DESIGNATION-WISE DETAILED JOB RESPONSIBILITIES

1. Chief Base Manager

Qualifications:
Graduate in any field

Qualifications & Experience
Retired from active command within last 3 years in leadership role who has operated in Chardham shuttle operations.
Should have held CHPL during flying.

Roles & Rsponsiblities:
❖ Flight Oversight & Mentorship
- Review and approve daily sortie plans, weather assessments, and VFR/IFR considerations.
- Provide one-on-one coaching to pilots on mountain flying techniques and decision-making.
❖ Standard Operating Procedures (SOP) Management
- Maintain and update flight-ops manuals, checklists, and emergency procedures in line with DGCA/UCADA directives.
- Lead quarterly SOP review meetings and incorporate lessons from incident investigations.
❖ Safety & Regulatory Liaison
- Act as primary point of contact for DGCA/UCADA audits related to pilot training and currency.
- Conduct pre-flight safety briefings, simulate in-flight emergency scenarios, and ensure corrective-action follow-up.
❖ Crew Scheduling & Currency Tracking
- Oversee pilot rostering to guarantee legal duty-time limits, rest periods, and high-altitude acclimatization.
- Monitor individual pilot currency on mountain routes, specialized equipment, and mandatory refresher checks.
❖ Flight-Data Review & Quality Assurance
- Analyze flight-recorder trends (fuel consumption, engine parameters, altitude profiles) for continuous improvement.
- Verify post-flight logs for deviations, write up pilot performance debriefs, and recommend remedial training.
❖ Emergency Response Leadership
- Serve as Incident Commander for in-flight or ground emergencies until command is transferred.
- Coordinate rescue-helicopter call-outs and liaise with NDRF/army aviation units when required.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 1,50,000 (inclusive of all allowances & taxes)

2. BASE MANAGER

Qualifications:
Bachelor's degree in Aviation Management/ Aeronautical Engineering/ Aviation Security or related field.
Fluent in English and Hindi also knowledge of Garhwali/Uttarakhand dialects is a plus.

Experience:
Minimum 05 years experience in aviation operations including minimum 02 years in manging helicopter operations preferably in mountainous / high altitude environments.

Roles & Rsponsiblities:
- Plan and oversee daily flight schedules, VFR briefings, load & weight-balance checks, and crew rostering in line with DGCA/UCADA duty-time limits
- Implement and monitor the Safety Management System by conducting hazard assessments, lead daily safety briefings, investigate incidents, and track corrective actions
- Inspect and maintain helipad infrastructure (FATO/TLOF surfaces, firefighting gear) and verify continuous operation of weather-camera/CCTV feeds
- Manage passenger manifests and IRCTC booking compliance and coordinate priority group boarding and emergency evacuation procedures.
- Liaise with DGCA, local administration, NDRF/army/police during inspections, disaster-relief operations, and monsoon contingencies.
- Produce daily Situation Reports and monthly performance analyses (flight counts, delays, safety metrics).
- Enforce acclimatization protocols and medical-fitness screenings.
- Plan and execute quarterly fire drills, first-aid and mass casualty simulations and act as on site Incident Commander.
- Any additional responsibility handed by UCADA.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 40,000 (inclusive of all allowances & taxes)

3. Engineer

Qualifications:
Engineering graduate in Mechanical/aerospace/aeronautical.

Qualifications & Experience
05 years experience in aviation sector in maintenance & Operation Role.

Roles & Rsponsiblities:

❖ Pilot Documentation Audit
- Verify validity of pilot licenses, ratings, medical certificates, and currency endorsements before each duty roster.
- Cross-check simulator and route-familiarization training records, ensuring high-altitude endorsements are current.

❖ Helicopter Documentation Control
- Review aircraft airworthiness certificates, maintenance-release forms, defect logs, and compliance with airworthiness directives.
- Ensure up-to-date records of checks, component life-limits, and service-bulletins are filed per DGCA/UCADA norms.

❖ General Tarmac & Facility Inspection
- Conduct pre-shift walk-arounds of FATO/TLOF areas, taxi lanes, aprons, , surface damage, and drainage issues.
- Inspect ground-handling gear (chocks, tie-downs, refuelers), fire-fighting equipment, windsocks, and backup-power units.

❖ Maintenance Coordination Support
- Liaise with service providers to schedule routine servicing and expedite rectification of any defects identified during inspections.
- Track open maintenance items and verify clearance entries before signing off for flight release.

❖ Compliance Reporting & Record-Keeping
- Log all inspection findings, non-conformities, and corrective actions in the technical ledger.
- Prepare weekly compliance reports for the Base Manager, highlighting recurring issues and recommending preventive measures.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 1,00,000 (inclusive of all allowances & taxes)

4. MET Officer

Qualifications:
Bachelor's or Master's in Meteorology, Atmospheric Science, or equivalent.

Experience
05 years experience in aviation meteorology experience, ideally with high-altitude or mountain-weather focus.
Hands-on experience with automated weather stations, data-logging software, and satellite/radar interpretation.
Familiarity DGCA and IMD meteorological requirements.

Roles & Rsponsiblities:
❖ Weather Data Collection & Analysis
  - Retrieve and interpret data from IMD bulletins, satellite imagery, radar feeds, and on-site AWS (temperature, pressure, wind, humidity).
  - Maintain and calibrate ground sensors—anemometers, ceilometers, barographs—at each helibase.
❖ Forecasting & Briefing
  - Produce and disseminate daily VFR flight-weather briefs, highlighting visibility, cloud ceilings, wind shear, and turbulence risks.
  - Issue "go/no-go" advisories and rolling updates during flight windows, especially at dawn and dusk.
❖ Real-Time Monitoring & Alerts
  - Monitor developing hazards—thunderstorms, heavy precipitation, icing, or monsoon squalls—and relay immediate warnings to the base manager and flight coordination.
  - Use radio and mobile channels to push urgent weather changes directly to pilots and operations staff.
❖ Flight-Safety Liaison
  - Advise the Assistant Manager – Operations on optimum slot timing based on weather windows, minimizing cancellations and delays.
  - Coordinate with Incident Commander and emergency teams when weather-driven diversions or evacuations are required.
❖ Record-Keeping & Reporting
  - Log all weather observations, forecasts, and advisories in the operations database for regulatory audits (DGCA/UCADA) and post-season analysis.
  - Generate weekly meteorological trend reports to support capacity planning and risk-mitigation strategies.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
  - Consolidate Monthly salary: ₹ 70,000 (inclusive of all allowances & taxes)

5. Assistant Manager -Operations

Qualifications:
Bachelor's degree in Aviation Management/ Aeronautical Engineering/ or related field

Experience:
- Minimum 05 years experience in in helicopter operations or airside coordination, preferably in high-tempo or mountain environments.
- Hands-on experience with VFR flight planning, crew rostering, and slot-management procedures
- Proven ability to manage weight-and-balance checks, passenger manifests, and emergency-evacuation protocols

Roles & Rsponsiblities:
❖ Flight Coordination
- Verify aircraft dispatch readiness by confirming crew reports, weight-and-balance sheets, and pre-flight inspections.
- Sequence and prioritize flights based on passenger load, weather windows, and emergency requests.
- Coordinate with pilots to finalize departure clearances and ensure compliance with VFR protocols.
- Update live flight manifests and liaise with ground handling to stage baggage.

❖ Slot Control
- Allocate helipad take-off and landing slots in the slot-management system, aligning with peak-period capacity.
- Monitor real-time slot occupancy, flagging potential conflicts or bottlenecks.
- Reassign or swap slots swiftly when delays, mechanical holds, or rescue sorties arise.
- Maintain a rolling log of slot changes and justification for audit and analysis.

❖ Base Manager Communication
- Deliver concise updates on flight statuses, weather holds, and ground-equipment availability.
- Escalate critical issues—technical snags, runway obstruction, crew shortages—with proposed mitigation steps.
- Request additional resources (ground crew, fuel trucks, maintenance teams) based on shifting operational needs.
- Document all directives and approvals in the shift handover log.

❖ Flight Follow-Up & Slot Monitoring
- Track each sortie from "wheels up" through approach and landing, confirming adherence to assigned slots.
- Log deviations (early/late arrivals) and coordinate with slot control to adjust subsequent departures.
- Initiate expedited turnarounds by alerting ground teams to prepare heliramp, refueling, and boarding.
- Compile end-of-shift slot-utilization and deviation reports for trend analysis.

❖ Mobile Coordination
- Maintain continuous radio and mobile-telephony connectivity with pilots, base leadership, and remote crews.
- Broadcast urgent advisories weather updates, slot revisions, emergency procedures—to all stakeholders.

- Trigger mobile alerts to mobilize standby crews, medical teams, or rescue units as situations demand.
- Ensure backup communication channels (satellite phone, handheld radio) are tested and ready.
- ❖ Any additional responsibility handed by UCADA.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 30,000 (inclusive of all allowances & taxes)

6. Assistant Manager - PTB

Qualifications:
Bachelor's degree in Management or related field

Experience:
- Minimum 05 years experience in airport/heliport/helidrome management.

Roles & Rsponsiblities:
- Day-to-day PTB management including layout/space allocation, passenger flow optimisation, terminal signage, seating and amenities, cleanliness, accessibility services, and coordination of terminal facilities with internal teams and contractors.
- Supervise daily PTB check-in counters, boarding gates, arrival halls, transfer desks and passenger assistance points.
- Lead and coach operator staff (check-in agents, gate agents, customer service assistants, porters, cleaners) rostering, performance reviews, training, and attendance.
- Ensure smooth passenger flow during peak periods and implement queue management strategies; manage special assistance and VIP handling.
- Coordinate with operator, contractors & security to resolve operational issues and align on PTB usage.
- Monitor and enforce terminal safety, security and regulatory compliance (DGCA/BCAS or local authority standards).
- Handle passenger irregularities and complaints lead incident response during disruptions (delays, diversions, emergency evacuations).
- Maintain accurate logs, shift handovers, and operational reports; prepare daily/weekly performance dashboards and incident reports.
- Control counter allocation, boarding bridges, signage, special assistance equipment and public address coordination.
- Lead special projects for process improvements, passenger experience initiatives and any PTB upgrades.
- Support commercial & facility teams on passenger amenities, retail interfaces and terminal upgrades where operations impact service levels.
- Any additional responsibility handed by UCADA.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 30,000 (inclusive of all allowances & taxes)

7. VHF /Mobile controller

Qualifications:
Graduate in any discipline with basic technical/aviation understanding.
Current RT license holder.

Experience
03 years' experience in control tower/ATC assistance/helipad coordination roles.

Roles & Rsponsiblities:

❖ VHF Communication Management
- Maintain continuous VHF contact with airborne helicopters during arrival, departure, and transit phases.
- Relay landing clearance, base status, and dynamic weather updates to pilots clearly and promptly.
- Log all radio transmissions and flight-related messages per UCADA/DGCA protocols.

❖ Mobile Coordination
- Use dedicated mobile lines/WhatsApp groups to share flight updates, delays, and emergency alerts with operators and support teams.
- Provide mobile-based backup communication during VHF signal fluctuations or outages.
- Track ETA/ETD of each sortie and ensure the base manager is informed of any changes.

❖ Slot & Movement Monitoring
- Coordinate with flight slot control team to regulate movements and avoid congestion at helipads.
- Inform base personnel and AM–Ops about delays, diversions, or early arrivals.

❖ Emergency Support Communication
- Act as point-of-contact during emergencies—ensuring smooth relay of distress calls, activation of incident command chain, and base alerts.
- Ensure power backups and alternate communication tools are functional during contingency operations.

❖ Documentation & Reporting
- Maintain a logbook of daily transmissions, flight movement data, and incident summaries.
- Support audit requirements by archiving communication logs digitally or in physical format.

Tenure: till 2025 yatra further extendable as per UCADA's requirement.

Salary & Perks:
- Consolidate Monthly salary: ₹ 50,000 (inclusive of all allowances & taxes)