

DESIGNATION-WISE DETAILED JOB RESPONSIBILITIES

1. Assistant Manager Operations

Qualifications:

Bachelor's degree **preferably** in Aviation Management/ Aeronautical Engineering/ preferably or related field.

Experience:

Preferably experienced in Aviation / Operations.

Roles & Responsibilities:

- ❖ 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 2026 yatra further extendable as per UCADA's requirement.

Salary & Perks:

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

2. Aviation Engineer

Qualification:

Engineering graduate **preferably** in Mechanical/aerospace/aeronautical.

Qualifications & Experience

Preferably experience in aviation / operations.

Roles & Responsibilities:

- ❖ 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 issue and recommending preventive measures.

Tenure: till 2026 yatra further extendable as per UCADA's requirement.

Salary & Perks:

- Consolidate Monthly salary: ₹ 1,00,000 (inclusive of all allowances & ta

3. ICCCC Operator

Qualification:

Bachelor's degree preferably in Management or related field.

Experience:

Preferably experienced in Aviation / Operations.

Roles & Responsibilities:

- 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 2026 yatra further extendable as per UCADA's requirement.

Salary & Perks:

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

4. VHF/Mobile Controller

Qualification:

Graduate in any discipline with basic understanding in Technical/Aviation.

Preferably Current RT license holder

Experience

Preferably experienced in Aviation / Operations.

Roles & Responsibilities:

- ❖ 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 2026 yatra further extendable as per UCADA's requirement.

Salary & Perks:

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

UTTARAKHAND CIVIL AVIATION DEVELOPMENT AUTHORITY
SAHASTRADHARA HELIPORT, SAHASTRADHARA ROAD, DEHRADUN- 248013

No:- 4181/UCADA/2026

Date:- 15-04-2026

RECRUITMENT

- Applications are Invited from the Indian Nationals to fulfil the following Post on Contractual basis.
- Interested candidates are requested to send their Resume to the email address:- ucadadoon@gmail.com till **Dated 20th April 2026**

S. NO	Name of the Post	No. of Vacancies	Qualification & Experience Requirements
01	A B- 200 Aircraft AME (Cat-B1)	01	1-Current and valid CAR66 AME License in Cat. -B1 endorsed on SKA B200 aircraft fitted with P&W PT6A-42 engines, issued by DGCA. Govt. of India. 2-Minimum ten years aircraft maintenance experience out of which five years as a certifying AME on SKA B200 aircraft. 3-Salary as per open market rate.

- A. For any corrigendum/addendum/date extension please visit www.ucada.in
- B. Candidates who are invited for the online/ Personal Interview shall have to appear at their own expenses at Uttarakhand Civil Aviation Development Authority, Doon Heliport, Sahastradhara Road, PO- Kulhan, Dehradun 248013.
- C. At the time of Personal Interview candidate shall present one set of self-attested photo copy of current and valid CAR66 AME License issued by the DGCA Govt. of India along with all relevant certificates. Also bring original documents for verification.
- D. Contractual appointment on the mentioned can be terminated on three months' notice.
- E. This advertisement may be cancelled any time by CEO, UCADA without assigning any reason thereof.
- F. The upper age limit for the above post is 62 years.

CEO
UCADA