

# DESIGNATION-WISE DETAILED JOB RESPONSIBILITIES

## 1. Operation Manager

### Qualifications:

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

Fluent in English and Hindi also knowledge of Garhwali/Uttarakhand dialects is a plus.

### Experience:

Preferably experienced in Aviation / Operations

### 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)

## 2. 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)

### 3. 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 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 &

## 4. 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)

## 5. VHF /Mobile controller

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 HELIDROME, DEHRADUN- 248013**

No:- 4113/UCADA/Dehradun/2026

Date:- 07- 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](mailto:ucadadoon@gmail.com) till **11 April, 2026**

<b>S. N</b>	<b>Name of the Post</b>	<b>No. of Vacancies</b>	<b>Qualification &amp; Experience Requirements</b>
2-	SKA 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](http://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 Helidrome, 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**