

No. AV. 28011/05/2013-ER

Government of India  
Ministry of Civil Aviation

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'B' Block, Rajiv Gandhi Bhawan,  
New Delhi, dated 24<sup>th</sup> March, 2014

CIRCULAR

**Sub: Engagement of Consultant by the Ministry of Civil Aviation, Government of India for the work relating to setting up of Rajiv Gandhi National Aviation University.**

Ministry of Civil Aviation, Government of India is in the process of setting up of Rajiv Gandhi National Aviation University at Indira Gandhi Rashtriya Uran Akademi (IGRUA) Complex, Raebareli, U.P. This will be one of its first kind in the country and thus it is expected to become centre of excellence in the field of Civil Aviation education. Services of an officer who retired at the level of Dy. Secretary/Director to Govt. of India are required to assist the Ministry in the implementation of this project.

2. The Ministry of Civil Aviation, Government of India, invites applications from experienced retired officers at the level of Deputy Secretary/Director to Government of India for engagement as Consultant. The details including eligibility criteria, TOR etc. are available on the Ministry's website: [www.civilaviation.gov.in](http://www.civilaviation.gov.in). Last date of receipt of application is **28<sup>th</sup> April 2014 upto 5.00 P.M.** Applications received after due date and time will not be considered.



(U.K. Bhardwaj)

Under Secretary to the Govt. of India  
Tele No. 2464 0359

NIC Cell for up-loading on the Ministry's website.

**APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT FOR THE  
WORK RELATING TO SETTING UP OF RAJIV GANDHI NATIONAL AVIATION  
UNIVERSITY UNDER MINISTRY OF CIVIL AVIATION**

1. Name:
2. Date of Birth:
3. Contact Number:
4. Address for communication:
5. E-mail:
6. Date of Joining in Govt. Service:
7. Date of Retirement from Service:
8. Name of the Ministry/PSUs/Department from which retired:
9. Last pay drawn (copy of PPO to be enclosed):
10. Educational Qualification:
11. Details of knowledge of Computer:
12. Brief particulars of experience (As per format attached):

Signature

Date:

Place:

## **Work Experience**

S. No.	Designation	Name of Ministry/ Department	Period	Key tasks accomplished (Attach separate sheet if necessary)

## **TERMS OF REFERENCE**

1. The Consultant shall be responsible for processing various proposals for decisions connected with setting up of Rajiv Gandhi National Aviation University (RGNAU).
2. The Consultant shall be responsible for monitoring the budgeted expenditure and keep the Divisional Head updated on various matters of urgent importance.
3. The Consultant shall be responsible for processing proposals relating to preparation of Statutes/Regulations/Ordinances connected with the RGNAU.
4. The Consultant shall be responsible for organizing meetings of Steering Committee of RGNAU and assist in monitoring implementation of decisions of Steering Committee.
5. The Consultant shall be responsible for coordinating with other consultants/Agencies engaged for setting up of RGNAU.

## Terms & Conditions

### **1. Eligibility Criteria:**

- The Consultants proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments.
- Persons should have retired from the post of Director/Deputy Secretary from Central Govt. Ministries/ Departments including its Attached/Subordinate offices.
- He/She shall have adequate experience in establishment matters, finance/budget matters and in framing Rules/Regulations.
- He/She is expected to possess adequate competency in preparation of reports/documents on their own.
- He/She shall poseses adequate working knowledge of computers.
- Persons with experience in setting up of Higher Educational Institutions such as Central University, IIT, IIM etc. would be preferred.

### **2. Age Limit:**

Candidate should not be more than 62 years of age as on closing date of receipt of application.

### **3. Leave:**

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

### **4. TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per government rule.

### **5. Type of appointment:**

The appointment will be purely on contract basis.

### **6. Contract Period:**

Initial contract would be for a period of one year shall be extended for further period as may be decided by the Ministry.

**7. Terms of Payment of remuneration:**

The pay for retired government officials will be fixed as Rs. 50,000/- per month (Rupees Fifty thousand per month). Further, if Consultant Evaluation Committee finds necessary, in exceptional cases where the qualification and experience of the consultant is higher than prescribed, higher remuneration may be granted with the approval of the competent authority.

**8. The Department reserves the rights, as follows:**

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

**9. Basis for Evaluation:**

The scrutiny of applications will be carried out by the Ministry on the basis of required Qualification & Experience of individuals based on past work experience. Consultancy Evaluation Committee constituted for the purpose, may conduct personal interview with the shortlisted applicants

**10. Guidelines for submission of the Applications:**

The duly completed Application in prescribed format should be submitted to the following addresses so as to reach the Ministry on or before **05.00 P.M.** on **28<sup>th</sup> April, 2014**. Any application received after the above mentioned deadline will not be considered and may be returned.

Shri U.K. Bhardwaj,  
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