

File No. A-12024/16/2019-AAIB
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
AIRCRAFT ACCIDENT INVESTIGATION BUREAU

3rd Floor, 'B' Block
Udaan Bhawan,
Ministry of Civil Aviation
Near Jor Bagh Metro
Aurobindo Marg
New Delhi-110003

Date: 14th November 2025

VACANCY CIRCULAR

Subject: Inviting applications for engagement of ONE Consultants at Section Officer/Under Secretary level from retired Central Government personnel in the Aircraft Accident Investigation Bureau (AAIB), Ministry of Civil Aviation purely on a Contractual basis-reg.

Aircraft Accident Investigation Bureau (AAIB), an attached Office under Ministry of Civil Aviation invites applications for engagement of one **Consultant (Administration) at Section Officer/Under Secretary level or equivalent** from retired Central Government personnel at 7th CPC Pay level of 8/ 9/ 10/ 11 in the prescribed form for engagement purely on contractual basis. The engagement will be initially for a period of one year or till regular incumbent joins or until further orders, whichever is earlier. After engagement on contract basis, the performance, skills, knowledge of the job assigned, health etc. will be evaluated at the AAIB from time to time. In the event of failure to meet the required standards of skills, duties and conditions at any point of time; AAIB reserves its rights to terminate the contract/services summarily without any notice.

2. There will be a continuous review of the performance of the incumbent and 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 five years from the date of superannuation or at attaining the age of 65 years, whichever is earlier. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

3. The application in the prescribed form from the eligible and interested candidates should reach the Receipt and DAK Section of AAIB or through e-mail on dg.aaih-moca@gov.in latest by **30th November 2025**. Applications received after the closing date or, otherwise found incomplete, or not in the prescribed form will not be considered.

4. AAIB would scrutinize the applications. Only those candidates meeting the requirements of AAIB will be shortlisted and called for interview. Shortlisted candidates for interview would be intimated by email. No TA/DA will be admissible for attending interview. The selected candidates will be required to join AAIB within the stipulated time from the date of receipt of offer of appointment letter, failing which their selection shall be treated as cancelled without any further communication.

5. The place of posting will be New Delhi. The consultant, if required to proceed on tours to any place in India in connection with any work assigned by the AAIB, shall have entitlements of the Government officers at the level of Under Secretary or as per extant instructions of the Department of Expenditure, Ministry of Finance.

6. Canvassing by candidates in any manner will invite disqualification of their candidature.
7. Eligibility Criteria is enclosed at Annexure-A.
8. Terms and Conditions are enclosed at Annexure-B.
9. Application Form is enclosed at Annexure - C.

K. Ramesh Babu

(K. Ramesh Babu)
Director / Head of Office

ELIGIBILITY CRITERIA

S No.	Post	Total No. of post	Upper age Limit	Remuneration (Per Month)	Eligibility Criteria (Qualifications/Experience)
1.	Consultant – (Administration)	01	63 years as on 01 Nov. 25	Will be regulated as per Dept of Expenditure OM No 3-25/2020-E.IIIA dated 19 Dec 20	Essential - Should have retired from the post of SO/ Under Secretary or equivalent from any Central Government Ministry/Department, including Ex-Servicemen. - At least 05 years of Experience in Administration under Central/State Government/ Ministry at the level of Section Officer/Under Secretary (equivalent) at Level 8 to 11 as per 7th CPC and well conversant with Govt. of India Rules and Regulations. Computer Literacy Ability to use MS Office and other applications for drafting Notes and Presentations and carrying out day to day duties. Conversant with working in E-office module for file submission.

Job Profile & Duties- Consultant (Administration)**a) Administrative Work:**

Maintenance of Service Book; Pay fixation of the Officers; Joining formalities of Officers joining on Deputation; Issuance of Notification of the Officers joining the Office on Deputation; Leave Records of the Officials; Requests of the Officers for higher education and permission for private visit abroad; Creation/modification of the Recruitment Rules

b) Parliament Work:

Preparation of reply for Lok Sabha and Rajya Sabha questions; Preparation of assurances reply

c) VIP/PMO References:

Preparation of reply of VIP and PMO references

d) RTI Matters:

Preparing reply of RTI received; Preparing reply of the RTI appeals

e) Coordination and Welfare

Implementation of various policies and nomination of nodal officers; Observance of several important days and communicating the same to all the officers

f) Other Miscellaneous Work

Creation of new files in e-office; Creation of physical files; Management of technical and administrative files; Preparation of meeting notice and organizing meetings.

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**TERMS AND CONDITIONS OF ENGAGEMENT OF RETIRED GOVT EMPLOYEE AS
CONSULTANT (ADMINISTRATION) PURELY ON CONTRACT BASIS IN AIRCRAFT
ACCIDENT INVESTIGATION BUREAU (AAIB)**

1. TENURE

1.1 The tenure of the consultant will be for a period of one year from the date of assumption of the charge or till regular incumbent(s) join(s) or until further orders, whichever is earlier. The appointment shall be subject to the Performance Assessment from time to time.

1.2 After engagement on purely contract basis, the performance, skills, knowledge of the job assigned, health etc. will be evaluated at AAIB from time to time. In the event of failure to meet the required standards of performance skills, duties and conditions at any point of time, Aircraft Accident Investigation Bureau (AAIB) reserves its rights to terminate the contract/services summarily without any notice.

1.3 There will be a review of the performance of the incumbent after one year and depending on the requirement, subsequent continuation /extension of contract, if any, will be decided on the basis of outcome of the review. The contract can be extended for a maximum of four years beyond the original contract period of one year. The total period of contract, including extension, if any, shall not exceed five years from the date of superannuation or attaining the age of 65 years, whichever is earlier. However, completion of the period of contract will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc.

1.4 Notwithstanding the provisions of clause 1.2 above, the contract can be terminated by the either side, by giving a one-month notice or pay in lieu thereof. Further, the AAIB reserves its right to reject the notice of termination of contract in public interest or for exigencies of work.

2. NATURE OF DUTIES

2.1 The duties and responsibilities shall be as described in the "Job Profile and Duties" given in Annexure A.

2.2 In addition, any other duties and responsibilities in public interest and in exigencies of work can be assigned by AAIB.

3. PLACE OF DUTY

3.1 The place of appointment shall be the Headquarters of Aircraft Accident Investigation Bureau (AAIB), New Delhi.

3.2 The consultant, if required to proceed on tours to any place in India in connection with any work assigned by the AAIB, shall be as per the entitlements of the Government officers at the level

of Under Secretary or as per extant instructions of the Department of Expenditure, Ministry of Finance.

4. WORKING HOURS

4.1 Working hours shall be in accordance with the orders of the Government of India on the subject from time to time or working hours of AAIB. They shall mark their attendance in BAS system mandatorily and failing which may result in deduction of remuneration.

4.2 The Consultant may be required to work on extended working hours or in weekends or in holidays, if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work including weekends and holidays, they shall not be entitled for any overtime allowance or compensation for the same.

5. REMUNERATION / FEE

5.1 During the period of contract, the Consultant shall be paid a fixed remuneration as per guidelines given in DoE OM 3-25/2020-E.IIIA dated 09 December 2020 or any guidelines issued by Govt. of India in this regard from time to time.

5.2 'No Work No Pay' will be applicable during the period of engagement.

5.3 The remunerations shall be paid by direct bank transfer/Account Payee Cheque or by any other means, as may be decided by the Government from time to time.

5.4 Taxes as levied by the Government shall be deducted at source from the remunerations due to the Consultant.

5.5 In the event of completion or termination of the contract by either side, they shall be required to refund / return any dues, or any item or equipment issued to him/her for official work. In the event of any dispute the decision of the DG, AAIB shall be final and binding and consultant shall not have any claim in this regard.

6. ALLOWANCES / FACILITIES

6.1 Allowances will be given as per guidelines contained in Ministry of Finance, Department of Expenditure's OM 3-25/2020-E.IIIA dated 09 December 2020 or any guidelines issued by Govt. of India in this regard from time to time.

7. DEDUCTIONS

7.1 AAIB shall **not** be responsible for non-statutory deductions like insurance premium etc. It shall be responsibility of the consultant to keep his/her insurance current.

8. LEAVE

8.1 The leave entitlement will be governed as per Ministry of Finance, Department of Expenditure OM No. 3-25/2020 – E.IIIA dated 9th December 2020 or any guidelines issued by Govt. of India in this regard. The Consultant shall not be entitled to any remuneration for the period of absence beyond 18 days calculated on pro rata basis. Any un-availed leave during a year shall not be carried forward to next calendar year or will not qualify for encashment at the end of the tenure. AAIB would be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

8.2 In the event of absence on the ground of sickness (for more than 03 days), the Consultant shall be required to submit a medical and fitness certificate.

8.3 Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

9. CONDUCT & DISCIPLINE

9.1 The Consultant should maintain absolute integrity and devotion to duty at all times and should not indulge in any activity which adversely affect the functioning of the AAIB or

Government of India in any manner whatsoever. The Consultant shall maintain decent standard of conduct, good character, proper discipline and utmost gender sensitization, failing which, an appropriate action shall be taken as per extant guidelines / instructions.

9.2 Being on contract service of AAIB, the officer shall not participate directly or indirectly in any form or manner whatsoever, in trade union activities, which may render hindrance in or obstacles in discharging the assigned work or violates any of the Government Acts, Rules or Regulations or Orders, issued from time to time. He shall be liable for suitable action in case of violation.

9.3 During the period of his/her engagement with AAIB, he/she shall not engage in any employment elsewhere.

10. CONFLICT OF INTEREST

10.1 The individual (including any member(s) of his/her family*) who wish to apply for the post of Consultant in AAIB on contract basis shall not have any kind of conflict of interest which may arise due to his/her (including any member(s) of his/her family*) involvement in management/operation of AAIB which may affect the decision making in AAIB, for the period of last three(03) years.[* Members of family" in relation to a consultant include the wife or husband, son or daughter, parents, brothers or sisters or any person the Consultant or not.

11. SECRECY CLAUSE

11.1 All information, documents, drawing etc. whether in physical form or in electronic form shall be of proprietary ownership of the AAIB and he/she shall not disclose the same to any person or persons or firms etc. unless required to do so in due discharge of his official duties with prior permission/approval.

12. GENERAL

12.1 The individual shall ensure that all documentation, information and credentials presented to the AAIB in support of his candidature for the employment are authentic and both parties agree that *in the event of the same being found false, fabricated or tempered with*, the AAIB reserves its right to summarily terminate the contract/services ex-parte.

13. MODIFICATIONS OF THE CONTRACT

13.1 The terms and conditions of this offer may be altered or modified by the AAIB in public interest without any prior notice in accordance with the policy of the Government of India.

13.2 The Terms so modified shall also become a part of the contract.

14. Notwithstanding any terms and conditions of contract with AAIB, in the event of involvement in any kind of act which is detrimental to public safety and national security and in the event of arrest by police or any such authority for involvement in any offence, contract appointment with AAIB shall stand automatically terminated irrespective of any provisions in the Terms and Conditions of engagement.

APPLICATION FOR APPOINTMENT OF CONSULTANT (ADMINISTRATION)
ON PURELY CONTRACT BASIS**IN****AIRCRAFT ACCIDENT INVESTIGATION BUREAU (AAIB), MoCA**
3rd FLOOR, 'B' BLOCK, UDAAN BHAWAN, NEAR JOR BAGH METRO,
AUROBINDO MARG NEW DELHI-110003

Note: 1. Application (preferably typed) should be sent only in the prescribed format supported by self-attested copies of testimonials failing which the application will be rejected out rightly.

2. Fill up all the columns except those, which are not applicable.

3. Applications received after the last date of receipt of application shall be summarily rejected.

Affix recent
passport size
photograph

1. Position applied for _____

2. Name in full: _____
(in Block Letters) First Middle Last

3. Father's/Husband's Name: _____

4. (a) Date of Birth (in figure): _____

(b) Age as on (date of publication of advt.) _____ Years _____ Months _____ Days

5. Date of retirement (please attach retirement order) : _____

6. Whether belongs to SC/ST/OBC/PWD/EWS Category: If yes, please specify the Category .

7. Gender (Male/Female/Other): _____

8. Marital Status: Married /Unmarried/ Divorcee etc. (Strike out whichever is not applicable)

9. Nationality: _____

10. Address of Correspondence:

11. Permanent Address:

12. (a) Mobile No. _____ (b) Email ID. _____

13. PAN No: _____

14. Aadhaar No: _____

15. Particulars of all examination passed and degree and technical qualifications obtained commencing from School Board or equivalent examination: (Self Attested copies of certificates to be attached; Please attach separate sheet, if required)

Examination /Degree	University/Board	Year of Passing	%age of marks	Subjects

16. Experience: (Please attach copies of the experience certificate) (Please attach separate sheet, if required).

Name of employer	Post held	Period		Last Salary Drawn	Nature of Work / duties
		From	To		

Total Experience in Years and months: _____

17. Pay Level at Retirement : _____ (Attach Copy of LPC)

18. Working knowledge of Computers: (Yes/No): _____

19. Have you been Convicted ever: _____

20. Whether any criminal case pending or under investigation: Yes/ No _____

DECLARATION: -

I _____ CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED / DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT ANY NOTICE.

Signature of the Applicant

- * Enclose a separate sheet, where ever necessary, if the space is insufficient.
- * The posting will be in Delhi
- * Original Certificates / Documents would be required to be produced at the time of interview.

Date:

Place:

Signature of the Applicant

Documents to be attached (self-attested)

- i) Documents Supporting Educational Qualifications
- ii) Self-attested experience certificates (including the Experience letter from the current place of working)
- iii) Retirement order and Pension Payment Order (PPO)
- iv) Last Pay Certificate (LPC)
- v) Aadhaar Card
- vi) PAN Card