

AERA EMPLOYEES SERVICE RULES, 2011

REGD.NO.D.L-330W99 Che Gazette of India 430) No. 4301 PART II—Secdo 3—Sut'secUon (i) BY AUTHORITY 29, 7, 1933 NEW DEUL PRIDAY, JULY 29, 2011, SRAVANA 7, 1933 29 2011 2008 (2008 27) 51 (I) g, 2011 2. 3. 2856 GV2011 fi-q.qi ' 2008 t; (ii) (ii) (1) 2 (g.) (a) (3) 11 4. 5. 2 3 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] i, a:jT fbm : 7u•r -4 37400-67000 @ å-åg-3 15600-39100 -2 9300-34800 5200-20200 11—uOZ 3(i)] 6. qwr-III - 3.rrer (2) qTRT, (6) 8T 3iRq 56 7. (2) 4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 30] (3) zrr qr (2) 06 3raR1 åa åca•T 06 (2) 04 aafü åa 04 aafü 04 10. (1) (5) Bfü - q•rfüfi0T asr 11. (1) 1944 (3) aro (NBNT 3iaTfa 12. (1) 23s-g 2- 6 IT-IE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3(i)] nr-v' '3. - (agi 3TEiTT) trrqå qq, grq 14. (1) (3%fiRUT) 1964 aul (frzüÜf, Prat*, #965 (2) üg-g. WM-VII azf 17. 3-Fu 311% [qn. #1201 1. 2, 3. 4. 5. e. 7. 8. 3 65.15600 - 39100 iz 8 - 39100 8 - 39100 2 - 34800 2 69300 - 34800 2 (v., 9300 - 34800 1 65200 - 20200 1 - 20200 (ii) v., 15600 - 39100 (iii) 2400/-) 1900/-) 1. 2. 3 39100 7600/.,) - 39100 7600/-) 1 2 1 2 1 5 1 (ii) 8 3. 4

5. THE GAZETTE OF INDIA : EXTRAORDINARY PART II—SEC. 30 (*\$15600 - 39100 *5.6600/-) 2 (*\$9300 - 34800 34800 (ii) - 39100 (ii) - 34800 (ii) - 34800 [PART II—SEC. 30] (ii) \$117 (ii) 6. 7. 8. 34800 20200 2400/-) 20200 1900/-) (ii) - 20200 zrr (ii) 5200 - 20200 æi@qvF (ii) (ii) (ii) GT (i) (ii) exf.,-3 THE GAZETTE OF INDIA . EXTRAORDINARY 10 MINISTRY OF CIVIL AVIATION NOTIFICATION New Delhi, the 29th July, [PART II—sec. 3(i)] CS.R. exercise of powers conferred by sub section (1) of section 51 of the Airports Economic Regulatory Authority of India Act, 2008 127 of 2008], the Central Government hereby makes the following rules, namely; PART 1 - Short title and commencement. (1) These Rules may be called the 1. Ministry of Civil Aviation, Airports Economic Regulatory Authority Employees (number Of posts and conditions of service) Rules, 2011. "They shall come into on the date of their publication in the Official (2) Gazette.

2. Applicability.- These shall apply to the officers and staff of the Authority as specified in Schedule I

3. Definitions.In these Rules, unless the context otherwise requires, (a) (c) "Act" means the Airports Economic Regulatory Authority of India Act, 2008, "Appointing Authority" means, - in respect of all Group 'A' posts, the Chairperson; and (i) in respect of all other posts, the Secretary; "Disciplinary Authority" means (i) in respect of all Group 'A' posts, the Chairperson; and (ii) in respect of all other posts, the Secretary; 3(i)] (d) (e) (g) 11 "Post" means any post whether permanent or temporary mentioned in the Schedules to these rules; a "Schedule" means a Schedule to these "Secretary" means the Secretary of the Authority; "Selection Committee" means a committee- constituted to consider selection for recruitment to any post in accordance with rule 7 ; words and expressions used in these rules and not defined but defined in the Act shall have the same meanings as respectively as assigned to them under the Act. PART - Sanctioned Strength: The sanctioned strength and scale of pay in respect 4. of each post shall be as specified in Schedule I. Classification of posts

5. The posts in the Authority shall be classified as follows: S.No. 1 2 3 Description (a) A post carrying a pay or a scale of pay of Rs. 37,400-67,000 in the Pay Band -4 (b) A post carrying a scale Rs. 15,600-39,100 in Pay Band 3. A post carrying a pay or a scale of pay of Rs 9,300- 34,800 in Pay Band 2. A post carrying a pay or a scale of pay of Rs 5200- 20,200 in Pay Band 1. Classification Group 'A' Group 'B' Group 'C' PART II—MODE AND PROCEDURE OF RECRUITMENT Mode of Recruitment. — (1) Recruitment to all the posts shall be made on 6. deputation or on short-term contract basis from amongst the persons employed with the Central Government or Central Public Sector Undertaking* or Autonomous bodies. 12 THE GAZETTE OF : EXTRAORDINARY [PART II—SEC. 3(i)] (2) The mode of recruitment, scale of pay, eligibility, experience and Qualifications in respect of each post shall be as specified in Schedule-II. (3) The vacancies shall be widely circulated by the Authority. (4) Selection of candidates in each case shall be made on the recommendations of a Selection Committee. The appointment shall be made for a period not exceeding three years for (5) all posts but the said period may be extended for successive term of one year each subject to a maximum of two years at the discretion of the Authority. The maximum age limit for appointment shall be 56 years as on the (6) closing date of receipt of applications in the Authority. (7) Notwithstanding anything contained in these rules, the Authority shall have the

power of premature repatriation or premature termination of the short term contract, as the case may be, of any employee if his services are no longer required. Selection Committee. - (i) For selection to all Group 'A' posts, The Selection Committee shall consist of the following, namely: - (a) (c) (2) Chairperson or a Member to be nominated by the Chairperson; Chairperson Joint Secretary, Ministry of Civil Aviation An expert to be nominated by the Chairperson Member; Member; For selection to all Group 'B and C' posts the Selection Committee shall consist of the following: Secretary (b) A nominee of the Ministry of Civil Aviation Chairperson; Member; An expert to be by the Secretary 13 Member; Each member of the Selection Committee shall give an undertaking that (3) none of his near relatives or next of kin nor any person in whose selection he has a personal interest is under consideration for selection by the Selection Committee. Selection Committee shall normally recommend a panel of two names for (4) every vacancy referred to it. (5) No appointment shall be invalid merely for the reason of any vacancy in the Selection Committee. Select Panel. — (1) The Appointing Authority shall prepare a panel of 8. candidates arranged in the order of their merit, namely the Select Panel, taking into consideration the recommendations of the Selection Committee. The Select Panel shall normally be valid for a period of six months: (2) Provided that the Appointing Authority may, in exceptional cases, extend the validity thereof by a further period of six months after which the Select Panel shall cease to be operative

9. Offer of Appointment. - (1) Offers of appointment to candidates shall be issued in the order in which their names appear in the Select Panel. (2) An offer shall be valid for a period of four weeks within which the candidate must join service, after which the offer shall automatically lapse: Provided that in exceptional cases, the Appointing Authority may extend the joining period of four weeks by a further period of four weeks. *The offer of appointment shall specify the conditions, if any, required to (3) be fulfilled by the candidate, prior to appointment. (4) The Appointing Authority may withdraw the offer of appointment if the selected candidate fails to fulfill any of the conditions specified prior to appointment. 14 (5) THE GAZETTE OF : EXTRAORDINARY [PART II SEC. 3(i)] Where an offer or appointment lapses in the manner specified in clause (2) or is withdrawn as per clause (4), an offer of appointment may be made to the candidate next below in the Select Panel. PART - ALLOWANCES AND CONDITIONS OF SERVICE Scale and Fixation of Pay. — (1) The scales of pay applicable in respect of each post shall be such as are set out in Schedule L The pay of an employee shall be fixed in the manner specified in (2) employees of Central Government drawing equivalent grade Pay. Entitlement of Dearness Allowance, House Rent Allowance, Transport Allowance, Deputation Allowance, City Compensatory Allowance, Leave Privilege Concession, Leave, Travelling Allowance/Daily Allowance shall be as applicable to the employees drawing equivalent grade Pay in the Central Government. Entitlement of residential telephone and reimbursement of newspapers (4) bills shall be as specified by the Central Government, from time to time, to the employees drawing equivalent grade Pay. Pension or Provident Fund The employees shall continue to be (5) governed by the provisions of Pension or Provident Fund as applicable in the lending organisation and the Authority shall have no liability on this account

PART V - MEDICAL FACILITIES (t) The employees shall be eligible to get 11. Outdoor reimbursement of outdoor medical expenses for self and members of family. Explanation For the purpose of this clause, the expression "family" has the same meaning as assigned to it in the Central Services (Medical Attendance) Rules, 1944. 3(i)] (2) IS The outdoor treatment shall be taken from the authorised medical practitioner on the panel to be maintained by the Authority, (3) The reimbursement of outdoor medical expenses shall be at package rates specified under Civil Services (Medical Attendance) Rules. Indoor treatment. (1) For the purpose of indoor treatment the employees shall be entitled for medical treatment at hospitals empanelled by the Ministry of Health and Family Welfare, and for this purpose entitlement in respect of cost of treatment including hospital accommodation, nursing home facility, etc. shall be as applicable to the Central Government employees drawing equivalent grade pay. Treatment at Hospitals empanelled by the Ministry of Health and Family Welfare, may be taken on the advice of the authorised medical attendants of the Authority in case of emergency

PART VI - AND PENALTIES Confidential Reports. - In the matter of Annual Confidential Reports (herein known as "Annual Performance Appraisal Report") of the employees, the instructions issued by the Central Government, from time to time, in respect of Central Government employees shall be adopted by the Authority with such modifications as may be considered necessary

14. Disciplinary Proceedings and imposition of penalties.— In the matter of Conduct, Discipline and imposition of penalties, the provisions of the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Control, Classification and Appeal) Rules, 1965 and the instructions issued by the Central Government, from time to time, shall apply with such modifications as the Authority may in this behalf specify. (2) The Disciplinary Authority in respect of each case shall be as specified in clause (e) of 16.15.

GAZETTE OF : EXTRAORDINARY PART V - MISCELLANEOUS [PART 11—sæ. 3(i)] Residuary matters. - The matters in respect of which no express provision has been made in these rules, the orders and instructions, as are applicable to the Central Government employees shall apply

16. Power to Relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax 'any of the provisions of these rules with respect to any class or category of persons. Savings. - Nothing in these rules shall affect reservations, relaxation of age limit 17. and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government, from time to time in this regard. [F. No. (3-12011/001/2009-AAIJ ALOK SINHA, Jt. secy. S.No. 1. 2. 3. 4. 5. 6. 7

8. Name of the Post Deputy Chief Senior Principal Private Secretary Principal Private Secretary Private Secretary Assistant Personal Assistant Stenographer Receptionist cum Telephone Operator

SCHEDULE 1 Pay Band and Grade Pay / Pay Scale PB 3 (Rs 15600 — 39100 Grade Pay Rs 7600) PB 3 (Rs 15600 — 39100 Grade Pay Rs 7600) PB 3 (Rs 15600 — 39100 Grade Pay Rs 6600) PB 2 (Rs 9300 — 34800 Grade Pay Rs 4800) PB 2 (Rs 9300 — 34800 Grade Pay Rs 4600) — 34800 Grade Pay Rs 4600) PB 2 (Rs 9300 PB 1 (Rs 5200 — 20200 Grade Pay Rs 2400) pj (Rs 5200 — 20200 Grade Pay Rs 1900)

Number of posts 1 1 2 2 1 5 Schedule 11 S. No. 1 2 3 Post Deputy Chief Senior Principal Private Secretary Principal Private Secretary Pay Band and Grade Pay / Pay Scale PB-3, Rs.15600- 39100 with grade pay Rs. 7600 PB-3, Rs.15600- 39100 with grade pay Rs. 7600 PB,,3, Rs. 15600- 39100 with grade pay Rs. 6600 Mode of recruitment/- Eligibility/ Experience short term contract from amongst the Officers of the Central Government/Central Public Sector autonomous bodies. - (i) holding analogous posts on regular basis in the parent Department/organisation; or (ii) with five years continuous service in the regular PB-3, Rs. 15600-39100 with grade Pay Rs. 6600 in the parent Department or equivalent scale of pay in Central Public Sector Undertakings or Autonomous Bodies; and (iii) possessing adequate experience in personnel and financial administration, preferably having experience of function in autonomous bodies. Deputation / short term contract from amongst the the Central Government/Central Public Sector autonomous bodies: (i) holding analogous posts on regular basis in the parent Department/organisation; or (ii) Principal Private Secretary in the PB-3, Rs. 15600 39100 with grade pay Rs. 6600 with five years continuous service in the grade in the parent Department or equivalent scale of pay in Central Public Sector Undertaking /autonomous Deputation / short term contract from amongst the Officers of the Central Government/Central Public Sector autonomous bodies: (i) Graduate from a recognised University or equivalent (i) Graduate from a recognised University or equivalent; and (ii) Possessing working knowledge of computers. - Graduate from recognised universities 6 months THE GAZETTE OF : EXTRAORDINARY [PART II—Section 3 equivalent; and (ii) Possessing working knowledge of computers. (i) Graduate 4 5 Private Secretary Personal Assistant PB-3, Rs 9300 34800 with grade pay Rs 4800 PB 2, Rs 9300 with 34800 grade pay Rs 4600 Undertaking / autonomous bodies; (i) holding analogous posts on regular basis in the parent Department/organisation; or (ii) Private Secretary in the PB- 2, Rs.9300w34800 with grade pay of Rs. 4800 with six continuous regular service in the grade in the parent department or equivalent scale of pay in Central Public Sector Undertakings/ autonomous bodies, Deputation/ short term contract from amongst the Officers of the Central Public Government/Central Sector Undertakings / autonomous bodies: (i) holding analogous posts on regular basis in the parent Department/organisation; or (ii) Personal Assistant with two years continuous service in the PB 2, Rs.. 9300-34800 with grade pay of Rs.4600 in the Department parent equivalent scale of pay in Central Public Sector Undertakings /autonomous bodies. Deputation /short term contract from amongst the Officers of the Central Government/ Central Public Sector Undertakings autonomous bodies: (i) holding analogous posts on regular basis in the parent Department/organisation; or (ii) Stenographers with three years continuous service in PB-I, Rs. 5200-20200 with grade pay Rs.2400 in the parent Department [equivalent scale of pay in Central Public Undertakings Sector /autonomous bodies. from a recognised University or equivalent;

and (ii) Possessing working knowledge of computers. Graduate from a recognised University or equivalent; and (ii) Possessing working knowledge of computers. -6- 7 8 3(i)] Assistant Stenographer or Receptionist cum Telephone Operator PB 2, Rs 9300 - with 34800 grade pay Rs 4600 PB-I, Rs 5200 — with 20200 grade pay Rs 2400 PII-I, Rs 5200 — with 20200 grade pay Rs 1900 Deputation / short term contract from amongst the Officers of the Central Government/Central Public Sector monomous (i) holding analogous posts on regular basis in the parent Department/ organisation; or (i.i) Upper Division Clerk With three years continuous service in the pay scale of PB-1(Rs. 5200-20200 grade pay -Rs. 2400) in the parent Department/equivalent scale of pay in Central Public Sector Undertakings /autonomous bodies. Deputation/ short term contract from amongst the Stenographers of the Central Government/ Central Public Sector Undertakings Autonomous bodies holding analogous posts on continuous basis in the parent Department/ equivalent scale of pay in Central Public Sector Undertakings (autonomous bodies. Deputation / Short term contract from amongst the officials working in the Central Government/ Central Public Sector Undertakings / Autonomous Bodies holding the of [Lower- Division Clerk or equivalent on continuous basis in the parent Department or equivalent scale of pay in Central Public Sector Undertakings /autonomous bodies. 19 (i) Graduate from recognised University or equivalent; and (ii) Possessing working knowledge of computers. (i) Graduate from a recognised University or equivalent; and (ii) Possessing working knowledge of computers. (i) Graduate from a recognised University or equivalent; and (ii) Possessing working knowledge of computers. Printed by the Ministry, Government of India Press, Ring Road, Maynuri, New Delhi-110064 and Published by the Controller of Delhi-110054.

