

**AIRPORTS AUTHORITY OF INDIA
FLIGHT INSPECTION UNIT,
SAFDAJUNG AIRPORT, NEW DELHI-110003**

Advertisement for Hiring of Consultant (Quality Manager and Operation manager)

Applications are invited by Executive Director, Flight Inspection Unit for hiring of consultant (**Quality Manager**) (QM) and **Operation Manager (OPS Manager)** in Flight Inspection Unit, Airports Authority of India's (AAI), on Contract basis from eligible candidates of Indian nationals.

I. Quality Manager (QM)

Duties and Responsibilities of Quality Manager in aircraft operation and Maintenance.

"The function of the quality manager is to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy airplanes.

The primary role of the quality manager is to verify, by monitoring activity in the fields of flight operations, maintenance, crew training and ground operations, that the standards required by the Authority, and any additional requirements defined by the operator, are being carried out under the supervision of the relevant Nominated Post holder.

1. Responsible for establishing, documenting, developing and managing the Quality System and for ensuring that it continues to comply with regulatory requirements and to meet the needs of the operations.
2. Ensure that all quality related policies and procedures detailed in the Operations, Quality and AAI Exposition manuals are adhered to and carry out an ongoing review of the adequacy and effectiveness of Quality System procedures.
3. Maintain and keep current all Quality Audit and inspection records for review at any time by the competent authority and other external bodies as appropriate.
4. Liaise with the Regulatory Authorities as may be appropriate on matters related to the Quality System.
5. Establish procedures for dealing with non-conformities, monitoring non conformity reports and taking corrective/preventive action in response to audit findings.
6. Notify the Accountable Manager and senior management when Management Review meetings are scheduled and present internal audit reports.

7. Review the Quality Systems of new subcontractors who impact the operation and organize audits of their quality assurance systems.
8. Monitor compliance with and adequacy of procedures to ensure airworthy aircraft at all times via an audit program and that all maintenance is performed in accordance with Approved data.
9. Monitor all contracted maintenance for compliance with contract conditions relevant to airworthiness and that contracted organizations have the relevant Part 145 Approvals and facilities
10. Monitor the aircraft weighing program for compliance with Part M - M.A.708 (b) 10.
11. Monitor all certificate renewals, including renewal test flights, relevant to the certification and operation of each AAI aircraft.
12. Control of the use and application of the AAI Minimum Equipment List insofar as it affects airworthiness.
13. Grant authorization to individuals to certify the Certificate of Release to Service and special authorizations to issue Certificate of Maintenance Review and renewal recommendations for Certificates of Airworthiness.
14. Grant authorizations to individuals to issue CA Form 1 for work carried out under the CAR 145 Approval.
15. Coordinate reports of un-airworthy conditions.
16. Ensure the organization holds all appropriate technical publications, specifications and drawings and that they are amended as required.
17. Establish a Materials Management Inspection section by the granting of Stores Inspection authority to suitable individuals.
18. Conduct all Airworthiness Technical Review meetings.
19. Coordinate all aspects of the AAI Exposition / Quality Manual and the negotiation with the DGCA/ or of any other authority / OEM of aircraft of any changes required to the documents, or to the Terms of Approval granted by the Authority to AAI.
20. Maintain the AAI's DGCA/Approvals/ or any other as required during audit by DGCA
21. Ensure that all staff the who carries out Quality Inspections and Quality audits are adequately trained.
22. Analyze all relevant data and circulate it within the AAI for information, with recommendations for improvement in quality standards as required.

23. Have overall responsibility for the control of quality records.

No of Posts: one (01)

Eligibility/ Educational qualification/Experience as on date of application:

- Shall have a Degree/AME or Equivalent
- The applicant should be less than 70 years of age during the committed period.
- Familiarity with aircraft maintenance statutory regulations.
- Knowledge of DGCA regulations and relevant regulation legislation governing or affecting operation/maintenance of the aircraft.
- SMS Qualified
- Applicant must hold a valid DGCA India license BAMEL/BAMEC.
- A minimum experience of 10 years in aviation out of which at least 2 years in CAMO and should be current on all required trainings.
- Should meet the requirements of CAR M and be acceptable to DGCA as a post holder.
- Should be familiar to overseeing Maintenance management of aircraft Dornier DO-228 and Beechcraft B-350 owned by AAI.
- Should be fluent in written and verbal communication skills.
- Should have good working knowledge of computer operation (MS Office applications.)

Terms and Conditions

1. **CONTRACT PERIOD:** Contract shall be for a period of 2(two) years, extendable for another 1 (one) year subject to satisfactory performance and on mutual consent.
2. **Honorarium:** Consolidated emoluments of Rs. 65,000/- per month with annual increase of 5% and will subject to deduction of statutory tax / TDS as per rule. Rs.1500 /- per month for Conveyance & Telephones.
3. No CPF, Gratuity etc. shall be admissible to the **Consultant (Quality Manager)**.
4. **Medical and other Benefits:** AAI does not undertake any liability for providing any medical facility to **Consultant (QM)** of his/her dependents, which is existing in AAI and there will be no other financial liability on the part of AAI, since the remuneration is inclusive of everything.
5. **Leave:** The **Consultant (QM)** shall be eligible for 12 days Casual leave and 15 days sick leave in a calendar year on prorata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or en-cashed at the end of the tenure.
6. **Termination of contract:** Contract can be terminated by either party by giving two months' notice. AAI would be free to terminate the services of Consultant (QM) in

case he/she remains absent for more than 15 days beyond the entitled leave in a calendar year.

II. OPERATION MANAGER:

Responsibilities and Duties of Consultant as OPERATION MANAGER:

- Operation of FIU fleet
- Operational control, policies and safety standards.
- Maintenance of operational records / documents.
- Assimilation, evaluation and follow-up action on operational reports.
- Compliance of all safety requirements.
- Crew training and qualification according to licensing requirements.
- Maintenance of standards of flying activities in the organization.
- Interaction with the Regulatory Authority to ensure implementation of guideline and instructions issued by them, at all times.
- Review of Operations Manual, incorporation of revisions / amendment thereto, after obtaining DGCA approval and issue of Circulars, wherever necessary.
- Standardization of flight procedures, cockpit checks and emergency procedures.
- Planning of Pilots training, their up-gradation, conversion from one type to other, recurrent training and periodical proficiency checks.
- Liaison with DGCA for approval of examiner for carrying out checks of flight crew. Ensure validity of License/ Rating, Checks of crew.
- Compliance of Flight Time and Duty Time limitations.
- In case of any incident/ accident he shall be responsible for all matters relating to the incident /accident, and co-ordinate with the OGCA for purposes of investigation of incident / accident and Search and Rescue Operation.
- Provision of Maps and Charts, route guide and other relevant documents on board the aircraft.
- Maintenance of proper records FDTL in respect of each crew and ensure adherence to the regulatory prescribed limits.
- Ensure Insurance coverage of the aircraft and the crew at all times.
- Prepare and issue Circulars / Manuals and other documents necessary for safe and efficient operation of flight in consultation with the In-Charge Flight Operations.
- Any other duties assigned in connection with Operation of AAI aircrafts.

Eligibility/ Educational qualification/Experience on the date of application:

1. The applicant should be Indian National residing in India.
Preference shall be given to candidates belonging to Delhi / NCR
2. The applicant should be less than 70 years of age during the committed period.
3. Academic graduation in any Discipline from a recognized university Established in India with minimum 05 years' experience in Aviation and

Minimum 02 Years as operation Manager Or

CPL holder with a working experience for a minimum two Years as operation Manager

4. Should be fluent in written and verbal communication skills.
5. The applicant should have working knowledge of Computer operation.

No of Vacancy: Two (02)

Terms and Conditions

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4. **Medical and other Benefits:** AAI does not undertake any liability for providing any medical facility to **Consultant (OPS Manager)** of his/her dependents, which is existing in AAI and there will be no other financial liability on the part of AAI, since the remuneration is inclusive of everything.
5. **Leave:** The **Consultant (OPS Manager)** shall be eligible for 12 days Casual leave and 15 days sick leave in a calendar year on prorata basis. The un-availed leave in a calendar year cannot be carried forward to next calendar year or en-cashed at the end of the tenure.
6. **Termination of contract:** Contract can be terminated by either party by giving two months' notice. AAI would be free to terminate the services of **Consultant (OPS Manager)** in case he/she remains absent for more than 15 days beyond the entitled leave in a calendar year.

General:

- The candidate shall appear for personal interview at assigned place, date, time at his / her own cost at New Delhi and submit his original Documents / Certificates for scrutiny to the Executive Director and / or designated officer.
- Selected candidate hereby agrees to serve the AAI for a minimum period of Two years from the date of joining ("Commitment Period").
- During Contract period the QM /Operations Manager shall daily come to office (Flight Inspection Unit, AAI) on all working days. He can also be called for duty on weekends / holidays, if required for operational reason.

- The Management 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. The short listed candidates will be considered for engagement on contract.
- Please also note that your candidature is purely PROVISIONAL. If at any stage, it is found that you do not possess the laid down qualification/stipulated eligibility criteria, your candidature is liable to be rejected, without entering into any further correspondence with you in the matter. Canvassing in any form will disqualify the candidate.

HOW TO APPLY:

Candidates who wish to apply are advised to Download & fill the required details in the given Format, attach the following Documents and send/email it, to the address as given below so as to reach on or before **16/05/2020**.

**The Executive Director (FIU)
Flight Inspection Unit
Airports Authority of India
Safdarjung Airport, New Delhi- 110003.**

email: edfiu@aai.aero

- i) A recent passport size photograph pasted in the space provided in the Application Format
- ii) One set of photocopies of supporting testimonials for date of birth, qualification, Experience etc.
- iii) One set of photocopies of Licenses/Endorsements,

After scrutiny, candidates will be shortlisted to appear for Personal Interview. They will be intimated through email

Candidates, employed in Government/Semi Government/Public Sector Undertakings, are required to bring a "No Objection Certificate" from their current employer, at the time of Interview.

The selected candidate shall enter into an agreement with Airports Authority of India on Non Judicial stamp paper of Rs. 100/-.

**Executive Director
Flight Inspection Unit**

AIRPORTS AUTHORITY OF INDIA
APPLICATION FORM

POST APPLIED FOR: **Consultant (Quality Manager/Operation Manager)**

Paste a recent
Passport size
Photograph

I. a) Name: _____
b) Father's Name: _____
c) Address: _____

Pin Code _____

d) Contact Details:

i) Telephone Nos.: _____

ii) Mobile No.: _____

iii) E-mail id: _____

e) Date of Birth: _____

f) Age (As on the date of application)

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

g) Nationality: _____

II. Educational qualifications: (10+2 onwards)

Exam Passed	University/Board	Year of Passing	Subjects	% of marks

III. Technical qualifications:

Degree/ License Details:

Degree/ License	Number	Date of Issue	Validity		Remarks
			From	To	
Details of Degree/ AME					
Any other license/ Endorsement					

IV. Experience:

V. Any other information:

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 THE CANDIDATE