



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED  
AAICLAS COMPLEX, DELHI FLYING CLUB ROAD  
SAFDARJUNG AIRPORT, NEW DELHI-110 003

Hiring of Retired Engineer / Young Engineer (Civil) for AAICLAS Corporate Headquarters,  
New Delhi on Fixed Term Contract basis

Applications are invited from the willing qualified and experienced Retired Engineers/ Young Engineers (Civil) at the level of Sr. Manager to General Manager (Not more than 63 years as on 15/11/2019 for Retired Engineers and Not more than 45 years for Young Engineers) for engagement in AAI Cargo Logistics & Allied Services Company Limited (AAICLAS) at New Delhi on Fixed Term Contract basis for a period of three years. The detail profile and other requirements of the job is given below:

QUALIFICATIONS, EXPERIENCE AND REMUNERATION

(A) For Retired Engineers

Post	Age	Eligibility Criteria (Any one of below)	Remuneration
Engineer (Civil)	Not more than 63 years as on 15.11.2019	Retired PSU employee from E-8 level or equivalent from Central Government /State Government / Defence/ Paramilitary Forces/reputed organizations having minimum 15 years of experience in the relevant field.	Rs.85000/-
		Retired PSU employee from E-7/E-6 level or equivalent from Central Government /State Government / Defence/ Paramilitary Forces/reputed organizations having minimum 10 years of experience in the relevant field.	Rs.75000/-
		Retired PSU employee from E-5/E4 level or equivalent from Central Government /State Government / Defence/ Paramilitary Forces/reputed organizations having minimum 5 years of experience in the relevant field.	Rs.50000/-

Detailed scope of work is attached as Annexure I.

(B) For Young Engineers

Name of Post	Age	Eligibility	Remuneration
Manager (Engg. –Civil)	Not above 45 years	<ul style="list-style-type: none"> <li>• Full Time B.E. /B.Tech Degree in Civil</li> <li>• 5 years work experience in the Executive Cadre in the field of Civil Engineering;</li> </ul>	Negotiable

#### PERIOD OF ENGAGEMENT

- (i) The duration of engagement of Engineers shall be for (03) THREE YEAR which may be further reviewed and renewed as per requirement;
- (ii) However, the services of the Engineers may be terminated at any time by giving one month notice without any liability and the decision of the Management will be final and binding.

#### STATEMENT OF OBJECTIVES /JOBS TO BE CARRIED OUT

- (i) The Engineer irrespective of the level of officer, shall be responsible for estimation, Draft NIT for works, construction & site supervision, Quality Control and Quality Assurance, Record of Measurements, preparation and certification of Bills etc. complete for all Engineering works. A detailed scope of work is attached as Annexure I.
- (ii) On engagement, Engineers shall be under control of Chief Executive Officer (CEO)/ Chief Operating Officer (COO) and posted at AAICLAS Corporate Headquarters, New Delhi;
- (iii) The authority with regard to writing/signing/submission of statement for the work assigned /to be assigned to the Engineer shall be CEO/COO or duly authorized AAICLAS official. The Engineer shall not write any letter to any of the Authority inclusive of Central Government /State Government at his own without the express approval of CEO/COO;
- (iv) Confidentiality of data and documents: The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilise or publish or disclose or part with, to third party, any part of the data or statistics or proceedings or the 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 Engineer 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 representative and it is a binding to Engineer.

- (v) Conflict of Interest: The Engineer appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of AAICLAS;
- (vi) The Engineer shall not make any commitment in any manner with the Central / State Government or any other department of AAICLAS or AAI;

#### TAX DEDUCTION AT SOURCE

- (a) The Income Tax or any other tax liable to be deducted before effecting payment, as per prevailing rules, for which the AAICLAS will issue TDS certificate. GST as applicable shall be payable extra, as per prevalent rules.

#### LEAVE

- (i) The Engineer shall be eligible for 12 days leave in a calendar year on pro-rata basis. The un-availed leave in calendar year cannot be carried forward to the next calendar year or encashed at the end of the contract tenure;
- (iii) AAICLAS will be free to terminate the services of the Engineer in case the Engineer remains absent for more than 15 days beyond the entitled leave in a calendar year;
- (iv) AAICLAS does not undertake any liability for providing any medical facility to the Engineer or his dependents, which is existing in AAI/AAICLAS and there will be no other financial liability on the part of AAICLAS since the remuneration is inclusive of everything.

#### SELECTION CRITERION

- a. The engagement of Engineer will be on full time basis and they would not be permitted to take up any other assignment (s) during the period of engagement.

- b. If the services of Engineer be required at other AAICLAS offices, he shall be entitled for TA/DA and accommodation as is admissible to the serving officer of AAICLAS at the level of Senior Manager;
- c. The Engineer is not eligible for any other perks and allowance other than the lump sum remuneration offered by AAICLAS;
- d. The selection of Engineer will be done based on Interview;
- e. The AAICLAS reserves the right to cancel this advertisement and not to proceed in the matter, at any stage, accept or reject any or all officers, without giving any explanation whatsoever;
- f. Candidates serving in Govt./ Quasi Government offices, Public Sector Undertakings, are advised to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered;
- g. For the selection process i.e. attending Interview, no reimbursement shall be made in this regard and candidates have to bear traveling expenses by their own.
- h. Termination of Agreement: The AAICLAS may terminate the contract if:
  - (a) The Engineer is unable to address the assigned work;
  - (b) Quality of assigned work is not to the satisfaction of AAICLAS;
  - (c) The Engineer fails in timely achievement of the milestones as finally decided by the Competent Authority;
  - (d) The Engineer is found lacking in honesty and integrity;
- i. The AAICLAS reserves the right to terminate the contract by giving one months' notice to the Engineer;
- j. In case information furnished by the applicant is found to be incorrect /false at any stage, the same will invite disqualification and/or action as deemed appropriate by AAICLAS whose decision shall be binding and final;

k. Interested applicants meeting the eligibility criteria **as on 15.11.2019**, are advised to send their duly filled in Application Form ***latest by 9<sup>th</sup> December 2019*** to the '**Chief Executive Officer**', **AAI Cargo Logistics & Allied Services Company Limited, AAICLAS Bhawan, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003**' along with:

- a) Date of Birth, Educational Qualification Documents (self-attested);
- b) Self Attested Copy of Vigilance Clearance Certificate in case of Retired Engineers;
- c) Self Attested Copy of Relieving Certificate in case of Retired Engineers;
- d) Copy of Last Emoluments drawn/Salary Slip
- e) Experience Certificate (self-attested)
- f) Two (02) recent passport size photographs.

"Application for the post of \_\_\_\_\_ at AAICLAS, New Delhi should be mentioned on the top of the Envelope".

SCOPE OF WORK

1. Budgeting with Capital & Revenue;
2. Monitoring of capital works
3. Monitoring of AMCs of Civil, Electrical, Equipment and Systems;
4. Develop robust MIS and develop IT platform for monitoring all works;
5. Planning of capital works i.e. Cargo Infrastructure Projects including upgradation, expansions and modifications;
6. Engagement of Consultants for DPR, Project Planning, Design, Estimation etc. complete;
7. Preparation /vetting of estimates for A/A & E/S through tender documents etc. for works including comprehensive, design and build, item rate, EPC etc. and award of contract;
8. Call of tenders for capital works/AMC/procurement of equipment, Systems/consultancy (any type);
9. Accord technical sanction, approve draft NIT, have powers for sanction of Extra Item, Substituted Item & Deviation Items;
10. Handle arbitration cases pertaining to Engineering works;
11. Approval of extra items/substituted items and deviation items statement and obtaining approval of higher authorities in AAICLAS as and when required;
12. To ensure that AAICLAS policies, overall agreed programmes and time schedules are implemented;
13. Monitoring the projects, holding regular follow up meetings to review the progress and taking steps to remove the causes of hold up for projects;
14. Follow up observations of quality control and those raised by technical and financial audit;
15. To exercise overall technical and administrative controls of all the engineering works for AAICLAS at the Unit level;
16. To issue completion certificate for the works done by engagement of PMC;
17. Approvals for works under contingencies;
18. Finalise scope of work for Capital works;
19. Any other work assigned by AAICLAS



11. Relevant Experience

(a) Year-wise tasks / highlights of similar nature carried out during the last 10 years with all details including position, pay scales, stations served etc.

S.No.	Organization	Post Held with Pay Scale	Year		Responsibility Handled	Remarks
			From	To		

(b) Area of Experience in AAI: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) Specialization held in AAI: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(d) Last pay drawn, Vigilance Certificate/Disciplinary Clearance Certificate from previous employer and Pension Drawn to be enclosed along with the application form.

Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_





7. Marital Status: Mark "X" in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8. Mother Tongue: \_\_\_\_\_ Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

9. Aadhar Card No./PAN No. : \_\_\_\_\_

10. Relevant Experience

(i) Year-wise tasks / highlights of similar nature carried out during the last 5 years with all details including position, pay package etc.

S.No.	Company	Designation	Year		Responsibility Handled	Pay Package
			From	To		

(ii) Area of Experience : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(iii) Specialization (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_