

**No: A-12031/3/2024-AAIB**  
Government of India  
Ministry of Civil Aviation  
Aircraft Accident Investigation Bureau

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3<sup>rd</sup> Floor, 'B' Block, Udaan Bhawan,  
Safdarjung Airport, New Delhi – 110003.

Dated: 21<sup>st</sup> April, 2026

**CIRCULAR**

**Subject: Inviting applications for engagement of Two (02) Consultants (SO/US Level or equivalent) in the Aircraft Accident Investigation Bureau (AAIB), Ministry of Civil Aviation on contractual basis – reg.**

The Aircraft Accident Investigation Bureau (AAIB), an attached office of the Ministry of Civil Aviation (MoCA) invites applications for engagement of **Two (02)** Consultants [Section Officer (SO/US) level or equivalent] i.e., 01 Consultant (Admin) and 01 Consultant (Pay and Cash) on contractual basis.

2. The terms and conditions for engagement of Consultants (SO or above) are as under:

<b>Criteria</b>	<b>Consultant (Retired Government Servant)</b>
<b>Eligibility</b>	The applicant should have retired from the post of SO/ US or equivalent from any Central Government Ministry/ Department.  <i>Preference will be given to the retired officers belonging to Central Secretariat Service (CSS).</i>
	Applicants should have sound knowledge of basic Computer applications viz. MS Word, MS Excel, Power Point, etc.
<b>Age Criteria</b>	The applicant should not have attained the age of 62 years on the closing date of applications.
<b>Scope of Work</b>	(i) Consultant (Admin): Administrative & Establishment matters, General Administration, Vigilance, Framing/Amending Recruitment Rules (RRs), Creation of Posts, Welfare, Vigilance, Common office services, Public Relations, Parliament Queries, Hiring of Consultants/ YPs etc, Service Records, Postings and transfers, Appeals, Petitions, Court Case, etc.  (ii) Consultant (Pay & Cash): Finance, Budget, Cash & Accounts, Payment and Recoveries, Miscellaneous & General Procurement, etc.
<b>Period of Engagement</b>	(i) Initial engagement will be for a period of <b>01</b> year which may be extended or curtailed as per the requirement and satisfactory performance or till the time regular incumbents are available in AAIB against the vacancies, <i>whichever is earlier</i>  (ii) The engagement would be on full-time basis and they would not be permitted to take up any other assignment during the engagement period with AAIB.

Criteria	Consultant (Retired Government Servant)
	The term of appointment shall not be extended beyond <b>05</b> years after superannuation or at attaining the age of 65 years, <i>whichever is earlier.</i>
<b>Remuneration, Allowances, etc.</b>	<ul style="list-style-type: none"> <li>(i) They will be regulated in terms of the Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by the DOPT from time to time.</li> <li>(ii) The Consultant shall be paid a fixed monthly amount calculated as = Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (<i>if applicable at retirement</i>).</li> <li>(iii) No DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc., or any other benefits will be admissible as available to the regular Central Government servant.</li> <li>(iv) The amount of remuneration so fixed shall remain unchanged for the term of the contract.</li> <li>(v) 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 AAIB will issue TDS certificate(s).</li> </ul>
<b>Termination of Agreement</b>	<p>The AAIB may terminate the contract:</p> <ul style="list-style-type: none"> <li>(i) If the Consultant is unable to address the assigned work.</li> <li>(ii) If the Consultant is found lacking in honesty and integrity.</li> <li>(iii) If the Consultant is absent from duty without due approval.</li> <li>(iv) If the quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the AAIB.</li> <li>(v) The contract shall stand automatically terminated if the engagement period has not been extended prior to its completion.</li> <li>(vi) If the regular incumbents joins AAIB against the vacancies, <i>whichever is earlier</i></li> <li><b>(vii) <i>The Competent Authority in the AAIB may also terminate the contract at any time without giving any notice and also without assigning any reason.</i></b></li> </ul>
<b>Working Hours and Leave</b>	<ul style="list-style-type: none"> <li>(i) The Consultant shall be required to observe the normal office timing from 09:30 AM to 06:00 PM (Monday to Friday). They may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. However, no extra compensation will be paid if a person attends office beyond normal office timings/on holidays.</li> <li>(ii) They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.</li> <li>(iii) "No work no pay" will be applicable during the period of</li> </ul>

Criteria	Consultant (Retired Government Servant)
	<p>engagement.</p> <p>(i) Paid leave of absence is allowed at the rate of <b>1.5 days</b> for each completed month of service.</p> <p>(ii) Accumulation of leave beyond a Calendar year is not allowed.</p>
<b>General Terms &amp; Conditions</b>	<p>(i) The Consultant will be governed by the Officials Secret Act, 1923 <i>as amended from time to time</i> and will not divulge any information gathered during the assignment.</p> <p>(ii) The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the AAIB shall remain within the office.</p> <p>(iii) 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 his assignment or during the course of the assignment and even after termination of the contract without the express written consent of the AAIB.</p> <p>(iv) The Consultant would be required to sign a non-disclosure undertaking <i>as per the Annexure-II</i> before being assigning of any work.</p> <p>(v) The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office/Govt. nor will he/she indulge in any activity outside the terms of the contractual assignment.</p> <p>(vi) The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Department.</p> <p>(vii) The Consultant shall not be entitled to ny TA/DA for joining the appointment or on completion of engagement.</p> <p>(viii) <b><i>AAIB reserves the right to cancel this advertisement and not to proceed in the matter, at any stage, without assigning any reason, whatsoever.</i></b></p>
<b>Conflict of interest</b>	<p>The Consultant shall be expected to follow all the rules and regulation of the Govt. of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity during assignment. In case the services of Consultant are not found satisfactory, his/her services will be liable for discontinuation without assigning any reason.</p>

3. Job Location for the above Consultants will be New Delhi.

***(The numbers of vacancies/positions are tentative and may change at the time of selection.)***

4. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant on the terms and conditions mentioned above, must submit his/her application in the prescribed format enclosed as Annexure-I, *along with the self-attested copies of documents*, to the undersigned **on or before 30 days of issue of this circular**. The applications can be submitted physically through post *OR* e-mailed to **dg.aaib-moca@gov.in**.

5. **Selection Process:** AAIB will devise a method for engagement for Consultant that may include Personal Interaction (Online/Physical)/Written Assessment. The communication will be sent to the Email Ids given by the candidates.

5.1. The decision of the AAIB for selection purposes will be final and binding on all candidates. Applications received after the last date or without the requisite documents/information will not be considered and summarily rejected without any further communication.

6. All Central Govt. Ministries/Departments may give wide publicity to this Circular among their staff/attached/subordinate Offices, etc.

  
(K Ramesh Babu)

Director/ Head of Office

Tele. No. 011 - 24654026

To:

1. All Ministries/Departments of Government of India.
2. YP, IT *with request to upload this Circular on the website of AAIB.*
3. Office Order Folder.

**Annexure-I**

**Application format for engagement as Consultant (SO/US Level or above) on contractual basis in AAIB**

1.	Name of the post applying for					Photo
2.	Name (in block letters)					
3.	Father/Mother/Husband's Name					
4.	Date of Birth					
5.	Date of Retirement & PPO No. ( <i>self-attested copies of supporting documents to be attached</i> )					
6.	Designation & Department at the time of retirement					
7.	Last Basic Pay drawn & Pay Level					
8.	Permanent Address					
9.	Address for Correspondence					
10.	Tel. No./Mobile No.					
11.	Email ID					
12.	Educational/Technical Qualification(s) ( <i>self-attested copies of supporting documents to be attached</i> )					
13.	Bank A/c Details (with copy of passbook/cancelled cheque)					
14.	Gradings in APARs of last 05 years ( <i>self-attested copies of supporting documents to be attached</i> )	Year				
		Gr.				
15.	Details of employment/work experience in chronological order ( <i>Add separate sheet if required</i> )					
	Designation/Position and Name of Ministry/Dept./Organization	From	To	Nature of Work	Remarks	
	(i)					
	(ii)					
	(iii)					

**DECLARATION**

I do hereby declare that the particulars above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of AAIB in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me. **I certify that no disciplinary proceedings are pending against me, as on date.**

(Signature)

Place:

Date:

Full name of the applicant

NON-DISCLOSURE UNDERTAKING

To  
The Director (Admin),  
Aircraft Accident Investigation Bureau,  
3<sup>rd</sup> Floor, 'B' Block, Udaan Bhawan,  
Safdarjung Airport, New Delhi – 110003.

Sir,

I hereby undertake:

- Not to represent or give opinion or advice to others in any matter which is adverse to the interest of the office nor will I indulge in any activity outside the terms of the contractual assignment. If at any point of time, it appears so, the engagement can be terminated with immediate effect.
- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- Not to sell, trade, publish, or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- To hold such confidential information in trust and confidence both during and after the term of my engagement.
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with AAIB which would otherwise conflict with my obligations towards AAIB.
- To abide by data security policy and related guidelines issued by AAIB;
- Not to resort to any corrupt practices in any aspect and at any stage during the tenure of engagement.
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultant in AAIB.

2. In the event of termination of my engagement for any reason whatsoever, I shall promptly surrender and deliver to the AAIB any records/material/equipment/documents or data which is of confidential nature.

3. I shall keep AAIB informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours sincerely,

(Signature)

Name: .....  
Address & Contact No.....  
Dated:.....