

# **DESIGNATION-WISE DETAILED JOB RESPONSIBILITIES**

## **1. Senior Pilot**

### **Qualifications & Experience**

- Graduate in any field
- 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 & Responsibilities:**

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

### **Salary & Perks:**

Consolidate Monthly salary: ₹ 1,80,000 (inclusive of all allowances & taxes)

## **2. Operation 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 managing helicopter operations preferably in mountainous / high altitude environments.

### **Roles & Responsibilities:**

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

### **Salary & Perks:**

- Consolidate Monthly salary: ₹ 60,000 (inclusive of all allowances & taxes)

### 3. 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 & 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)

## 4. Aviation Engineer

### Qualification:

Engineering graduate in Mechanical/aerospace/aeronautical.

### Qualifications & Experience

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

### Roles & Responsibilities:

- a. Pilot Documentation Audit
  - i. Verify validity of pilot licenses, ratings, medical certificates, and currency endorsements before each duty roster.
  - ii. Cross-check simulator and route-familiarization training records, ensuring high- altitude endorsements are current.
- b. Helicopter Documentation Control
  - i. Review aircraft airworthiness certificates, maintenance-release forms, defect logs, and compliance with airworthiness directives.
  - ii. Ensure up-to-date records of checks, component life-limits, and service-bulletins are filed per DGCA/UCADA norms.
- c. General Tarmac & Facility Inspection
  - i. Conduct pre-shift walk-arounds of FATO/TLOF areas, taxi lanes, aprons, , surface damage, and drainage issues.
  - ii. Inspect ground-handling gear (chocks, tie-downs, refuelers), fire-fighting equipment, windsocks, and backup-power units.
- d. Maintenance Coordination Support
  - i. Liaise with service providers to schedule routine servicing and expedite rectification of any defects identified during inspections.
  - ii. Track open maintenance items and verify clearance entries before signing off for flight release.
- e. Compliance Reporting & Record-Keeping
  - i. Log all inspection findings, non-conformities, and corrective actions in the technical ledger.
  - ii. Prepare weekly compliance reports for the Base Manager, highlighting recurring issues 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

## 5. ICCCC Operator

### **Qualification:**

Bachelor's degree in Management or related field

### **Experience:**

Minimum 05 years experience in airport/heliport/helidrome management.

### **Roles & Responsibilities:**

1. 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.
2. Supervise daily PTB check-in counters, boarding gates, arrival halls, transfer desks and passenger assistance points.
3. Lead and coach operator staff (check-in agents, gate agents, customer service assistants, porters, cleaners) rostering, performance reviews, training, and attendance.
4. Ensure smooth passenger flow during peak periods and implement queue management strategies; manage special assistance and VIP handling.
5. Coordinate with operator, contractors & security to resolve operational issues and align on PTB usage.
6. Monitor and enforce terminal safety, security and regulatory compliance (DGCA/BCAS or local authority standards).
7. Handle passenger irregularities and complaints lead incident response during disruptions (delays, diversions, emergency evacuations).
8. Maintain accurate logs, shift handovers, and operational reports; prepare daily/weekly performance dashboards and incident reports.
9. Control counter allocation, boarding bridges, signage, special assistance equipment and public address coordination.
10. Lead special projects for process improvements, passenger experience initiatives and any PTB upgrades.
11. Support commercial & facility teams on passenger amenities, retail interfaces and terminal upgrades where operations impact service levels.
12. 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)

## 6. 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 & Responsibilities:

- f. VHF Communication Management
  - i. Maintain continuous VHF contact with airborne helicopters during arrival, departure, and transit phases.
  - ii. Relay landing clearance, base status, and dynamic weather updates to pilots clearly and promptly.
  - iii. Log all radio transmissions and flight-related messages per UCADA/DGCA protocols.
- g. Mobile Coordination
  - i. Use dedicated mobile lines/WhatsApp groups to share flight updates, delays, and emergency alerts with operators and support teams.
  - ii. Provide mobile-based backup communication during VHF signal fluctuations or outages.
  - iii. Track ETA/ETD of each sortie and ensure the base manager is informed of any changes.
- h. Slot & Movement Monitoring
  - i. Coordinate with flight slot control team to regulate movements and avoid congestion at helipads.
  - ii. Inform base personnel and AM-Ops about delays, diversions, or early arrivals.
- i. Emergency Support Communication
  - i. Act as point-of-contact during emergencies—ensuring smooth relay of distress calls, activation of incident command chain, and base alerts.
  - ii. Ensure power backups and alternate communication tools are functional during contingency operations.
- j. Documentation & Reporting
  - i. Maintain a logbook of daily transmissions, flight movement data, and incident summaries.
  - ii. 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)

