

## NOTICE

Application are invited to empanelment of Airport Liaison officer on purely temporary basis.

**1. Eligibility conditions:** The person who fulfils following conditions can apply for the post of Airport Liaison Officer.

Educational Qualification - Matriculation or Minimum 10<sup>th</sup> Std. pass

Experience - - Minimum 7 years work experience of Liaison with Airport Officials or similar service. Preference will be given to retired Income tax Employee with working experience in similar field.

Age - - No minimum Age limit, maximum age limit is 65 Years as on 1-5-2025.

Additional Qualification - The candidate should have proficiency in Regional Language Marathi.

**2. Scope of work :** The person is expected to perform following duties :

1. Co-ordination with Airport authority for the smooth arrival and departure of guests.
2. Booking of VIP Lounge at airport for the dignitaries.
3. Assistance in Immigration and Visa Clearance of guests from abroad.
4. Arrangement of Airport Entry Permit for the officers.
5. Any other work in connection with the Airport Liaison as and when required by NADT.

**3. Recruitment Procedure:**

- Time of at least 2 weeks will be provided to the applicant for submitting application.
- Any persons who possess the specified qualification and experience can apply for the post.
- The applicant should produce the necessary documents such as marksheet/certificates for education qualification,

marksheet/birth certificate for age calculation, experience certificates/previous service details.

- A shortlisting of candidates will be done based on recruitment specified criteria by the committee.
- An exam/interview may be conducted if found necessary, at later stage subject to number of eligible candidates shortlisted.

**4. Pay Scale :** The official may be paid Rs. 35,000/- per month as fixed remuneration for the entire contract period or part of contract period. Any expenses incurred by the hired personnel incidental to the performance of duties may be reimbursed on the basis of production of actual supporting vouchers.

**5. Period of Contract-** The official for the post of Airport Liaison officer may be hired for a period of 1 (one) year initially. The may be extendable one year each up to 3 years depending upon the satisfactory performance of the personnel and the discretion of NADT.

**6. Termination of Contract –** NADT may have an option to terminate the contract by giving a notice of 30 days in writing without any compensation. The contractee may also terminate the contract by giving a notice of 60 days in writing.

**7. Other Terms and conditions of the contract :**

- a. The hired personnel may be required to furnish to NADT, on or before joining the duty, photograph, permanent and present address, mobile no. supporting documents for education qualification and experience, an “Affidavit” that they do not have any criminal record.
- b. The normal duty hours of the hired personnel shall be from 9:30 AM to 6:00 PM on working days. However, the hired personnel will also have to provide services on holidays and beyond the

normal working hours depending upon the operational requirements of NADT.

- c. The hired personnel can be called for reporting at any time (24x7) and should be available on phone on 24\*7 basis. She/He must follow all rules and attend the duties as and when such duties are assigned by the office.
- d. The hired personnel in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, NADT shall have full rights to terminate the contract with immediate effect.
- e. In case of any mishap /accident, all claims and liabilities arising out of it shall be met by the hired personnel. NADT will not entertain any claims in this regard.
- f. The hired personnel shall not be considered as the employee of the NADT for any purpose. NADT will not be responsible for any injury sustained to the hired personnel during the performance of their duties.

**8. Reporting Authority :** The person hired as Airport Liaison Officer may report to the O/o AAD (PRO), NADT, Nagpur.

**9.** The duly filled application form (along with supporting documents/certificates) in sealed cover should be submitted in the O/o Additional Assistant Director (PRO), NADT at Room No. 212, 1<sup>st</sup> Floor, Admin Building, NADT, Chhindwara Road, Nagpur-440030 either in person or by Speed Post / Courier which should reach this office on or before 15 days of the date of issue of advertisement. The applications received after this date shall not be considered for evaluation.

