

## **TERMS OF REFERENCE & SCOPE OF SERVICES FOR INDIVIDUAL CONSULTANTS AND OTHER STAFF**

### **1. Background:**

Uttarakhand Civil Aviation Development Authority (UCADA) was incorporated by the Government of Uttarakhand in 2013 with the objective of developing the civil aviation sector in the state on a sustainable manner.

### **2. Objective of the assignment:**

The objective of this assignment is to assist the Chief Executive Officer, Uttarakhand Civil Aviation Development Authority (UCADA) and her/his officers, staff in functioning of UCADA.

### **3. Qualification, Professional Experience, Tasks:**

As given in the Annexure -1.

### **4. Format for submitting application:**

Suggested format as per Annexure - 2. In case experience certificate is not readily available, self-undertaking will be considered. However, UCADA reserves the right to verify the same.

### **5. Contract Period:**

On full-time basis in UCADA head office at Dehradun for three years, subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on same terms and conditions.

In case performance is found to be not satisfactory, contract can be terminated with 30 days' prior written notice or remuneration *in lieu* thereof.

Contract format is attached as Annexure - 3

### **6. Data, services and facilities to be provided by the UCADA:**

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Authority's rules during official tours outside Headquarters (Dehradun).

The Experts / Assistants shall be responsible for transport from residence to office and back at their own cost.

### **7. Final outputs that will be required of the Experts:**

Monthly report of work/tasks accomplished during previous month.

In addition, periodical reports and documents to the Chief Executive Officer, UCADA, their officers and staff as and when required for the completion of the various tasks assigned.

### **8. Review and monitoring of the Expert work:**

The Nodal officer nominated by CEO will review the work of the Experts/Assistants monthly and recommend payment of monthly remuneration subject to satisfactory performance.

### **9. Remuneration & Leave:**

A consolidated amount per month given in the Annexure shall be paid. No other emoluments or reimbursement of taxes will be paid.

An annual increase of 10% in the monthly remuneration will be considered, if performance is very good. Otherwise, same remuneration as during the previous year will continue.

The Experts/Assistants will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

#### **10. General Terms:**

- (i) All communications including Expression of Interest for the proposed assignment will be issued in English language only.
- (ii) EOI shall be submitted through e-mail [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) with CC [financecontrollerucada@gmail.com](mailto:financecontrollerucada@gmail.com).
- (iii) The Experts/Assistants will be selected in accordance with the Uttarakhand Procurement Rules, 2017 and this EOI.
- (iv) The selected Experts/Assistants will have to sign an Agreement with the Authority.
- (v) The EOI shall be valid for a period of 90 days from the date of opening of the EOI.
- (vi) The Applicants shall be responsible for all of the costs associated with the preparation of their EOI and their participation in the Selection Process including visits to the Authority's office, interview, etc., The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- (vii) Interview of the candidates shall be in-person or through VC.
- (viii) In case of Ex. Government employees, the indicative remuneration will be subject to 'Pay less pension' policy.
- (ix) Shortlisting will be valid for one year for selection in case of selected candidates resign / need replacement.
- (x) UCADA reserves the right to cancel any specific post given in this EOI and also to increase number of posts during the validity of the shortlisting to meet the UCADA requirement.

#### **11. Right to reject any or all EOIs:**

Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The Authority reserves the right to reject any EOI, if:
  - (a) at any time, a material misrepresentation is made or uncovered, or
  - (b) the Expert/Assistant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the EOI.
- (ii) At any time before the submission of EOI, the Authority may, whether at its initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded only on <http://ucada.in> by the Authority at its discretion, if the amendment is substantial, extend the deadline for the EOI submission also.

**12. Seeking clarifications and Submission of EOI:**

Prospective candidates may seek clarifications through e-mail from [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) with CC [financecontrollerucada@gmail.com](mailto:financecontrollerucada@gmail.com).

Expression of Interest must be submitted before **5:00 PM on 25<sup>th</sup> May 2022.**

**Chief Executive Officer,**  
Uttarakhand Civil Aviation Development Authority  
Dehradun.

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
1	Management Advisor to CEO	1	Rs. 1,50,000	<ul style="list-style-type: none"> <li>Graduate in any discipline from a recognized University / Institution.</li> <li>Post graduate qualification of minimum 1-year duration in Management.</li> </ul> <p><b>Added advantage:</b></p> <ul style="list-style-type: none"> <li>PG qualification in Finance / Accounts / Corporate Affairs / Law.</li> </ul>	<p>Work experience of minimum of around 20 years at a managerial position or as a key expert (consultancy assignment) or Dy. Director / Equivalent and above in a Govt. Department / Organization.</p> <p>Added advantage:</p> <ul style="list-style-type: none"> <li>Multi-Sectoral / Departmental experience</li> <li>State and national level experience.</li> <li>International / Overseas exposure.</li> </ul>	<ol style="list-style-type: none"> <li>Provide suggestions on matters referred by CEO,</li> <li>Analyse issues that may come up from time to time in working of UCADA,</li> <li>Coordinate with Consultant and stakeholders associated with restructuring of UCADA,</li> <li>Monitor implementation of restructuring of UCADA,</li> <li>Guide and monitor issues / cases warranting adherence to government rules and regulations,</li> <li>Conduct / Coordinate appropriate training programs for officers and staff periodically,</li> <li>Attend to meetings at various <i>fora</i> including state departments, Government of India and other agencies as per instructions of CEO,</li> <li>Guide / assist CEO and other officers in matters of Court cases, Audit reports, RTI queries and Vigilance enquires; and</li> <li>Any other assignment referred / assigned by Chief Executive Officer, UCADA.</li> </ol>
2	Cost / Finance Analyst	1	Rs. 70,000	Member of ICWA (Institute of Cost & Work Accountants) / ICAI (Institute of Cost Accountants of India).	Post qualification relevant work experience of minimum 6 years	<ol style="list-style-type: none"> <li>Assist in preparation of Financial Models / Budgeting for PPP and other projects / programs under the guidance of Finance Controller;</li> <li>Vetting of Cost estimates / Financial Proposals submitted by Contractors / Consultants / Service Providers; and</li> <li>Any other assignment referred / assigned by Chief Executive Officer, UCADA.</li> </ol>
3	Data Analyst	1	Rs. 60,000	Graduate in Mathematics from a recognized University / Institution with Post graduate qualification of minimum 1 year duration in Statistics or graduation in	Post qualification relevant work experience of minimum 5 years	<ol style="list-style-type: none"> <li>To assist designated officers in data collection, data analysis and preparation of periodical reports including presentations at various fora.</li> <li>Collection / compilation and recording data.</li> <li>Analyzing and interpreting data.</li> <li>Identifying passenger traffic trends and on its</li> </ol>

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
				Statistics.		basis drawing projections. 5. Designing processes for data collection 6. Assist in decision making. 7. Any other assignment referred / assigned by Chief Executive Officer, UCADA.
4	Marketing Expert	1	Rs. 1,00,000	<ul style="list-style-type: none"> <li>• Graduate in any discipline from a recognized University / Institution.</li> <li>• Post graduate qualification of minimum 1 year duration in Marketing or Mass Communication.</li> </ul>	Post qualification relevant work experience of minimum 10 years	<ol style="list-style-type: none"> <li>1. Identify methodology &amp; strategy for development of tourist destinations.</li> <li>2. Design appropriate marketing action plan for selected destinations / programs.</li> <li>3. Co-ordinate with Consultants / Agencies of UCADA for Website Management and Public Relation.</li> <li>4. Plan and co-ordinate participation in Travel Marts / Exhibitions.</li> <li>5. Assist in designing promotional material for print and electronic media.</li> <li>6. Monitor performance of Website Management and Public Relation agencies.</li> <li>7. To provide suggestion on various content marketing initiatives under digital, electronic, print and outdoor media platforms such as website, social media, magazines, bill boards, etc. for the organization.</li> <li>8. Suggest and support department in content and creative creation through affiliated agencies such as social media agency, website management agency, media and advertising agency or PR agency for events and promotions of the department under the supervision of UCADA.</li> <li>9. Provide suggestion and support in creating the annual communication plan under the supervising of the department.</li> <li>10. Advice department in managing the various media agencies affiliated with department in terms of their scope of work and quality of content under the supervision of department.</li> </ol>

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
						<ol style="list-style-type: none"> <li>11. Support department in identifying the media and communication platforms as per the direction of UCADA for any fresh project publicity.</li> <li>12. Interact with media houses and facilitators such as newspaper agencies, magazine houses or channels under the supervision of UCADA for publication and promotion of content.</li> <li>13. Any other assignment referred / assigned by Chief Executive Officer, UCADA.</li> </ol>
5	Procurement Consultant	1	Rs. 60,000	Graduate from a recognized University / Institution with computer knowledge	Post qualification relevant work experience of minimum 5 years	<ol style="list-style-type: none"> <li>1. To assist Nodal Officer for procurement.</li> <li>2. Drafting of documents related to procurement and minutes of the meeting.</li> <li>3. To upload / download procurement related documents on Government of Uttarakhand e-portal.</li> <li>4. Maintenance of records in Procurement Section.</li> <li>5. Preparing periodical procurement reports.</li> <li>6. Any other assignment as directed by Chief Executive Officer, UCADA.</li> </ol>
6	Program Assistants	3	Rs. 35,000	Graduate from a recognized University / Institution with computer knowledge	Post qualification work experience of minimum 5 years in data entry and office works	<ol style="list-style-type: none"> <li>1. To assist reporting officer and concerned Section staff in day-to-day office work.</li> <li>2. Maintenance of office records</li> <li>3. Preparation of presentations for meetings.</li> <li>4. Preparing, submission and uploading of periodical reports as per requirement.</li> <li>5. Any other assignment as directed by Chief Executive Officer, UCADA.</li> </ol>
7	IT Assistants	3	Rs. 25,000	Graduate from a recognized University / Institution with computer knowledge <b>OR</b> Minimum Intermediate (+2) Pass with 6 years' relevant experience	<ul style="list-style-type: none"> <li>• Post qualification work experience of minimum 3 years in data entry / office works</li> <li>• Working knowledge of Hindi / English typing</li> </ul>	<ol style="list-style-type: none"> <li>1. Computer based assistance to reporting officer and concerned Section staff in day-to-day office work.</li> <li>2. Maintenance of office records</li> <li>3. Preparing, submission and uploading of periodical reports as per requirement.</li> <li>4. Any other assignment as directed by Chief Executive Officer, UCADA.</li> </ol>

**APPLICATION FORM**

1.	Position applied for		Affix a recent passport size photograph duly attested by the candidate
2.	Advertisement No.		
3.	Name (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY):		
6.	Marital status		
7.	Aadhar number		
8.	Email id		
9.	Contact Mobile Number		
10.	Postal address for communication with PINCODE		
11.	Permanent address with PINCODE		

## 12. Educational/Professional and Technical Qualifications (Starting from class 10):

Sl. No.	Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing

13. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl. No.	Department / Organization	Post held	Period of employment	
			From	To



***(DRAFT CONTRACT FORMAT)***

**CONSULTANCY SERVICE AGREEMENT**

This Consultancy Service Agreement made on this day of ..... 2022 between Uttarakhand Civil Aviation Development Authority (UCADA) through its ..... (Designation and Name), Sahastradhara Helidrome, Mussoorie by pass, P.O. Kulhan Dehradun – 248 001 (herein after known as the UCADA or First Party) of one Part and ..... (Name and Address) (hereinafter referred to as the Consultant or Second Party) of the other part.

Both the terms First Party / UCADA and the Second Party / Consultant shall always deem to include and mean their respective heir, successor, transferee, assignee, legal representatives and all other such persons as may be claiming through them unless and until repugnant to the context herein.

**Recitals:**

Whereas the UCADA had advertised for requirement of Consultant as ..... and the Consultant has been selected by the UCADA for the said post vide letter no. .... Dated: ..... on remuneration and terms and conditions as stipulated in this Agreement and the Consultant has agreed to offer the services on the aforesaid post on remuneration and terms and conditions as stipulated herein after in this Agreement.

**Scope of duties of the Consultant:**

The Consultant shall be responsible as ..... under supervision and control of the CEO and Board of the UCADA.

The Job requirement of the Consultant shall include the tasks listed below on regular basis and get feedback of the staff, public and all other persons associated with the tourism trade and such other persons and sources as she may deem fit and put the same along with suggestions and improvement to the board including the following:-

- (i) .....
- (ii) .....

**Data, services and facilities to be provided by the UCADA:**

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Experts / Assistants shall be responsible for transport from residence to office and back at their own cost.

**Final outputs that will be required of the Experts:**

In addition, periodical reports and documents to the Chief Executive Officer, UCADA, their officers and staff as and when required for the completion of the various tasks assigned.

Detailed reports will be submitted to the Chief Executive Officer in respect of the works done in each calendar month (from the beginning to the last working day).

**Review and monitoring of the Expert work:**

The Nodal officer for the Consultant is ..... (.....), who will review the work of the Consultant monthly and recommend payment of monthly remuneration subject to satisfactory performance.

**Remuneration to be paid to Consultant:**

The Consultant shall be paid by the UCADA a consolidated sum of Rs. ....../- (Rupees .....Only) per month along with the following, which shall consist of and be limited to:

- i. Normal and customary expenditures for official travel; Travelling Allowance (TA) and Dearness Allowance (DA) at the rates applicable for comparable and equivalent cadre of officers and to be authorized by the Director Finance of the UCADA.
- ii. Such other expenses as approved in advance by the Director Finance of UCADA.

An annual increase of 10% in the monthly remuneration will be considered if performance is very good. Otherwise, same remuneration as during the previous year will continue

**Leave:**

Consultant will be eligible for an annual (to be counted from the Date of Contract) paid leave of 12 (twelve) working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

**Duration of Service:**

On full-time basis in UCADA head office at Dehradun for three years subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on mutually agreed terms and conditions.

**Earlier Termination of this Service Agreement:**

Both the parties may after giving notice of one month terminate this Consultancy Service Agreement without assigning any reason for the same or pay one month remuneration in lieu of the notice period.

That in case of default or breach of any condition as contained in this Agreement, the UCADA has the right to terminate this Agreement after giving a 30 days' notice to the Consultant to rectify the said breach.

**Applicability of the Rules and Regulations:**

All the Rules and Regulation as framed under the Act (Uttarakhand Civil Aviation Development Authority Act, Uttarakhand Act 12 of 2001) or by the Board of UCADA shall be applicable to the Consultant and if any clause of this Agreement is in contravention to any Rule or Regulation framed under the aforesaid Act or by the Board of the UCADA then this Agreement shall deem to be amended to the extent and the rule framed under the Act or by the Board shall stand substituted to that extent.

**Appointing Authority:**

For the purpose of this Agreement and for any other purpose the CEO of the UCADA shall be the Appointing and controlling authority of the Consultant. And he shall perform all his duties under the supervision and control of the CEO of UCADA and the Board of the UCADA.

**Notices:**

Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by facsimile / electronic transmission and then confirmed by internationally recognized courier service or Speed post / Registered post, in the manner as elected by the Party giving such notice to the following addresses:

In this case of notices to the First Party / UCADA:

*Name* : Chief executive Officer  
*Address* : Uttarakhand Civil Aviation Development Authority (UCADA),  
Sahastradhara Helidrome, Mussoorie by pass, P.O. Kulhan  
Dehradun – 248001

*Email* : .....

In the case of notices to the Second Party / Consultant

*Name* : .....  
*Address* : .....  
*Email* : .....

All notices shall be deemed to have been validly given on (i) the business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile / electronic transmission, or (ii) the business date of receipt, if transmitted by courier or registered mail.

Any Party may, from time to time, change his / her / its address or representative for receipt of notice provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

**Amendment:**

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereto shall be valid or binding unless made in writing and duly executed by both Parties.

**Severability:**

The Parties agree that the covenants, obligations and restrictions in this Agreement are reasonable in all circumstances. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any law, (i) such provision shall be fully severable; (ii) this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and (iii) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance here from.

**Entirety:**

This Agreement contains the whole Agreement between the First Party and the Second Party in relation to the transactions contemplated by this Agreement and supersedes all previous Agreements, if any, in relation to same between the First Party and the Second Party.

**Non-Waiver:**

Non-omission or delay on the part of any Party in requiring a due and punctual fulfilment by any other Party of its obligations hereunder shall constitute or be deemed to constitute a waiver of any of such Party’s rights to require such due and punctual fulfilment and in any event shall not constitute or be

construed as a continuing waiver and / or as a waiver of other or subsequent breaches of the same or other (similar or otherwise) obligations of such other Party hereunder or as a waiver of any remedy.

In witness whereof this Agreement has been signed and executed on the day, month and year first above mentioned at Dehradun by the Parties hereto.

**For UCADA**

**For Consultant**

(Name)

(Name)

(Designation)

Address

Uttarakhand Civil Aviation Development Authority  
(UCADA) Sahastradhara Helidrome, Mussoorie by  
pass, P.O. Kulhan  
Dehradun –248001

**1. Witness**

**2. Witness**