



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय
(A Central University under Ministry of Civil Aviation, Govt. of India)
2013 में संसद के एक अधिनियम द्वारा स्थापित
Established by an Act of Parliament in 2013

Advt. No. RGNAU/5133/2/ADMIN-Part(3)/1165

08 December 2023

Appointment of Consultants in Rajiv Gandhi National Aviation University (RGNAU) on contract basis

Applications are invited for filling up the following posts on contract basis in Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh:

- i. Consultant (Academic Affairs)
- ii. Consultant (Quality Assurance, Placement and Collaboration).

2. RGNAU is a Central University set up by an Act of Parliament viz. Rajiv Gandhi National Aviation University Act, 2013 and is under the administrative control of the Ministry of Civil Aviation, Government of India. The Consultant shall be appointed by the Vice Chancellor on the recommendation of a Selection Committee constituted for the purpose.

2. **Pay:** The Consultant shall be paid a consolidated remuneration of Rs.1,50,000/- and no other allowances shall be admissible except for TA/DA for undertaking official journey, as applicable to a Professor of a Central University at Academic Level 14. The amount of remuneration shall remain unchanged for the term of the contract. The Income Tax or other tax(es) will be deducted at source as per Government instructions.

3. **Age and Tenure of Appointment:** 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. At the end of the initial engagement or subsequent extension, the University will make an assessment and take the decision about extension. The University will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Consultants. The maximum duration of service of Consultant will be three years and is extendable by one year in exceptional cases, however, the total service should not exceed four years under any circumstances. The candidate applying for the post should be below 65 years as on the last date of submission of application and should be in good health for discharging his/her official duties effectively. 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 the University.

4. **Number of Posts:** 02 posts

5. **Eligibility:**

(A) Teaching experience

- (i) An eminent scholar with Ph.D. qualification(s) in airport operations/ aviation management/ allied aviation discipline
- (ii) A minimum of twelve (12) years of teaching experience in university/college, and/or experience in research at the University level/institutions/industries.



- (iii) Proven contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

OR

(B) Industry Experience

- i. Distinguished experts who have made remarkable contributions in their professions from various fields such as aviation management, aviation policy, aviation science and technology, aviation environment, training in governing fields of safety and security regulations on aviation and other related fields and those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level.
- ii. A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu, these experts will also be exempted from the requirement of publications. However, they should possess the skills to carry out the duties and responsibilities of a Professor.

8. Job location for both posts will be Rajiv Gandhi National Aviation University, Fursatganj, Dist. – Amethi, Uttar Pradesh.

9. Working Hours and Leave:

- i. The Consultant shall be required to observe the normal office timing from 09:00AM to 05:30 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.
- ii. They shall mark their attendance mandatorily in attendance register and/or biometric attendance system maintained by the University failing which may result in deduction of remuneration.
- iii. 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.
- iv. "No work no pay" will be applicable during the period of engagement.

10. Termination of contract: The University may terminate the contract, if: -

- i. The Consultant is unable to address the assigned work.
- ii. The quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the University.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. The Competent Authority in the University may also terminate the contract at any time without giving any notice and also without assigning any reason.

11. Duties and Responsibilities:

A. Consultant (Academic Affairs)

- i. Development and designing of courses and curriculum as per objects of the University.



- ii. Introduce new programmes and deliver lectures as per institutional policies.
- iii. To initiate proposal for innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- iv. Conduct of teaching, examination, evaluation, result publication as per Act, Statutes, Ordinances etc. of the University
- v. Responsible for maintain discipline of the students and faculties of the University as per University rules.
- vi. Conduct workshops, seminars, deliver special lectures and training programmes.
- vii. Preparation of various academic policies for approval from statutory authorities.
- viii. Initiation of proposals for introduction of new programs in the university in the field of aviation, etc.
- ix. Initiation of proposals for affiliation of the programs conducted by various colleges, institutions etc.
- x. Responsible for conduct of academic programmes in collaboration with various stakeholders.
- xi. Any other duties assigned to from time to time by the University.

B. Consultant (Quality Assurance, Placement and Collaboration)

- i. Design the academic quality parameters for quality assurance of all programmes conducted by the University and the implementation strategies.
- ii. Developing academic standards of an international level and undertake other measures to facilitate the development for skilled aviation manpower.
- iii. Development of extension programmes for airlines, airport, aviation authorities and staff
- iv. Establishment of linkages and collaborate with other research organisations, industry association, or any other organisations in India or outside India to conceptualise, design and develop specific programmes on aviation.
- v. To arrange / organise placement activities for placement of the University students; arrange apprenticeship / internship for the students as a part of curriculum in collaboration with the aviation stakeholders
- vi. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- vii. To focus on enhanced industry-academia collaborations.
- viii. Carryout joint research project or consultancy services.
- ix. Initiation of proposals for affiliation of the programs conducted by various colleges, institutions, institutions etc.
- x. Any other duties assigned to from time to time.

12. General Instructions and Essential Information:

- i. The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever.
- ii. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- iii. The University reserves the right to increase or decrease the number of vacancies.
- iv. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual



- information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Vice Chancellor shall be final.
- v. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of appearing in Interview.
 - vi. The candidate is required to be physically present for the interview on prescribed date and time and no request for change in the schedule of interview will be entertained.
 - vii. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
 - viii. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
 - ix. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw/ cancel any communication made to the candidates.
 - x. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
 - xi. The selection committee may decide its own method of shortlisting and evaluating the performance of the candidates in interview.
 - xii. The University shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases.
 - xiii. The following categories of persons shall not be eligible to apply for any position in the University:
 - a. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - b. Who has entered into or contracted a marriage with a person having a spouse living;
 - c. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - d. Who is not a citizen of India; and
 - e. Any other category of person disqualified for appointment by the Govt. of India/UGC.
 - xiv. Appointment to the posts will be purely on contract basis. Persons appointed will not have any right to be absorbed in any permanent post in the University nor will they be conferred any seniority in any grade of the University.
 - xv. The Controlling Officer / Competent Authority for the Consultants shall be Registrar / Vice Chancellor.



- xvi. The appointee may be given suitable accommodation in University campus as per allotment rules of RGNAU, as amended from time to time, on payment of prescribed license fee /rent. Such allotment will be totally ad-hoc and will be co-terminus with the period of appointment.
- xvii. No DA, HRA, PF, Pension, Insurance, Gratuity, Seniority, Promotion, LTC, Medical claim, Education allowances etc. are admissible for contractual appointment under the University.
- xviii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the University shall remain within the office.
- xix. 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 University.
- xx. The Consultant would be required to sign an undertaking as per Annexure-II at the time of appointment.
- xxi. 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.
- xxii. The Consultant shall not claim any benefit / compensation / absorption / regularisation of service with the University.
- xxiii. The Consultant shall not be entitled to any TA/DA for joining the appointment.
- xxiv. Application Fee details are given below:

Categories	Amount (in rupees)
General/OBC	Rs. 1000/-
SC/ST/PWD	Nil

- xxv. Application Fee shall be paid only through online mode such as NEFT, IMPS, UPI etc. to the following bank account of RGNAU and the candidate shall submit a copy of the transaction details as part of their application:

Beneficiary name	Rajiv Gandhi National Aviation University
Bank Name & Branch	State Bank of India, IGRUA, Fursatganj, Amethi, Uttar Pradesh
Bank Account No.	38219420879
IFSC Code	SBIN0011487
MICR code	229002054

- xxvi. Applications in the prescribed format complete in all respects should be sent to "The Registrar, Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh-229302" through email to registrar@rgnau.ac.in. The applications along with self-attested photocopies of all educational certificates and experience certificates must reach this University latest by **29 December 2023**. The University will not be responsible for any delay. It may please be noted that those applications found to be incomplete or those received after the last date for receipt of application are liable to be rejected.
- xxvii. The candidate will be required to submit the hard copy of application along with self-attested photocopies of all educational certificates and experience certificates at the time of appearing in Interview.



- xxviii. The email containing application forms should bear a subject stating the post applied for i.e. “APPLICATION FOR THE POST OF CONSULTANT (ACADEMIC AFFAIRS)” or “APPLICATION FOR THE POST OF CONSULTANT (QUALITY ASSURANCE, PLACEMENT AND COLLABORATION)”.
- xxix. The format of application for the post of Consultant in RGNAU is enclosed as Annexure-I. Applications received not in the prescribed format will be out rightly rejected.
- xxx. All applicants are requested to visit the website regularly for any updates, corrigendum, interview dates etc.



ANNEXURE-I

FORMAT OF APPLICATION FOR THE POST OF CONSULTANT IN RGNAU ON CONTRACT BASIS

Name of the post applied for				
Name of the applicant				
Gender	<input type="checkbox"/>	M	<input type="checkbox"/>	F
Date of Birth	DD	MM	YYYY	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's Name/ Husband's Name				
Community to which belong (Make a ✓ in the appropriate box)	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC	<input type="checkbox"/> UR
Permanent Address				
Correspondence Address				
Details of Fees	DD No.: Date: Issuing Bank: ----- For payments through online mode, please enclose a copy of payment confirmation / transaction details and provide the following details:- Transaction / UTR No.: Transaction Date:			
Contact Details	Mobile			
	Landline			
	Email-Id			

Self-Attested recent passport size photograph

2. Educational Qualification

Qualification	Year of Passing	% of Marks Obtained	Name of Institution	Stream/Topic of Specialization
Post Doctorate				
Ph. D				
Post-Graduation				
Graduation				



3. Current Employment

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (in Years and Months)
			From (Date)	To (Date)	

4. Previous Employment

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (In Years and Months)
			From (Date)	To (Date)	

5. Publication (Attach separate list)

	National	International
Number of papers published (In Number)		
Number of Books Published (In Number)		

6. Area of Specialization (Upto 100 words)

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7. Details of Referees, if any

Sl. No.	Name of the Referee	Post held by Referee	Email	Phone No.	Mobile

8. Your vision for RGNAU (upto 500 Words)

9. Why should you be considered for the post? (upto 500 Words)



10. Any other information (upto 500 Words)

11. Declaration.

I, hereby declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice. I understand that furnishing any false information may also lead to penal action against me, as per law.

(Signature of the Applicant)

Place:

Date:



**UNDERTAKING BY CONTRACTUAL / OUTSOURCED EMPLOYEE ENGAGED IN
RGNAU**

(Based on circular no. AV-12013/1/2022-Admn. dated 04.12.2023 issued by Ministry of Civil Aviation, GoI and DoPT OM no. 21/7/2023-CA.I(Coord.) dated 19.09.2023)

To,

The Registrar,
Rajiv Gandhi National Aviation University,
Fursatganj, Amethi,
Uttar Pradesh-229302.

Respected Madam/Sir,

I, Mr./Ms. _____ Son/Daughter of Sh. _____, resident of _____, and presently working as _____ (Designation) in _____ (Name and address of the agency / NA, if on contract basis) at Rajiv Gandhi National Aviation University, Fursatganj, Amethi, U.P.-229302, on _____ (contract / outsourced) basis.

2. I, hereby, undertake to comply with the following terms and conditions:

A. Standards of Conduct

- (i) I shall maintain absolute integrity, devotion to duty and high ethical standards and honesty at all times.
- (ii) I shall not take any action in respect of their performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of this University.
- (iii) In the performance of the Contract, I shall comply with the "Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013". In addition, nothing herein shall limit the right of this University/Ministry of Civil Aviation to refer any alleged breach of the foregoing standards of conduct to the relevant National Authorities for appropriate legal actions.
- (iv) I will not engage in any other employment/occupation/consultancy or any other activity during my engagement with the University which would otherwise conflict with my obligation towards the University.
- (v) I shall keep the University informed of any change in my address or contact details during the period of my engagement.

B. Confidentiality of Data & Documents, Non-Disclosure Agreements and Social Media Norms/Etiquette

- (i) The Intellectual Property Right (IPR) of the data collected as well as deliverables produced during the period of engagement for University/MoCA shall remain with University/MoCA.
- (ii) I 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 purpose of his/her assignment or during the course of assignment for University/MoCA without the express written consent of University/MoCA.



- (iii) My engagement would be subject to the provisions of the Indian Official secrets Act, 1923. I shall not, except with the previous sanctions of this University/Ministry or in the bona fide discharge of his or her or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in my own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to me by this University/Ministry.

C. Use of Name, Emblem and Official Seal of the University/MoCA

- (i) I shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with University/MoCA. I shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or MoCA, or any abbreviation of the name of MoCA, in connection with its business or otherwise without the permission of the University / MoCA.
- (ii) I shall neither use the name, emblem, official seal nor post any information or document related to this University/Ministry on various social media platforms without the permission of the University / MoCA.

3. I have read and understood the rules and regulations of the University and agree to abide by the rules and regulations of University. I will not indulge in any activity which brings disrepute to the University. I also understand that it is my responsibility to be conversant with the rules & regulations of the University as amended from time to time and ignorance of rules will not be used by me in my defense in any matter.

4. I confirm that the above information are true to the best of my knowledge. I declare that I have not concealed any fact which is important and should be disclosed. I understand that concealment of facts is punishable at any point of time.

Signature.....

Name.....

Date.....