



भारतीय विमानपत्तन प्राधिकरण - AIRPORTS AUTHORITY OF INDIA
मानव संसाधन प्रबंधन वीभाग - HUMAN RESOURCE MANAGEMENT DEPARTMENT



Engagement of Consultant (Clinical Psychologist) in Airports Authority of India for a period of One Year on Contract basis

Advertisement No. 01/HR/2025/RHQ-SR

1. General Information & Vacancies

1.1 Airports Authority of India (AAI), a Govt. of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing Civil Aviation Infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 status.

1.2 AAI invites applications from eligible applicants (Indian Nationals only) for the following Consultant:

Level of consultant to be engaged	Number of consultants required	Department, Station
Junior Consultant (Clinical Psychologist)	01 (One)	GM (ATM)-CH, ATS COMPLEX, RHQ, CHENNAI AIRPORT

2. Qualification & Experience:

2.1	Essential Qualification :	Post-Graduation in Psychology with some clinical exposure. Minimum of three years of experience in any clinical or organizational setting or two years of experience as a Psychologist in any of the IAF Boarding Centres.
2.2	Desirable Qualification :	M.A or M. Phil in Clinical Psychology with RCI License or minimum experience of 02 years as Aviation Psychologist

3. Age Limit:

Maximum 65 years as on 15.01.2025 i.e. last date for submission of application

4. Job Description:

- 4.1 Work in close coordination with the medical and Human Resource faculty for selection of ATCO ensuring a high level of quality, accuracy of methods used to verify the selection results.
- 4.2 To plan and conducts periodic training/teaching for healthy habits and preventive actions to promote overall mental health of ATCOs.
- 4.3 To empathize with a wide range of people and encourage help-seeking behaviors in ATCOs.
- 4.4 To engage in conducting Mental Status Examination and interview in the standard procedure / protocol on ATCO, referred or self-walk-in.
- 4.5 To engage in administering, scoring and interpretation of psychological tests for reaching an informed diagnosis based on scientific knowledge and the medical history of ATCO.
- 4.6 To support the medical team in deciding the fitness for safety sensitive duties after a thorough evaluation for psycho-pathology or underlying psychiatric illness.

- 4.7 To engage in appropriate counselling/ psycho-therapy of ATCO and families (as per the case/need). Provide referrals when necessary for additional care, evaluation or treatment.
- 4.8 To be prepared to visit out station (Airports) when it is required to conduct lectures on mental health promotion for ATCOs.
- 4.9 To maintain strict confidentiality and inculcate positive environment.
- 4.10 To maintain database of the personality and cognitive profiles of ATCO.
- 4.11 Perform other related duties as assigned.

5. Important Dates:

5.1	Opening date for submission of application	01.01.2025
5.2	Last date for submission of application	15.01.2025
5.3	Schedule for Interview	Will be uploaded later on AAI website and intimated through e mail

6. Monthly Remuneration

6.1 Consolidated fixed monthly honorarium of Rs.50,000/-(Rupees Fifty Thousand only) all-inclusive.

7. Selection Process:

7.1 Application in the prescribed format (Annexed-A to this Advertisement) along with self-attested copies of all necessary supporting documents are to be sent to email ID: ircontracthr.sr@aai.aero on or before the closing date, **i.e. 15.01.2025**. (Application through any other mode will NOT be accepted)

7.2 List of **SELF-ATTESTED** supporting documents to be attached with the Application:

- (i) Copy of proof of Date of Birth (ANY ONE of the following documents with clear mention of Date of Birth: Birth Certificate / School Leaving Certificate / Passport)
- (ii) Copy of proof of Educational Qualification (Degree Certificate + All Marksheets)
- (iii) Copy of proof of Work Experience.
- (iv) Copy of RCI License, if any / Any other Professional Certificate.

Note for strict compliance: Duly Filled-in Application + self-attested Supporting Documents to be combined and attached in single PDF file (size not exceeding 5 MB).

7.3 Only shortlisted Applicants will be called for application verification & interview and selection will be based upon merit ranking.

- (i) Schedule for the same will be published under the above-mentioned Advertisement Number on AAI website www.aai.aero and will be intimated through e mail.
- (ii) No TA/DA will be paid for attending the Application Verification/Interview.

7.4 Vigilance/Disciplinary/Criminal Cases:

- (i) Applicants who are retired Government Servants and Retired officials from PSUs, should be clear from Vigilance/Disciplinary angle at the time of retirement.
- (ii) There should be no criminal case pending against the Applicant (This will be self-certified by the Applicant).

8. Other Terms and Conditions of Engagement:

8.1 Period of Engagement: Engagement of Consultant will be for a period of one (01) year which may be extended for one year on satisfactory performance of the incumbent, subject to requirement of AAI.

8.2 Tax Deduction at Source (TDS): The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the department will issue TDS Certificate. Service TAX/GST as applicable shall be payable extra at the prevalent rates.

8.3 Allowances: Consultant shall not be entitled for any allowances such as Dearness Allowances (DA), Residential Telephone, Transport Facility, Personal Staff, Residential Accommodation, Medical Reimbursement, etc.,.

8.4 TA/DA:

- (i) No TA/DA shall be admissible for joining the assignment or on its completion or during the period of engagement process like at the time of interview.
- (ii) However, Consultant will be allowed TA/DA for their travel inside the country in connection with the official work after approval of Competent Authority.
- (iii) For individual consultants other than Retired Government / PSU officials, their entitlement for TA/DA will be decided on case to case basis after approval of Competent Authority.

8.5 Attendance & Leave

- i. Consultants will be required to mark their Biometric / Manual Attendance daily at the place of reporting in line with AAI Employees ' Attendance system at the place of engagement.
- ii. Consultants shall be eligible for 15 days leave in a calendar year on pro-rata basis.
- iii. Therefore, a consultant shall not draw any remuneration in case of his / her absence beyond 12 days in a year (calculated on pro-rata basis).
- iv. Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- v. In case of absence from duty other than holiday and permissible leaves proportionate payment would be deducted from the consultancy fee, i.e., monthly remuneration.
- vi. AAI will be free to terminate the service in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

8.6 Termination of Agreement: AAI can terminate the agreement on the following grounds:

- (i) In case the information furnished by the applicant is found to be false at any stage the same will invite disqualification and or action as deemed appropriate by AAI whose decision shall be final and binding.
- (ii) The consultant is unable to address the assigned tasks.
- (iii) Quality of the assigned works is not to the satisfaction of the department.
- (iv) The consultant fails in timely achievement of milestones as decided by AAI.
- (v) The consultant is found lacking in honesty and integrity.
- (vi) The services of the consultant are liable to be terminated at any time by giving one-month notice or remuneration/fees in lieu of notice period and the decision of AAI Management will be final in this regard.

9. AAI reserves the right to shortlist/reject candidature without assigning any reason.

ANNEXURE - A

Application form

Photo

AAI Advertisement No: 01/HR/2025/RHQ-SR

Post Applied for: Junior Consultant (Clinical Psychologist)

1	Name of Candidate								
2	Date of Birth								(in DD/MM/YYYY Format)
3	Age as on 15.01.2025								(in DD/MM/YYYY Format)
4	Father's Name								
5	Nationality								
6	Gender								
7	Permanent Address								
8	Address for correspondence								
9	Mobile Number								
10	Email ID:								
11	Details of pending Criminal / Vigilance Cases:								

12 Educational / Professional Qualification:

Sl.NO	Exam Passed / Qualification	University / College	Month & Year of Passing	% of Marks (in two decimals)

13 Work Experience: (including earlier contractual engagement with AAI)

Sl.No.	Organization / Dept.	Designation	Period		Total Experience	Nature of Work
			From	To		

Date:

(Signature of Candidate)

Declaration: The above information given by me is true & correct to the best of my knowledge. In case any information is found false or incorrect, my candidature for engagement of Junior Consultant in AAI on contract basis may be treated as cancelled.

Date:

(Signature of Candidate)

**Requirements for Clinical Psychologist for Empanelment or
Contractual Employment with AAI**

1. Qualification Requirements:

- 1.1 Essential Qualifications: Post Graduation in Psychology with some clinical exposure. Minimum of three years of experience in any clinical or organizational setting or two years of experience as a Psychologist in any of the IAF boarding centres.
- 1.2 Desirable Qualifications: M.A. or M. Phil in Clinical Psychology with RCI license or minimum experience of 02 years as Aviation Psychologist.

2. Job Description/Requirements:

- 2.1 Work in close coordination with the Clinical Psychologist at CAP, CHQ through GM (ATM)-CH for selection of ATCO ensuring a high level of quality, accuracy of methods used to verify the selection results.
- 2.2 To plan and conduct periodic training/ teaching for healthy habits and preventive actions to promote overall mental health of ATCOs.
- 2.3 To empathize with a wide range of people and encourage help-seeking behaviors in ATCOs.
- 2.4 To engage in conducting Mental Status Examination and interview in the standard procedure/protocol on ATCO, referred or self-walk-in.
- 2.5 To refer /engage in administering, scoring and interpretation of psychological tests for reaching an informed diagnosis based on scientific knowledge and the medical history of ATCO in consultation with clinical psychologist, CAP, CHQ through GM (ATM)-CH.
- 2.6 To support the medical team in deciding the fitness for safety sensitive duties after a thorough evaluation for psycho-pathology or underlying psychiatric illness.
- 2.7 To engage in appropriate counselling/ psycho-therapy of ATCO and families (as per the case/need) and maintain a record of each case in a standardized format, which is to be shared with clinical psychologist, CAP, CHQ through GM (ATM)-CH. Provide referrals when necessary for additional care, evaluation or treatment.
- 2.8 To be prepared to visit out stations (Airports) when it is required to conduct lectures on mental health promotion for ATCOs.
- 2.9 To be an active part of the Peer Support Programme and maintain strict confidentiality and inculcate positive environment.
- 2.10 To maintain database of the personality and cognitive profiles of ATCO and submit the documentation to clinical psychologist, CAP, CHQ through GM (ATM)-CH on quarterly basis.

2.11 To make presentations on enhancing mental wellbeing of ATCOs as well as to enhance the efficacy of the Peer Support Programme for ATCOs as per the DGCA guidelines.

2.12 Perform other related duties as assigned.
