



Government of India
Airports Economic Regulatory Authority of India
3rd Floor, Udaan Bhawan, Safdarjung Airport, New
Delhi-110003

**Invitation of applications for Engagement of Office Support Professional
(Secretarial Personal Assistant) on contract basis in Airports Economic
Regulatory Authority of India**

Airports Economic Regulatory Authority of India proposes to hire one (01) Office Support Professional (Secretarial Personal Assistant) on contract basis. The number of vacancies may vary as per the requirement. Candidate with requisite qualification and experience as prescribed would be hired as Office Support Professional. The interested candidates must indicate the post for which they applied.

2. Airports Economic Regulatory Authority of India invites applications from eligible candidates as Office Support Professional. The details including eligibility criteria, Terms & Conditions etc. are available on the AERA's website: www.aera.gov.in Last date of receipt of application is **01.08.2024 upto 5.30 P.M.** Applications received after due date and time will not be considered.

Deputy Chief
Airports Economic Regulatory Authority of India, 3rd Floor, Udaan Bhawan,
Safdarjung Airport, New Delhi – 110003


डॉ. कमलेश कुमार / DR. KAMLESH KUMAR
उप प्रमुख / Deputy Chief
भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
नागर विमानन मंत्रालय / Ministry of Civil Aviation
भारत सरकार / Government of India
ऐरा भवन प्रशासनिक कॉम्प्लेक्स
AERA Building Administrative Complex
सफदरजंग हवाई अड्डा, नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003



भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण
Airports Economic Regulatory Authority of India
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110003



यसुदेव कुटुम्बकम्
ONE EARTH - ONE FAMILY - ONE FUTURE

F.No. A-20014/Consultants/2023-24-Estb.

दिनांक: 11 July, 2024

Subject: Engagement of one (01) Office Support Professional (Secretarial Personal Assistant) on contract basis in Airports Economic Regulatory Authority of India -reg.

Airports Economic Regulatory Authority of India (AERA) proposes to hire One (01) Office Support Professional on contractual basis in this Authority. The number of vacancies to be engaged as Office Support Professional is 01 (one). The number of Office Support Professional may vary as per the requirement without any prior notice.

The application must clearly indicate the Category of Post applied for by each applicant. The applicants are to communicate with the addressee given below only by email. Telephone calls or other means of communication shall not be entertained.

The details of the advertisement are as follows:-

- Job Requirement:** As per detailed Terms of Reference at Annex-I.
- Qualification and Age Limit:** Qualification and age limit for the Category of Professionals is given in the table below:

Sr. No.	Name & of Posts	Qualification	Experience	Consolidated Remuneration	Annual Increment
1	2	3	4	5	6
1.	Office Support Professional (01 Nos)	Essential: - 1. Graduate degree from recognized university/institute 2. The applicant should not have attained the age of 63 years on the closing date of applications.	Essential: - Minimum 5 years experience in the field of Secretarial Assistance & office procedure. Desirable:- Past experience of Secretarial support work in Central Government Organization or PSU/ Autonomous Bodies/ Statutory Bodies/ Constitutional Bodies will be preferred.	Rs. 65,000/- P.M.	6% of the consolidated remuneration subject to satisfactory performance

Note:

- No other perquisite/allowances etc. such as DA, accommodation, reimbursement

- for phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible
- 2) The number of posts are liable to change without prior notice.
 - 3) The candidate should be in good health for discharging his/her official duties effectively.

3. General Terms and Conditions:

3.1 Tenure: The engagement will be purely on temporary basis and it will confer no right on Office Support Professional for regularization/permanence in any case. The Office Support Professional will be initially engaged for a period of two year which may be curtailed or extended at the sole discretion of the Authority and the same will be binding on the Office Support Professional. The maximum age up to which a person can be engaged as Office Support Professional will be 65 years. The appointment of the Office Support Professional would be on full-time basis and he/she will not be permitted to take-up any other assignment during the period of consultancy with the Authority.

3.2 Periodic Performance Appraisal: Periodic performance appraisal of the Professional would be undertaken through Performance Report (PR) on quarterly/half yearly/yearly basis as decided by the Competent Authority.

3.3 Shifting and transfer: Any of the individual/personnel may be transferred from the Division/Section for which he/she was selected to other Division/Section as per the discretion of the Competent Authority. The Professional shall not have any right/ claim over specific office facilities/ space, which will be the sole discretion of the competent authority.

3.4 Professional engaged would not be permitted to take up any other assignment during the period of engagement with AERA. The assignment is purely on contractual basis and can be terminated at any point in time as per clause 10. The work and days on contract duty do not allow any representation or claim for any form of employment at any point of time to the Professionals selected.

4. Leave: Professional shall be eligible for 12 days casual leave for a completed period of One year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Professional. Un-availed leave shall neither be carried forward to next year nor encashed. Professional may also be required to attend office on Saturday/Sundays and closed holidays and beyond normal office hours without any extra remuneration. However, for such work conducted on Sunday and holiday, the Professional will be entitled to take compensatory off. In addition to entitled leave, the Professional can take maximum 15 days leave without pay in a year. In case the Professional remains absent without pay for more than 15 days, the Authority reserve the right to terminate the contract of engagement.

5. Type of appointment: The appointment will be purely on contract basis.

6. Basis for Evaluation & Selection: Applications received will be scrutinized on the basis of parameters prescribed in point no. (2). The mode of selection of the candidates will be through interview and/or group discussion. The decision of the competent authority in this respect will be final.

7. Allowances, Travel and Compensation:

7.1 No TA/DA shall be admissible for interview or joining the assignment or on

its completion.

7.2 In the event of death, injury or illness of the individual Professional which is attributable to performance of services on behalf of AERA under the terms of contract, and/or while travelling for official duty or in performing any services under the contract in any offices or premise of AERA or Govt. of India, the individual Professional or the individual Professional's dependents shall not be entitled to any compensation or any claim whatsoever.

8. Tax Deduction at Source (TDS):

TDS as applicable under the Income Tax Act & Rules therein shall be done from the monthly remuneration of Professional. Relevant TDS certificate will be issued.

9. Termination of Engagement:

9.1 The engagement of Professional can be terminated by AERA after giving one month's notice.

9.2 Professional will have to give one month's advance notice or remuneration in lieu thereof before resigning from the engagement.

9.3 If either party terminates the engagement without one month notice then the party terminating the engagement shall pay proportionate consolidated remuneration in lieu of notice period.

9.4 However, AERA reserves the right to terminate the engagement of any Professional at any time without prior notice based on performance or without providing any reason for it. Further, AERA may terminate the engagement of any Professional without prior notice in case of breach of provisions of contract terms of engagement. In case the engagement is terminated by AERA on account of performance or breach of terms of engagement, by the Professional no notice will be issued and no proportionate consolidated remuneration in lieu of notice period will be paid by AERA.

9.5 The engagement of Professional will be terminated at the end of tenure, if not extended. In cases where AERA terminates the engagement of Professional without giving prior one month notice, the Professional shall be paid proportionate remuneration in lieu of the notice.

9.6 If the engagement of Professional is terminated by AERA before completion of one year or the Professional terminates his/her engagement with AERA before completion of one year, he/she will not get any work certificate.

10. Legal Status and Settlement of Disputes:

10.1 The individual Professional shall have the legal status of an independent Professional vis-à-vis AERA and shall not be regarded for any purposes as being either a "staff member of AERA or an "official" of AERA. Accordingly, nothing within or relating to the engagement shall establish the relationship of employer and employee.

10.2 AERA and the individual Professional shall make their best efforts to amicably settle any dispute, controversy or claim arising out of the engagement/ contract or the breach, termination or invalidity thereof. In case of any dispute, the decision of the Competent Authority in AERA will be final and binding.

10.3. For all matters not explicitly stated in this advertisement, the decision of the Competent Authority in AERA will be final and binding.

11. Confidentiality of Data and Documents:

11.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced during the period of engagement for AERA shall remain with AERA.

11.2 The Professional shall not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposes of his/her assignment or during the course of assignment for AERA, without the express written consent of AERA.

11.3 The Professional shall be bound to hand-over the entire set of records of assignments to the reporting officer in AERA before the expiry of the engagement/contract, and before the final payment is released by AERA.

12. Use of Name, Emblem or Official Seal of AERA:

Professional shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with AERA. Professionals shall not, in any matter, whatsoever, use the name, emblem or official seal of the Government of India or AERA, or any abbreviation of the name of AERA, in connection with its business or otherwise without the permission of AERA.

13. Place of Posting:

The place of posting of Professional will be New Delhi.

14. Relaxation:

Any of the conditions enumerated in this advertisement may be relaxed in exceptional cases, for reasons to be recorded in writing and with approval of Competent Authority in AERA.

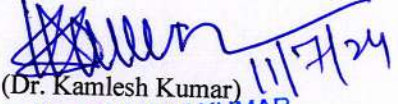
15. The Competent Authority reserves its right to:

- i. Cancel/ defer this selection and/or engagement for any reason whatsoever.
- ii. Accept or reject any or all applications, without giving any explanation, whatsoever.

16. Guidelines for submission of the Applications: Interested applicants may send their duly filled application in the prescribed format alongwith relevant documents and must clearly superscribe the application with name of the Post applied for. Applications received through email/post/courier will be accepted only. Any other mode/by hand for receiving of applications will not be accepted. Applications should reach in this office at below mentioned address on or before 05.30 P.M. on 01.08.2024. Any application received after the above-mentioned deadline will not be considered. Interested applicants who had sent an application against any earlier advertisement, also need to send a fresh application and earlier application will not be considered.

Deputy Chief

Airports Economic Regulatory Authority of India, 3rd Floor,
Udaan Bhawan, Safdarjung Airport, New Delhi – 110003
Email address:- estt-rectt@aera.gov.in


(Dr. Kamlesh Kumar) 11/7/24

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ANNEX-I

**TERMS OF REFERENCE FOR ENGAGEMENT OF OFFICE SUPPORT PROFESSIONAL IN
AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA**

For the engagement of One (01) Office Support Professional handling the works related to secretarial work etc

1. **Office Support Professional:** 01 (One)

1.1 **Scope of Work/Terms of Reference:**

- Take dictation and minutes
- Produce reports, presentations and briefs
- Devise and maintain office filing system
- Act as the point of contact between the officer and internal/external departments
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Make travel arrangements
- Source office supplies

ANNEX-II

**Application Format for recruitment of Office Support Professional in
Airports Economic Regulatory Authority of India**

Affix recent
passport size
photograph

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Particulars:

Postal / Current Address	Permanent Address	Phone / Mobile	e-Mail ID

7. Educational Qualification: *(Scanned copy needs to be attached)*

S. No.	Course	Subject	University' / Institute	Year of Passing	Division / Class

8. Desirable Qualification, if any: *(Scanned copy needs to be attached)*

9. Work Experience: *{Scanned copy needs to be attached}*

S. No.	Organization / Institute	Period from-to	Nature of work	Remarks

10. References (Name, Address, Phone, email ID to be given):

S. No.	Name	Address	Phone / Mobile	e-Mail ID

11. Additional information about work experience, nature of work etc. may be furnished separately as attachment.
- 12.

Declaration:

- 1) I certify all the information and documents provided in my application are

true to my knowledge and belief. I will be solely responsible for any false/ misleading/ incomplete information or documents submitted by me.

2) I hereby confirm to agree and abide by all the terms and conditions of the vacancy notice and corrigendum (if any).

3) I certify that my application fulfills the essential educational and other qualifications required for the post.

4) I certify that I am in good health for discharging my official duties effectively.

Place:

Date:

Signature of the Candidate