



Government of India

Airports Economic Regulatory Authority of India
AERA Building, Administrative Complex, Safdarjung
Airport, New Delhi

**Invitation of applications for hiring of One (01) Senior Consultant & Six (06)
Consultants in Airports Economic Regulatory Authority of India**

Airports Economic Regulatory Authority of India proposes to hire One (01) Senior Consultant (Tariff) and Six (06) Consultants (03 for Tariff & 03 for Legal) for attending work related to Tariff/Legal and other issues related to the Authority.

2. Candidates with requisite qualification and experience as prescribed in the vacancy notice would be hired in the respective category as per vacancy indicated. Vacancies are liable to be changed without any notice.

3. Airports Economic Regulatory Authority of India invites applications from eligible candidates as Sr. Consultant/Consultant. The details including eligibility criteria, Terms of Reference (TOR) etc. are available in vacancy notice published on the AERA's website: www.aera.gov.in Last date of receipt of application is **12.01.2024** upto **5.30 P.M.** Applications to be submitted as per details/mode mentioned in the vacancy notice. Applications received through any other mode than that prescribed in vacancy circular, after due date and time, will not be entertained.

Deputy Chief
Airports Economic Regulatory Authority of India,
AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi – 110003



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

दिनांक: 17 December, 2023

Subject: Engagement of One (01) Senior Consultant and Six (06) Consultants in Airports Economic Regulatory Authority of India purely on contract basis.

Airports Economic Regulatory Authority of India (AERA) proposes to hire One (01) Sr. Consultant (Tariff) and Six (06) Consultants {(03-Consultants (Tariff), 03-Consultants (Legal)} for attending work related to the Policy & Statistics/Tariff and Legal. These divisions *inter alia*, handle matters related to tariff determination exercises in respect of aeronautical services at major airports, statistical & financial modeling, data compilation, record keeping etc. and Legal issues, respectively. Candidates with requisite qualifications and experience as prescribed hereunder would be hired as consultants purely on contract basis.

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

The details of the posts are as follows: -

- Job Requirement:** As per detailed Terms of Reference at Annex-I.
- Qualification, experience, remuneration and annual increment:** Qualification, experience, remuneration and annual increment is given in the table below:

Name & No. of Posts	Qualification	Experience	Consolidated Remuneration	Annual Increment
1	2	3	4	5
Sr. Consultant (Tariff) (01 No.)	Essential: - CA or CWA/CMA or MBA (Finance) on regular basis from a reputed institute or Equivalent Degree with specialization in Finance on regular basis from a reputed institute.	Essential: - Minimum ten years post qualification experience in financial analysis and/or other related fields. Desirable: - Experience in Regulatory /Aviation / Infrastructure Sector/ Finance & Accountancy will be preferred.	Rs. 1,50,000/- P.M. No other perquisite such as DA, accommodation, reimbursement for phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible.	6% of the consolidated remuneration subject to satisfactory performance
Consultant (Tariff) (03 No's)	Essential: - CA or CWA/CMA or MBA (Finance) on regular basis from a reputed institute or Equivalent Degree with specialization in Finance on regular basis from a reputed institute.	Essential: - Minimum Five years post qualification experience in financial analysis and/or other related fields. Desirable: - Experience in Regulatory /Aviation / Infrastructure Sector/ Finance & Accountancy will be preferred.	Rs. 90,000/- P.M. No other perquisite such as DA, accommodation, reimbursement for phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would	6% of the consolidated remuneration subject to satisfactory performance

			be admissible.	
Consultant (Legal) (03 No's)	<p>Essential: - B.Com and LL.B/5 years integrated B.Com LL.B, from a University recognized by the UGC and Bar Council of India.</p> <p>Desirable: - CA or CS or ICWA or M.Com or MBA (Finance) or Equivalent degree having specialization in Accountancy, Cost Work Accountancy or Finance.</p>	<p>Essential: - Minimum Five years post qualification (L.L.B.) experience in handling litigation involving commercial disputes (See remark marked *), in various Courts/Tribunals in India.</p> <p>* Experience in Litigation in the field of commercial disputes only shall be considered with evidence. Experience in other fields shall not be considered.</p> <p>Desirable: - Candidates having experience in handling Tariff Regulatory/Economic/Financial Regulatory/Infrastructure Litigation may be preferred.</p>	Rs. 90,000/- P.M. 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.	6% of the consolidated remuneration subject to satisfactory performance

Note: Candidate must have excellent working knowledge of Microsoft office tools (MS-word, MS – Excel, Power Point Presentation) along with the ability to draft crisp high quality reports.

3. Age Limit: Should not be more than 50 years of age for the post of Sr. Consultant/Consultants as on the last date of receipt of applications.

4. General Terms and Conditions:

4.1 Tenure: The Sr. Consultant/ Consultant will be appointed for a period of two years which can be extended for an additional period of one year, subject to requirement of the authority and satisfactory performance of the Sr. Consultant/Consultant. The maximum continuous tenure of a Sr. Consultant/Consultant will be a period of three (03) years i.e. (2+1) years. Extension beyond the maximum tenure mentioned above may be considered for 1 more year under exceptional circumstances with the approval of the Competent Authority in AERA.

4.2 Periodic Performance Appraisal: Periodic performance appraisal of the Sr. Consultant / Consultants would be undertaken through Performance Report (PR) as per the periodicity decided by the competent authority.

4.3 Shifting and Transfer: Transfer of Sr. Consultant / Consultants from the Division/Section for which he/she was selected to other Division/Section is as per the discretion of the Competent Authority in AERA.

4.4 Sr. Consultant / Consultants 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 Sr. Consultant / Consultants selected.

5. Leave: Sr. Consultant / Consultant 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 Sr. Consultant / Consultant. Un-availed leave shall neither be carried forward to next year nor encashed. Sr. Consultant / Consultant 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 Saturday, Sunday and holiday, the Sr. Consultant / consultant will be entitled to take compensatory off. In addition to entitled leave, the consultant can take maximum 15 days leave without pay in a year. In case the consultant remains absent without pay for more than 15 days, the Authority reserve the right to terminate the contract of engagement without any notice and also without any remuneration for such absence.

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

7. Basis for Evaluation of applications: The scrutiny of applications will be carried out by the Competent Authority on the basis of required and desirable qualification and past work experience of individuals. Consultancy Evaluation Committee constituted for the purpose may conduct personal interview with the shortlisted applicants. Authority may shortlist the candidates for selection process on the basis of higher educational qualification, higher experience etc.

8. Allowances, Travel and Compensation:

8.1 No TA/DA shall be admissible for interview or joining the assignment or on its completion.

8.2 Individual Sr. Consultant / Consultants may be required to undertake domestic tours for official purposes subject to approval of Competent Authority of AERA. They will be allowed the following reimbursement of or grant of advance for official expenditure as given below:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Senior Consultant Consultant	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

8.3 In the event of death, injury or illness of the individual Sr. Consultant / Consultant 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 Sr. Consultant / Consultant or the individual Consultant's dependents shall not be entitled to any compensation or any claim whatsoever.

9. Tax Deduction at Source (TDS):

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

10. Termination of Engagement:

10.1 The engagement can be terminated by either party, after giving one month's notice.

10.2 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.

10.3 However, AERA reserves the right to terminate the engagement of any Sr. Consultant / Consultant at any time without prior notice on account of performance of the consultant. Further, AERA may terminate the engagement of any Sr. Consultant / Consultant without prior notice in case of breach of terms of engagement. In case the engagement is terminated by AERA on account of performance or breach of terms of engagement, by the consultant, no notice will be issued and no proportionate consolidated remuneration in lieu of notice period will be paid by AERA.

10.4 The engagement of Sr. Consultant / Consultant will be terminated at the end of tenure, if not extended.

10.5 If the engagement of Sr. Consultant / Consultant is terminated by AERA before completion of six months or the Consultant terminates his/her engagement with AERA before completion of six months, he/she will not get any work certificate.

11. Legal Status and Settlement of Disputes:

11.1 The individual Sr. Consultant / Consultants shall have the legal status of an independent Consultants 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.

11.2 AERA and the individual Consultant 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.

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

12. Confidentiality of Data and Documents:

12.1 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.

12.2 The Sr. Consultant / Consultant 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.

12.3 The Sr. Consultant / Consultant 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.

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

Sr. Consultant / Consultants shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with AERA. The Sr. Consultant / Consultants 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.

14. Place of Posting:

The place of posting of Sr. Consultant / Consultants will be at New Delhi.

15. Relaxation:

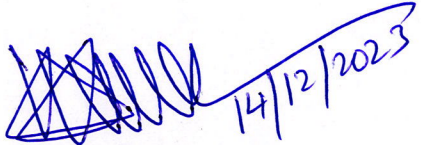
Any of the conditions enumerated in this advertisement may be relaxed in exceptional cases, for reasons to be recorded in writing and with approval of Competent Authority in AERA.

16. The Competent Authority reserves its right to:

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

17. 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 12.01.2024**. Any application received after the above-mentioned deadline will not be considered:

Deputy Chief
Airports Economic Regulatory Authority of India, AERA Building,
Administrative Complex, Safdarjung Airport, New Delhi – 110003
Email address:- dychief@aera.gov.in


(Dr. Kamlesh Kumar)
Dy. Chief, AERA

**TERMS OF REFERENCE FOR ENGAGEMENT OF 'SR. CONSULTANT/CONSULTANTS' IN
THE POLICY & STATISTICS/TARIFF DIVISION AND LEGAL DIVISION, AIRPORTS
ECONOMIC REGULATORY AUTHORITY OF INDIA**

The service of the 'Consultants' would be utilized in carrying out the following tasks:

The core function of the AERA is to determine the tariff for aeronautical services to be provided by the Airport Operators/Independent Service Providers at the Major Airports as mandated under Airports Economic Regulatory Authority of India Act, 2008. The Service Providers, in terms of AERA Guidelines submit their respective proposals (Multi Year Tariff Proposals) before the AERA for approval of the tariff for the aeronautical services. The tariff determination exercise includes comprehensive stakeholders consultation process (issuance of Consultation Paper, stakeholder comments/counter comments, meeting etc.) before issuing final order by the AERA. Duties and Responsibilities of the each Consultants will include the following:

1. **Senior Consultant (Tariff): 01 (One)**

Scope of Work/Terms of Reference:

- (i) To examine the Multi Year Tariff Proposals submitted by the Airport Operator in respect of the Major Airports
- (ii) To assist the Tariff Division in calculation of various regulatory building blocks (CAPEX, WACC, O&M expenses, taxation etc.)
- (iii) To work out the Aggregate Revenue Requirement of the Airport Operator;
- (iv) To analyze the Financial structure of the Airport Operator to examine the funding patterns of the Airport Operator;
- (v) To assist in conducting stakeholders' consultation meeting and related aspects viz., list of participants, minutes of meeting etc.
- (vi) To assist in preparing draft Tariff Order in respect of Multi Year Tariff Proposal of the Airport Operators;
- (vii) To assist in reviewing the existing AERA Airport Operator Guidelines;
- (viii) Any other work assigned as per requirement.

2. **Consultants (Tariff): 03 (Three)**

Scope of Work/Terms of Reference:

- (i) To examine the Multi Year Tariff Proposals submitted by the Independent Service Providers for determination of tariff in respect of Cargo, Ground Handling and Fuel (CGF) services at various Major Airports in line with the Guidelines and Government policies issued from time to time;
- (ii) To examine the proposed capex, operational expenditure and other aspects vis-à-vis the projected traffic volume and seek clarification from the Independent Service Provider;
- (iii) To analyse the Annual Compliance Statement of the Independent Service Provider;
- (iv) To prepare of the draft Consultation Paper in respect of above exercises;
- (v) To compile and examine the comments of the stakeholders and counter comments of the Independent Service Provider;
- (vi) To assist in preparing draft Tariff Order in respect of Multi Year Tariff Proposal of the Independent Service Providers;
- (vii) To handle the matters related to Litigation.
- (viii) Any other work assigned as per requirement.

2. Consultant (Legal): 03 (Three)

Scope of Work/Terms of Reference:

- (i) To assist the authority in Legal matters.
- (ii) To handle litigation and all associated work with litigation, on behalf of Authority in various courts/tribunals in India.
- (iii) Any other work assigned as per requirement.

**Application Format for recruitment of Sr. Consultant/Consultant in
Airports Economic Regulatory Authority of India (AERA)**

Name of the post for which applied for:

Affix recent
passport size
photograph

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

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

8. Educational Qualification: *(documentary evidence needs to be attached)*

Essential:

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

Desirable (if any)

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

9. Work Experience: *(documentary evidence needs to be attached)*

Essential:

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

Desirable: (if any)

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

10. References:

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.

(Name and Signature of the Candidate)

Place:

Date: