

## **Details of the Post for Hiring under Directorate of Aviation**

### **Job Title: Director of Aviation**

**Location:** Bhubaneswar

**Vacancies-** 01

**Department:** O/O Directorate of Aviation under C&T (Transport) Department

**Reporting to :** Principal Secretary / Special Secretary , C & T(Transport) Department

#### **Job Summary:**

The **Director of Aviation** is responsible for overseeing the **operations and management of airports, airstrips, heliports, and helipads in Odisha**. This role involves **developing aviation infrastructure, ensuring compliance with DGCA and BCAS regulations, implementing the Odisha State Civil Aviation Policy, and enhancing regional connectivity under the UDAN/RCS scheme**. The Director will also play a critical role in **aerodrome safeguarding, aviation security, PPP project development, budget planning, and managing VIP/VVIP and disaster management operations**.

#### **Key Responsibilities:**

##### **1. Airport & Airstrip Operations & Management**

- Oversee the **management, development, and modernization** of airports, airstrips, heliports, and helipads in Odisha.
- Ensure operational efficiency, safety, and security in line with **DGCA, BCAS, and AAI regulations**.
- Implement **best practices for airport operations, ground handling, and air traffic coordination**.
- Develop **state aviation infrastructure** to support economic growth and tourism.

##### **2. Policy Implementation & Regulatory Compliance**

- Implement the **Odisha State Civil Aviation Policy** and develop strategies for sustainable aviation growth.
- Ensure full compliance with **DGCA, BCAS, AAI, and MoCA guidelines** for aviation safety, security, and operations.
- Develop **frameworks for aerodrome licensing, safety management systems (SMS), and regulatory audits**.

##### **3. Budget Planning & Financial Oversight**

- Plan and monitor **budget expenditures for airport infrastructure and aviation projects**.
- Identify and execute **Public-Private Partnership (PPP) projects** to attract investments and generate employment.
- Explore **revenue generation models**, including aeronautical and non-aeronautical sources, for financial sustainability.

#### 4. Aerodrome Safeguarding & Infrastructure Development

- Ensure compliance with **Obstacle Limitation Surface (OLS) protection** and aerodrome safeguarding norms.
- Develop mechanisms for **monitoring, controlling, and regulating obstacles around airports**.
- Oversee the **planning and development of state-owned airstrips, heliports, and helipads**, ensuring strategic alignment with state growth objectives.

#### 5. Enhancement of Connectivity & RCS Operations

- Lead efforts to **enhance air connectivity** through **Regional Connectivity Scheme (RCS)/UDAN initiatives**.
- Engage with airlines and stakeholders to introduce **new domestic and regional routes**.
- Promote Odisha as an **aviation hub** through strategic infrastructure and policy interventions.

#### 6. Aviation Safety & Security Management

- Ensure the **implementation of Aviation Security (AVSEC) measures** in compliance with **BCAS guidelines**.
- Oversee the **equipage, staffing, and training** of security personnel for aviation safety.
- Coordinate with **law enforcement and intelligence agencies** for airport security and crisis management.
- Conduct regular **security audits, drills, and compliance checks** to uphold aviation security standards.

#### 7. Leadership & Strategic Planning

- Provide **strategic leadership** to drive aviation growth and operational excellence.
- Plan and oversee the **hiring and operations of state aircraft** for **VIP/VVIP transport and disaster management**.
- Build a **competent aviation workforce**, including specialized training for **pilots, air traffic personnel, and security staff**.
- Represent Odisha in **aviation forums, industry bodies, and government committees**.

#### Qualifications & Experience:

##### Educational Qualification:

- Graduate/Postgraduate in any Discipline preferably **Aviation, Engineering, Business Administration, Public Policy, or a related field**.
- Specialized certifications in **Airport Management, Aviation Safety, or Security (DGCA/BCAS certified courses preferred)**.

## Experience

- Minimum **15+ years of experience** in **aviation operations, airport management, regulatory compliance, or policy implementation.**
- Proven track record in **Air Traffic Control, developing aviation infrastructure, handling PPP projects, and executing large-scale aviation initiatives.**
- Strong knowledge of **DGCA, BCAS, AAI, MoCA, and global aviation regulatory frameworks.**

## Key Skills:

- **Leadership & decision-making** in aviation governance
- **Budget planning & financial management**
- **Aviation safety, security, and compliance expertise**
- **Project management & policy execution**
- **Stakeholder engagement & negotiation**

## Compensation & Benefits:

- Rs. 2,50,000 /- per month ( consolidated)
- Contract period- Two Years (Extendable)

---

## **Position: Deputy Director – Operations and protocol**

**Location: Bhubaneswar**

**Department: O/o Directorate of Aviation under C&T (Transport) Department**

**Reporting to: Director of Aviation**

**Vacancies - 01**

## Job Summary:

The **Deputy Director - Operations** is responsible for overseeing the **day-to-day operations of airports, airstrips, heliports, and helipads in Odisha**, ensuring **regulatory compliance, aviation safety, security, and operational efficiency.** This role includes implementing **Safety Management Systems (SMS), staffing and deployment of Airport Rescue and Fire Fighting (ARFF) services, aerodrome safeguarding, emergency planning, and aviation security management.** The Deputy Director will also ensure compliance with **DGCA and BCAS regulations**, oversee aerodrome safeguarding, and enhance operational readiness for disaster management and emergency response.

## Key Responsibilities:

### **1. Airport & Airstrips Operations Management**

- Supervise **daily airport operations**, ensuring seamless passenger, cargo, and air traffic activities.

- Oversee **ATC coordination, ground handling, terminal operations, and airside management.**
- Implement **Standard Operating Procedures (SOPs)** for operational efficiency and safety.
- Ensure compliance with **DGCA Civil Aviation Requirements (CARs)** and statutory guidelines.

## **2. Aviation Safety & Security Compliance**

- Implement and oversee **Safety Management Systems (SMS)** across airports, ensuring proactive risk identification and mitigation.
- Ensure the implementation of **Aviation Security (AVSEC) measures** as per **BCAS guidelines.**
- Conduct **safety and security audits, emergency drills, and operational risk assessments.**
- Coordinate with **law enforcement and intelligence agencies** to enhance airport security and crisis response.

## **3. Airport Rescue & Fire Fighting (ARFF) Management**

- Plan, **staff, equip, and deploy Airport Rescue and Fire Fighting (ARFF) services** at all operational airports.
- Ensure ARFF personnel are trained and meet **DGCA & ICAO fire safety regulations.**
- Conduct **fire safety drills, equipment readiness checks, and emergency response training.**
- Upgrade and maintain **firefighting vehicles, rescue equipment, and emergency response protocols.**

## **4. Aerodrome Safeguarding & Regulatory Compliance**

- Ensure compliance with **Obstacle Limitation Surface (OLS) protection norms.**
- Work with **state urban planning authorities** to regulate developments near airports.
- Ensure adherence to **ICAO and DGCA aerodrome certification requirements.**

## **5. Disaster Management & Emergency Preparedness**

- Develop and oversee **disaster preparedness and emergency response plans** for airports.
- Ensure **operational readiness of emergency services, fire-fighting units, and rescue teams.**
- Plan and manage **state aircraft operations for VIP/VVIP transport and disaster relief missions.**

## **6. Leadership & Operational Coordination**

- Provide **strategic support to the Director of Aviation** in policy implementation.
- Supervise and train **operational teams, ground staff, ARFF personnel, and aviation personnel.**
- Represent the department in **aviation forums, regulatory meetings, and industry discussions.**

### **Qualifications & Experience:**

#### **Educational Qualification:**

- Graduate/Postgraduate in Any Discipline preferably in **Aviation Management, Engineering, Business Management, or related fields.**
- Specialized certifications in **Airport Operations, Aviation Safety, or Security (DGCA/BCAS/ICAO certified courses preferred).**

#### **Experience:**

- **10+ years of experience in airport operations, aviation safety, ARFF management, regulatory compliance, or infrastructure planning.**
- Experience in **airport security management, aerodrome safeguarding, emergency planning, and SMS implementation.**
- Strong knowledge of **DGCA, BCAS, AAI, MoCA regulations, and ICAO standards.**

#### **Key Skills:**

- **Aviation safety and security management**
- **Operations planning & execution**
- **Regulatory compliance & stakeholder coordination**
- **Emergency response & disaster management**
- **Project management & infrastructure planning**

#### **Compensation & Benefits:**

- Rs 2,00,000 /- per month ( consolidated)
- Contract period - Two Years ( Extendable)

#### **Key Competencies:**

- ✓Strong leadership and decision-making skills
- ✓Attention to detail and problem-solving ability
- ✓Ability to work under pressure and manage multiple tasks
- ✓ Excellent communication and stakeholder management skills

## **Job Profile: Assistant Director – Flight Operations and Business Development**

**Reporting To:** Deputy Director – Finance,

**Location:** O/O Directorate of Aviation, Bhubaneswar

**Vacancies-** 01

### **Job Summary:**

The Assistant Director – Flight Operations and Business Development will lead initiatives related to the operations of state-owned or hired aircraft and oversee aviation business development activities. This role involves managing flying operations, implementing the Regional Connectivity Scheme (RCS), overseeing financial structuring including Viability Gap Funding (VGF), and executing public- private partnership (PPP) projects in aviation. The incumbent will also drive airport commercialization, land monetization strategies, and aviation policy execution.

### **Key Responsibilities:**

#### **1. Aircraft Operations Management:**

- Oversee operations of state-owned or hired aircraft, ensuring efficient scheduling, maintenance, and compliance with aviation regulations.
- Coordinate with operators, regulatory bodies, and service providers to ensure seamless flight operations.

#### **2. Aviation Project Development & Implementation:**

- Manage the development and execution of aviation projects, including Flying Training Organizations (FTOs), Small Aircraft Services (SAS), and airport utilization proposals.
- Prepare and oversee Requests for Proposals (RFPs) for aviation schemes and infrastructure projects.

#### **3. Viability Gap Funding (VGF) & Financial Management:**

- Handle VGF finalization and disbursement for aviation projects.
- Ensure proper financial planning and budgeting for aviation initiatives.

#### **4. Public-Private Partnership (PPP) Project Oversight:**

- Manage PPP initiatives such as the Small Aircraft Scheme (SAAS), Shri Jagannath International Airport (SJIA), Maintenance, Repair & Overhaul (MRO) facilities, Aero Sports, and Heliports.
- Ensure compliance with RFP terms, manage Service Level Agreements (SLAs), oversee revenue collection, and ensure business continuity.
- Prepare and analyze Management Information System (MIS) reports for all PPP-related activities.

#### **5. Regional Connectivity & Aviation Network Expansion:**

- Implement and oversee the Regional Connectivity Scheme (RCS) to enhance air connectivity within the state and beyond. Coordinate with airlines, regulatory

authorities, and stakeholders to improve regional air transport.

**6. Revenue Generation & Airport Land Monetization:**

- Develop and implement strategies for the monetization of airport land and assets.
- Market and promote airport services and facilities to enhance commercial viability.
- Identify new revenue streams through innovative business models in the aviation sector.

**Qualification & Experience:**

**Educational Qualification:**

- Bachelor's degree in Aviation Management, Business Administration, Economics, Finance, or a related field.
- Master's degree (MBA/Aviation Management/Finance) preferred.

**Professional Experience:**

- **8-10 years** of experience in aviation operations, airport business development, financial management, or public-private partnership (PPP) project execution.
- Experience in flight operations management, aviation project planning, or working with regulatory authorities (DGCA, MoCA, AAI) is highly desirable.
- Knowledge of **aviation finance, RFP preparation, VGF structuring, and PPP project execution** is essential.

**Skills & Competencies:**

- Strong financial and commercial acumen.
- Airport Commercial Planning and Monetization
- Excellent negotiation and stakeholder management skills.
- Understanding of aviation regulations, business planning, and project management.
- Proficiency in MIS reporting, contract management, and SLA oversight.
- Proficiency in Public Procurement Procedures.
- This role requires a strategic thinker with a strong understanding of aviation business models, operational oversight, and policy execution to drive the state's aviation development initiatives.

**Compensation & Benefits:**

- Rs. 1,50,000 /- per month (consolidated)
- Contract period - Two Years Extendable .

## **Position: Senior Executive – MIS**

**Place of Posting :** Office of the Directorate of Aviation,Bhubaneswar

**Reporting To:** Director of Aviation

**Vacancies-** 01

### **Job Summary:**

The **Senior Executive – MIS** will support the **Director of Aviation** by managing data, reports, and analytics related to the **operations and management of airports, airstrips, heliports, and helipads** across Odisha. This role involves **data- driven decision-making, regulatory compliance monitoring, and project performance tracking** for aviation infrastructure, UDAN/RCS implementation, aerodrome safeguarding, security, and Public-Private Partnership (PPP) projects.

### **Key Responsibilities:**

#### **1. MIS & Data Analytics:**

- Develop, manage, and maintain the **Management Information System (MIS)** for aviation operations.
- Collect, analyze, and present **data related to airport operations, passenger movement, air traffic trends, and infrastructure projects**.
- Generate **real-time reports, dashboards, and analytics** to support strategic decisions.

#### **2. Regulatory Compliance & Reporting:**

- Maintain and monitor compliance records related to **DGCA, BCAS, AAI, and MoCA regulations**.
- Assist in preparing **regulatory submissions, safety reports, and aerodrome safeguarding documentation**.
- Track **obstacle limitation surfaces (OLS), land use planning, and aerodrome security protocols**.

#### **3. Infrastructure & Project Management:**

- Support the Director in planning and tracking **airport modernization, heliport development, and airstrip upgrades**.
- Maintain records for **PPP projects, budget utilization, and policy implementation** under the Odisha State Civil Aviation Policy.
- Coordinate with **UDAN/RCS operators and aviation stakeholders** to enhance regional air connectivity.

#### **4. Technology & Process Optimization:**

- Implement **data automation, AI-driven analytics, and GIS mapping tools** for aerodrome planning and management.



- Ensure integration of **digital platforms for real-time monitoring of aviation infrastructure.**

## **5. Coordination & Administrative Support:**

- Liaise with **government agencies, airport operators, airlines, and aviation service providers.**
- Assist in **VIP/VVIP movement planning, disaster management operations, and emergency preparedness reports.**
- Maintain **records of aviation agreements, financial documents, and budgetary allocations.**

## **Required Qualifications & Experience:**

### **Educational Qualification:**

- Graduate+Computer Cert./Diploma;5+ years with govt.( preferably aviation)
- A **Master's Degree (MBA in Aviation, MIS, or IT Management)** is preferred.

### **Work Experience:**

- **5-7 years of experience** in MIS, data analytics, or aviation-related roles.
- Experience in **airport operations, regulatory compliance, or infrastructure management** is desirable.

### **Technical & Soft Skills:**

- Expertise in **data analytics, GIS mapping, visualization, and reporting tools.**
- Strong understanding of **aviation regulations, air traffic management, and airport infrastructure.**
- Excellent **communication, coordination, and problem-solving skills.**
- Ability to work in a **fast-paced, government-regulated aviation environment.**

### **Compensation & Benefits:**

- Rs50000/- per month consolidated
- Contract period - Two Years Extendable.

**Data Analytics or MIS-related certifications** (Power BI, Tableau, SQL, etc.).

---

## **Position: Accountable Executive – Airport Operations & Maintenance**

Locations: Assigned Airport in Odisha

Department: Office of the Director of Aviation

Reporting To: Deputy Director – Operations

Vacancies- 02.

### **Job Summary:**

The Accountable Executive will be responsible for the overall operations and maintenance of the respective airport, ensuring compliance with DGCA Civil Aviation Requirements (CARs), Bureau of Civil Aviation Security (BCAS) norms, aerodrome safeguarding standards, and efficient passenger facilitation.

This role will ensure smooth airport functioning, regulatory alignment, and safe airport environments.

### **Key Responsibilities:**

#### **1. Airport Operations & Maintenance**

- Ensure smooth day-to-day airport operations and maintenance of airside, terminal, and landside areas.
- Implement standard operational protocols and respond to airport incidents and service disruptions.
- Coordinate with service providers for uninterrupted airport services and utilities.

#### **2. Regulatory Compliance (DGCA & BCAS)**

- Ensure adherence to DGCA CARs and obtain necessary approvals for airport operations.
- Implement aviation security measures per BCAS guidelines.
- Maintain records and ensure readiness for audits and inspections.

#### **3. Passenger Facilitation**

- Ensure passenger convenience through effective terminal management and support services.
- Supervise signage, seating, security screening, and cleanliness within the terminal area.
- Handle feedback and complaints to improve passenger experience.

#### 4. Aerodrome Safeguarding

- Monitor and enforce Obstacle Limitation Surfaces (OLS) and zoning regulations.
- Liaise with local authorities to prevent unauthorized construction or environmental threats.
- Conduct routine perimeter and obstacle inspections around the airport.

#### 5. Coordination & Reporting

- Coordinate with law enforcement, DGCA, BCAS, and state agencies for operational compliance.
- Submit periodic reports on safety, operations, and compliance to the Deputy Director – Operations.

### **Qualifications & Experience:**

#### **Educational Qualification:**

Graduate/Postgraduate in any discipline. Preferably in Aviation, Airport Management, or Engineering.

#### **Experience:**

5+ years in airport operations, regulatory compliance, aviation maintenance, or related fields.

#### **Key Skills:**

- Airport Operations & Maintenance
- Compliance with DGCA/BCAS norms
- Emergency Handling & Risk Mitigation
- Coordination & Communication with stakeholders
- Aerodrome Safety & Security

### **Compensation & Benefits:**

Remuneration: ₹60,000 per month (consolidated)

Tenure: 2 years (extendable based on performance)

## **Position : Safety Manager - Airport**

Number of Posts: 2

Locations: Assigned Airport in Odisha

Department: Office of the Director of Aviation

Reporting To: Deputy Director – Operations

### **Job Summary**

The Safety Manager is responsible for maintaining operational safety and ensuring compliance with DGCA and ICAO safety regulations on the airside. The role supports risk management, incident prevention, and the implementation of the airport's Safety Management System (SMS).

### **Key Responsibilities**

- Implement and maintain the Safety Management System (S-SMS).
- Monitor airside conditions and conduct runway inspections.
- Prepare and maintain Runway Surface Condition Reports.
- Convene monthly Aerodrome Safety and bi-annual Runway Safety meetings.
- Conduct Airport Environment Control Committee meetings.
- Maintain safety records and hazard logs (HAZLOG).
- Perform safety risk assessments and implement mitigation measures.
- Submit monthly safety reports to DGCA.
- Ensure breath analyzer compliance and oversee fire drill schedules.
- Coordinate with ATC, CNS, and fire services for daily operations and emergency responses.
- Assist in the handling of NSOP (non-scheduled operations) and VIP movements.

### **Qualifications and Experience**

- Bachelor's Degree in any field from a recognized University.
- Retired aviation personnel from Civil or Armed Forces with preferred.
- Minimum 10 years of experience in airside operations/safety.

### **Key Skills**

- Safety compliance and risk management
- Operational coordination
- Analytical and reporting capabilities
- Effective stakeholder communication
- Knowledge of CAR, ICAO, DGCA regulations

### **Compensation & Benefits:**

- Rs. 50,000 /- per month consolidated
- Two Years Extendable.

---

## **Position : Airport Terminal Manager**

Number of Posts: 2

Locations: Assigned Airport in Odisha

Department: Office of the Director of Aviation

Reporting To: Deputy Director – Operations and protocol

### **Job Summary**

The Airport Terminal Manager is responsible for overseeing terminal operations to ensure a seamless travel experience for passengers and efficient coordination between various airport stakeholders. The role includes maintaining facility readiness, managing terminal staff and services, and responding to daily operational needs within the terminal.

### **Key Responsibilities**

- Conduct routine inspections of terminal infrastructure and amenities to ensure serviceability of all passenger facilities such as AC, lighting, water dispensers, escalators, fire safety systems, and electronic information displays.
- Coordinate with engineering and maintenance departments for rectification of any faults or unserviceability found during inspections and ensure early resolution.
- Record all important occurrences, including passenger complaints, flight irregularities, and equipment failures, in the daily log book for consideration by higher authorities.
- Liaise with staff from all government departments, security agencies, airlines, and other service providers to ensure smooth and coordinated airport operations.
- Assist passengers and traveling public in resolving grievances related to terminal services, access, information, and facilities.
- Coordinate with ground handling agencies, airline operators, and concessionaires for their operational needs and ensure effective support.
- Ensure smooth facilitation of VIP and protocol movements within the terminal, including coordination of meet-and-greet, security clearance, and lounge services.
- Monitor and maintain cleanliness and hygiene standards across all terminal zones including toilets, lounges, waiting areas, and check-in counters.
- Supervise procurement and stock control of cleaning materials, hygiene supplies, and stationeries required by various airport departments.
- Ensure proper usage and maintenance of terminal assets such as baggage trolleys, wheelchairs, and information desks.
- Oversee and verify attendance and duty rosters of support staff including housekeeping, hygiene workers, and hospitality personnel.
- Compile and transmit daily flight schedules, weekly connectivity reports, and monthly air

traffic statistics to higher management and the Accountable Executive.

- Coordinate with the Safety Manager to comply with DGCA and other regulatory standards during operations and maintenance activities.
- Undertake any other duties as assigned by the Accountable Executive or Director of Aviation in the interest of terminal functionality and passenger service.

**Qualifications and Experience**

- Bachelor's Degree in any field from a recognized University.
- Retired Aviation Personnel from Civil or Armed Forces preferred.
- Minimum 10 years of experience in airport operations, passenger handling, or facility management.

**Key Skills**

- Terminal operations and facility management
- Passenger service and complaint handling
- Strong coordination and communication skills
- Crisis response and problem-solving abilities
- Knowledge of airport safety and operational standards

**Compensation & Benefits:**

- Rs. 50,000 /- per month consolidated
- Contract period- Two Years Extendable.