

No. A-60015/111/2023-PERS-BCAS (E-243877)

Government of India  
Ministry of Civil Aviation  
Bureau of Civil Aviation Security

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'A' Wing I-III Floor, Janpath Bhawan,  
Janpath, New Delhi – 110001.  
Dated: 12<sup>th</sup> September 2023

**CIRCULAR**

**Subject: Inviting applications from retired Central Government employees for engagement as Consultant against the two (02) vacant posts in the rank of Deputy Director (Technical), Deputy Director (Intelligence), one in each rank, for a period of one year in the Bureau of Civil Aviation Security, Ministry of Civil Aviation on a Contractual basis – reg.**

Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation invites applications from retired Central Government employees for engagement as Consultants against the following two (02) vacant posts for a period of one year purely on Contractual basis, *within 30 days of issue of this circular:*

Sl. No.	Name of the Post	Level in the Pay Matrix	Number of Vacancy
i.	Deputy Director (Technical)/DD (Tech.)	11	01
ii.	Deputy Director (Intelligence)/DD (Int.)	11	01

2. The terms and conditions of Consultants to be engaged are as under –

Sl. No.	Name of the Post	Deputy Director (Technical)/DD (Tech.)
i.	Total Vacancy	01
ii.	Eligibility Criteria	<b>Essential:</b> (i) Officer retired from the post of level 11 or above in the pay matrix. (ii) having Bachelors Degree in Engineering or Technology in Computer Science or Information Technology or Electronics and Communication; Or Masters Degree in Computer Applications from a recognized University or Institute. (iii) Three years' working experience in dealing with security and technical equipment in Police or Security or Intelligence Department of Govt. of India.
iii.	Scope of Work	(i) To Monitor/Implementation of BCAS projects i.e. CACS (Central Access control system)/e-BCAS project and RDE project. (ii) To work upon upcoming technology and its adaptation in BCAS. (iii) To work upon all technical specifications of security equipment for aviation security. (iv) To monitor/Implementation the digitized work related to BCAS under the umbrella of e-BCAS project. (v) To deal with cyber security matters.

		(vi) To ensure technical coordination with ECIL/NIC/CDAC and other similar organizations for various projects. (vii) To draw attention where necessary to precedents or Rules and Regulations on the subject. (viii) To monitor and assist in BCAS website updation.
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Sl. No.	Name of the Post	Deputy Director (Intelligence)/DD (Int.)
i.	Total Vacancy	01
ii.	Eligibility Criteria	<b>Essential:</b> (i) Officer retired from the post of level 11 or above in the pay matrix. (ii) Bachelors Degree from a recognized University or Institute. (iii) Three years' experience in intelligence and liaison work in Police or Security or Intelligence department of Govt. of India.
iii.	Scope of Work	(i) To keep a close coordination with the Central Security Agencies as well as Subsidiary Intelligence Bureau of the State Governments/UT Administrations. (ii) Gathering Intelligence inputs from the Security Agencies as well as from other sources. (iii) Collection, compilation and review of the inputs gathered, dissemination of such inputs promptly, as deemed necessary to field units so that they are alerted and possibility of mischief avoided. (iv) Closely look for information/inputs regarding avoidance of compliance by stakeholders and reporting of the same to senior officers for appropriate instructions/guidance to plug loopholes. (v) Analysis of DSR and frequent mistakes/lapses, etc. and appraise the superior officers for further guidance and its dissemination.

**2.1 Age Criteria:** The applicant should not have attained the age of **64 years** on the closing date of applications and should be in good health for discharging his/her official duties effectively.

**2.2 Period of Engagement:**

2.2.1 The engagement of the Consultants shall be purely on a contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant or till the time regular incumbents are available in BCAS against the vacancies. These Consultants will not confer any right for regular appointment in BCAS.

2.2.2 The term of appointment shall not be extended beyond 5 years after superannuation or at attaining the age of 65 years, whichever is earlier.

2.2.3 The engagement of the Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with BCAS.

**2.3 Job location** for both posts would be BCAS HQ, Janpath Bhawan, New Delhi.



**2.4 Remuneration, Allowances, Leave, Term of Appointment, etc.** shall be regulated in terms of the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by the Department of Personnel & Training from time to time.

2.4.1 The Consultant shall be paid a fixed monthly amount calculated as = Last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement) subject a consolidated lump sum monthly remuneration of Rs.1.00 lakh.

2.4.2 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.

2.4.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract.

2.4.4 The Income Tax or other tax(es) will be deducted at source as per Government instructions.

**2.5 Working Hours and Leave:**

2.5.1 The Consultant shall be required to observe the normal office timing from 9: 30 AM to 6:00 PM (Monday to Friday). He/she 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.

2.5.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

2.5.3 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.

2.5.4 "No work no pay" will be applicable during the period of engagement.

**2.6 Termination of Agreement:** The BCAS may terminate the contract, if: -

2.6.1 The Consultant is unable to address the assigned work.

2.6.2 The quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the BCAS.

2.6.3 The Consultant is found lacking in honesty and integrity.

2.6.4 The Competent Authority in the BCAS may also terminate the contract at any time without giving any notice and also without assigning any reason.

**2.7 General Terms & Conditions:**

2.7.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the BCAS shall remain within the office.

2.7.2 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 BCAS.

2.7.3 The Consultant would be required to sign a non-disclosure undertaking as per Appendix before being assigning of any work.

2.7.4 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 nor will he indulge in any activity outside the terms of the contractual assignment.

2.7.5 The Consultant shall not claim any benefit/compensation/absorption/ regularization of service with this Department.

2.7.6 The consultant shall not be entitled to any TA/DA for joining the appointment.

3. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant against the above posts 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.**

4. **Procedure for Selection:** Candidates meeting the conditions above will be shortlisted based upon criteria formulated by the BCAS and personal interaction with the duly constituted Selection Committee. The communication will be sent to the Email Ids given by the Candidates.

4.1. The decision of the Selection Committee for selection purposes will be final and binding on all candidates. Applications received with incomplete information or received beyond the closing date will not be considered and summarily rejected without any further communication.

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

  
(Shankra Nand Bharti)  
Joint Director (Admn.)  
Tele No: 011 - 23717174  
Email Id: jdadmnbcas@gov.in

To:

1. All Ministries/Departments of Government of India (Through DOPT website).
2. NIC to upload this Circular on the website of BCAS.
3. The Under Secretary (CS-I, Coord.), Department of Personnel & Training (DOPT), 2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 with the request to upload this Circular on the website of DOPT for wide publicity.
4. All I/Cs of Regional Offices of BCAS with request to give wide publicity to this Circular.
5. Notice Board.
6. Office Order Folder.



**Annexure-I**

**Application format for engagement of Consultant against the post of Deputy Director (Technical) and Deputy Director (Intelligence) on contract basis in the BCAS:**

1.	Name of the post applying for		Photo		
2.	Name				
3.	Father/Mother/Husband's Name				
4.	Date of Birth				
5.	Date of Retirement & PPO No. (self attested copies of certificates)				
6.	Designation & Department at the time of retirement				
7.	Last pay drawn & Pay Level				
8.	Permanent Address				
9.	Address for Correspondence				
10.	Contact Tel No./Mobile No.				
11.	Email ID				
12.	Educational Qualification(s) (self attested copies of certificates)				
13.	Bank A/c Details (with copy of passbook/cancelled cheque)				
14.	Details of Experience (Add separate sheet if required)				
15.	Designation/Position and Name of Ministry/Deptt/Organization	From	To	Nature of Work	Remarks

**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 BCAS 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 Deputy Director (Pers.),  
Bureau of Civil Aviation Security,  
'A' Wing I-III Floor, Janpath Bhawan,  
Janpath, New Delhi – 110001.

Sir/Madam,

I hereby undertake –

- 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 BCAS which would otherwise conflict with my obligations towards BCAS;
- To abide by data security policy and related guidelines issued by BCAS;
- Not to resort to any corrupt practices in any aspect and at any stage during the tenure of engagement; and
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultant in BCAS.

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

3. I shall keep BCAS 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 faithfully,

Signature

Name:.....

Address & Contact No.....

Dated:.....