalent. • Successful completion of “Professional Skills for Dangerous Goods Instructor” course • Successful completion of the Dangerous Goods training. The same should be valid at the time of joining. • Minimum 10 years of experience in Aviation Cargo • Valid DGCA approval as Chief instructor of DGR training program. • Minimum 05 Years of experience as DGR instructor • Knowledge about DGR statutory regulations. • Knowledge of DGCA regulations and relevant CAR/Legislation for DGR. • Should be fluent in written and verbal communication skills. Should have good working knowledge of computer (MS Office applications, PowerPoint, Basic Excel etc.) |

| | | | |
|---|----------------|---|--|
| 2 | DGR Instructor | 2 | <ul style="list-style-type: none"> • Shall have a Graduation Degree in any discipline, preferably in Science or Equivalent. • Successful completion of “Professional Skills for Dangerous Goods Instructor” course • Successful completion of the Dangerous Goods training. The same should be valid at the time of joining. • Minimum 5 years of experience in Aviation Cargo • Valid DGCA approval as instructor of DGR training program. • Minimum 02 Years of experience as DGR instructor • Knowledge about DGR statutory regulations. • Knowledge of DGCA regulations and relevant CAR/Legislation for DGR. • Should be fluent in written and verbal communication skills. Should have good working knowledge of computer (MS Office applications, PowerPoint, Basic Excel etc.) • Identification of dangerous goods training needs of all categories. |
|---|----------------|---|--|

2. Duties and responsibilities of Instructor for DGR Training

Job Overview:

The holder of position of **DGR Chief Instructor** shall have overall responsibility for managing all activities related to DGR training inter alia end- to- end compliances for the approval of IAA as DGR training institute & for delivering quality DGR trainings anywhere in the country in conformity with relevant DGCA CAR/Legislations. DGR Chief Instructor will also be responsible for liaising with DGCA & other Civil Aviation Authority on matters related to DGR training as and when required.

The holder of position of DGR Instructor shall follow directives, instructions of DGR Chief Instructor and shall offer full support to DGR Chief Instructor in managing all activities related to DGR training inter alia end- to- end compliances for the approval of IAA as DGR training institute & for delivering quality DGR trainings at IAA, at other places in Delhi NCR and outstation locations in conformity with relevant DGCA CAR/Legislations. DGR Instructors will also be responsible for liaising with DGCA & other Civil Aviation Authority on matters related to DGR training on behalf of DGR Chief Instructor as and when required.

Key Responsibilities:

- Develop high standards of Dangerous Goods training material which corresponds with the Dangerous Goods Training Manual, Dangerous Goods Manual and other relevant documents as per DGCA requirements and ensure the same is current and up to date in real time whenever amendment/update/change is required.
- Ensure effective and efficient delivery of Dangerous Goods trainings as per the standards set by DGCA.
- Development and maintenance of documents ensuring compliance for the Dangerous Goods Training Cell of IAA.
- Ensure an auditing and recording system is maintained for all regulatory requirements conforming to DGCA requirements.
- Ensure documentation and all training records are regularly updated
- Assess, monitor, coach and provide trainees with individual feedback
- Review of training feedback received and implement changes to delivery/ material
- Ensure that DGR Training Cell of IAA is compliant with various International/ National organizations like ICAO, DGCA, IATA or as applicable
- Maintain current knowledge of rules, regulations, policies, procedures for the safe operations of aircraft and ensure that they conform to regulatory requirements
- Ensure smooth functioning of the Safety, Security and Quality System within the area of responsibility.
- Liaison with DGCA or other Civil Aviation Authority, when required
- To facilitate in DGCA audits. Acting on Deficiencies and taking corrective / remedial action for maintaining IAA's approval as DGR training institute valid.

Skills & Attributes:

- Prompt decision making and problem-solving skills
- High integrity and judgement
- Commands respect among peers and management

3. Age Limit:

The maximum age limit for engagement of Consultants shall be 65 years on the date of engagement. However, he/she can be re-engaged as consultant maximum up to the age of 70 years subject to level of expertise & health conditions required for the work.

4. Contract Period:

Contract period shall be of 2 (two) years, which is extendable for another 1(one) year subject to satisfactory performance evaluated by competent authority of IAA and on mutual consent.

5. Monthly Remuneration:

Monthly all-inclusive remuneration/ Package shall be from Rs. 75,000 to 1,10,000. However, it can be negotiable based on experience and expertise of candidate and prevailing Industry standard.

6. Annual Increment:

Annual increment of 5% will be paid on negotiable monthly remuneration/package.

7. Other terms and conditions:**7.1 Tax Deduction at Source (TDS):**

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 IAA finance will issue TDS certificate. Service tax/GST as applicable shall be payable extra at the prevalent rates.

7.2 Allowances:

Consultants shall not be entitled for any allowance such as Dearness Allowances (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement, etc.

7.3 Travelling Allowance and Dearness allowance (TA/DA):

No TA/DA shall be admissible for engaged consultants as DGR instructors.

7.4 Attendance & Leave:

i) Consultants will be required to mark their Biometric/ manual attendance daily at IAA in line with IAA employees' attendance system except when on official assignments outside IAA .

ii) Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis.

iii) Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).

iv) Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.

v) In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from remuneration.

vi) IAA will be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

7.5 Letter of Engagement and Letter of Acceptance:

A letter of engagement for contract will be issued by IAA HR specifying the terms and conditions of hiring of consultants and the consultant has to submit letter of acceptance.

7.6 Termination of Agreement:

IAA can terminate the letter of engagement on the following grounds:

i) In case the information furnished by the applicant is found to be false at any stage, the same will invite termination and /or action as deemed appropriate by competent authority of IAA whose decision shall be final and binding.

- ii) The consultant is unable to address the assigned tasks.
- iii) Quality of the assigned works is not up to the satisfaction of competent authority of IAA.
- iv) The consultant fails in initiating timely action for all affairs of DGR training.
- v) The consultant is found lacking in honesty and integrity.
- vi) Any action on part of consultant which is detrimental to the interest of IAA.
- vii) The services of the consultant can be terminated at any time by giving one-month notice or remuneration/fees in lieu of notice period and the decision of IAA competent authority will be final in this regard.

8. SELECTION CRITERION:

- 8.1) The selection of Consultants would be made through advertisement on IAA website, followed by interview of eligible candidates shortlisted on the basis of received Application.
- 8.2) The shortlisted candidates will receive communication through mail regarding date, time and place of interview; self-attested copies of documents to be submitted.
- 8.3) The engagement of consultant will be on full time basis and she/ he would not be permitted to take up any other assignment(s) during the period of contract.
- 8.4) IAA reserves the right, to cancel this advertisement and not to proceed in the matter at any stage, accept or reject any or all offers, without giving any explanation, whatsoever.
- 8.5) Candidates, are required to bring a "No Objection certificate" from their current employer, at the time of interview.
- 8.6) The Selected candidates shall enter into an agreement with Indian Aviation Academy on Non-Judicial Stamp paper of Rs.100/-

9. HOW TO APPLY:

- 9.1) Interested and eligible candidates may submit their application in the prescribed format as per **Annexure- I** of this advertisement. The dully filled applications along with supporting documents may be submitted either by post to the "Director, Indian Aviation Academy, Near Indian Spinal injuries Centre, Nangal Dewat Road, Vasant Kunj, New Delhi -110070" or through e-mail at rajni@aai.aero with copy to edtraining.niamar@aai.aero . The application can also be submitted through email at email id: rajni@aai.aero with copy to edtraining.niamar@aai.aero . The application must reach on or before 25.11.2023,1700 Hrs.
- 9.2) After scrutiny, the shortlisted candidates will be called to appear for personal interview. The date, time and venue of personal interview will be intimated to the shortlisted candidates through e-mail mentioned in the application of the candidates.
- 9.3) The candidates shall appear for personal interview carrying with original documents for verification at assigned date and time at his/her own cost.

10. List of documents to be submitted along with application:

- 10.1) A recent passport size photograph pasted in the space marked in the application and self-attested.
- 10.2) One set of Photocopies of all the supporting testimonials for date of Birth, educational and technical/professional qualification and experience etc.
- 10.3) One set of the photocopies of the DGCA approval as DGR Instructor.
- 10.4) Photocopy of document(s) related to last remuneration drawn, if engaged earlier.

11.. GENERAL:

- 11.1) IAA reserves the right to modify/change the above schedule/condition/ requirement/number of posts based on the actual need at a future point of time.
- 11.2) The short-listed candidates will be considered for engagement as DGR Instructor purely on Contract basis.
- 11.3) The candidature is purely PROVISIONAL. If at any stage, it is found that any candidate does not possess the laid down qualification/stipulated eligibility criteria, the candidature of that candidate is liable to be rejected, without entering into any further correspondence with the candidate in the matter. Canvassing in any form will disqualify the candidate.

Executive Director
Indian Aviation Academy
Near Indian Spinal Injuries centre
Nangal Dewat Road, Vasant Kunj
New Delhi - 110070



ANNEXURE - I

INDIAN AVIATION ACADEMY

Instructions to fill this form:

- Furnish only relevant, verifiable information
- Write N.A for not applicable
- Job profile in short only.
- Attach photo copies of only relevant and required document

1. Post applied for: DGR Chief Instructor/DGR instructor

2. a) Name: _____

3. Father's Name: _____

4. Address: _____

Pin Code _____

5. Contact Details:

6. Telephone Nos.: _____

7. Mobile No.: _____

8. E-mail Id: _____

9. Date of Birth: _____

10. Age (as on 25.11.2023)

_____ (Years) _____ (Months) _____ (Days)

11. Nationality: _____

12. Educational Qualifications: (10+2 onwards)

| S. No. | Exam. passed | University/Board | Year of passing | Subjects | % of marks |
|--------|--------------|------------------|-----------------|----------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Self-attested
recent passport
size photograph
here

13. Technical/Professional Qualifications:

| S. No. | Exam. passed | University/Board/organization | Year of passing | Subjects | Division, % of marks |
|--------|--------------|-------------------------------|-----------------|----------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

14. Details of DGCA approval for DGR Instructor:

| S. No. | DGCA letter number | Date of issue of letter | Validity | | Remarks |
|--------|--------------------|-------------------------|----------|----|---------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |

15. Experience:

| S. No. | Organization/Department | Post held | Job profile in short |
|--------|-------------------------|-----------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

16. Any other Information:

17. Declaration:

I hereby declare that the above information is correct to the best of my knowledge and belief. I understand that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF APPLICANT