

Government of the People's Republic of Bangladesh
Ministry of Civil Aviation and Tourism
Civil Aviation Authority of Bangladesh
Kurmitola, Dhaka-1229.
www.caab.gov.bd

Memo No. 30.31.0000.201.01.0014.25-3126

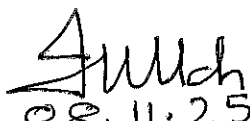
Date: 08/11/2025

Request for Expressions of Interest

1	Ministry/Division	Ministry of Civil Aviation and Tourism			
2	Agency	Civil Aviation Authority of Bangladesh			
3	Client/Procuring Entity Name	Director (Human Resources Development and General Training)			
4	Client/Procuring Entity Code	N/A			
5	Client/Procuring Entity District	Dhaka			
6	Expression of Interest for Selection of	A. Senior Consultant - 12 Nos, B. Consultant - 33 Nos C. Junior Consultant - 02 Nos			
	EOI Ref No	30.31.0000.201.01.0014.25-3125			
8	Date	08/11/2025			
KEY INFORMATION					
FUNDING INFORMATION					
10	Source of Funds	CAAB own fund			
11	Development partners (if applicable)	N/A			
PARTICULAR INFORMATION					
12	Project/Programme Code (if applicable)	N/A			
13	Project/programme Name (if applicable)	N/A			
14	EOI Closing Date and Time	Date 26/11/2025		Time 3.00 pm	
INFORMATION FOR APPLICANT					
16	Brief Description of Assignment (16)				
& 17	SL.	Designation	No. of post	Maximum age limit	Qualification, Experience and Scope of Work (17)
A. Senior Consultant:					
i) FSR Division					
01	Special Inspector [Senior Flight Operations Inspector-Fixed wing]	05	75	Qualification, Experience, Scope of work and complete set of Standard Request for Application (SRFA) documents including Terms of Reference (TOR), Application Submission Form/Format, CV Form, Remuneration Rate and Reimbursable Expenses Form etc. are available in the CAAB website http://www.caab.gov.bd or can be obtained through email sending a request at dhrr@caab.gov.bd from 10/11/2025 to 25/11/2025. Expression of interest shall be submitted in hard copy (Hard copy must be reached to Office of the Director, Human Resources Development and General Training, CAAB Headquarters, Kurmitola, Dhaka-1229 by 03.00 pm on or before 26/11/2025). Candidate may submit EOI through physical/Courier/Post Registered/Parcel. Candidate must mention name of the post at the top of envelop. Consultant will be selected following PPA-2006 and PPR-2025. It is expected that the service period will be maximum 36 months.	
02	Special Inspector [Senior Flight Operations Inspector-Rotary wing/Helicopter]	01	75		
03	Special Inspector [Senior Flight Operations - Chief Examiner]	01	75		
04	Special Inspector [Medical Assessor]	01	75		
05	Special Inspector [ANS (PANS-OPS)]	01	75		
ii) AVSEC Division					
06	Aviation Security Specialist [Operation]	01	75		
07	Aviation Security Specialist [Cargo]	01	75		
08	Aviation Security Specialist [Contingency, Crisis Management & Emergency]	01	75		
B. Consultant:					
i) FSR Division					
01	Special Inspector [Designated Flight Operations Inspector]	05	75		

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02	Special Inspector [Cabin Safety]	02	75	The age limit maybe relaxed in case of candidates with special experience and qualification in Aviation sector.
03	Consultant [Air Transportation]	01	75	
04	Special Inspector [Aviation Public Health]	01	75	
05	Special Inspector [Flight Dispatch]	02	75	
06	Special Inspector [Geoinformatics & Drone (Ops)]	01	75	
07	Special Inspector [Dangerous Goods & Ground Handling]	01	75	
08	Special Inspector [Safety Management System]	01	75	
09	Consultant [Legal-Regulations]	01	75	
10	Consultant [Legal-Enforcement]	01	75	
11	Special Inspector [Designated Medical Examiner]	04	75	
12	Special Inspector [Aviation English Language Rater]	01	75	
13	Special Inspector [Aerodrome Certification]	02	75	
14	Special Inspector [ANS-Air Traffic Service (ATS)]	01	75	
15	Special Inspector [ANS-Cartography]	01	75	
16	Special Inspector [ANS-Search & Rescue (SAR)]	01	75	
17	Special Inspector (ANS-AIS)	01	75	
18	Special Inspector (ANS-MET)	02	75	
19	Special Inspector – Airworthiness (Aerospace/Avionics)	03	75	
ii) Finance Division				
20	Financial Consultant	01	75	
C. Junior Consultant:				
FSR Division				
01	Junior Consultant (Aviation Paramedic)	02	65	
CLIENT DETAILS				
21	Name of Official Inviting EOI	Muhammad Ikram Ullah		
22	Designation of Official Inviting EOI	Director (Human Resources Development and General Training)		
23	Address of Official Inviting EOI	CAAB Headquarters, 5 th Floor, Kurmitola, Dhaka-1229		
24	Contact details of Official Inviting EOI	e-mail: dhr@caab.gov.bd Telephone: 41091052		
25	The procuring entity reserves the right to accept or reject any or all EOI.			


 08.11.25
 (Muhammad Ikram Ullah)
 Director

(Human Resources Development and General Training)
 Civil Aviation Authority of Bangladesh.
 Telephone: 41091052.



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Ministry of Civil Aviation and Tourism

Request for Application (RFA)
Selection of Individual Consultant (National) (Time Based)

For

**Selection of Senior Consultant, Consultant and Junior Consultant
for FSR Division, AVSEC Division and Finance Division of CAAB.**

Civil Aviation Authority of Bangladesh
Kurmitola, Dhaka-1229

November 2025

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Section 1. Information to Applicants

A. General

1. Scope of assignment
 - 1.1 The Client has been allocated public fund for Application (RFA) for selection of Individual consultant (National) as Senior Consultant, Consultant and Junior Consultant for FSR Division, AVSEC Division and Finance Division of CAAB (as mentioned in notice) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
 - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.
[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]
3. Eligible Applicants
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
 - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
 - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
 - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
 - 3.5 The Applicant has the legal capacity to enter into the Contract
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
 - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent, Collusive or Coercive Practices
- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
- 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
5. Conflict of Interest
- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
 - (b) Form 3B: CV of the Applicant; and
 - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is 26/11/2025 up to 3:00pm. Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.

8.2 The points to be given under each of the evaluation Criteria are:

[Client shall fixed the Points]

Criteria	Points
• Educational Qualification	20
• Relevant Working Experience and its adequacy for the assignment	65
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	10
Total points:	95 points

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points **70 (Seventy)** shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

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9. Application Negotiations
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
 - 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
 - 9.3 During negotiations, the Client and the Applicant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as "Description of Services"
 - 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
 - 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. Award of Contract
- 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. Debriefing
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
 - 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services
- 12.1 The applicant is expected to commence the assignment on 01/01/2026 at the location Office of Director, Human Resources Development and General Training, CAAB Headquarters, Kurmitola, Dhaka-1229. The duration of the contract shall be 36 (Thirty six) Months from the date of commencement.



Section 2. Terms of Reference

The Terms of Reference contain the following sections, expanded as deemed necessary:

SI. No.	Description	Remarks
(a)	Back ground and general descriptions;	For details, please see the "Attachment – A" as required.
(b)	Objectives of the Services required;	
(c)	Scope of the Services required (duties and responsibility);	
(d)	Selection Criteria	
(e)	Indicative Work Programme and Location(s) of the various activities to be carried out by the Consultant.	

The 'Terms of reference' as stated in Section 2, shall be modified at the time of Negotiation as "Description of Services" in ANNEX 'A' of the Contract Agreement.



Section 3. Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable



Form 3A. Application Submission

[Location: dd/mm/yy]

To:

The Director
Human Resources Development and General Training
CAAB Headquarters, Kurmitola
Dhaka-1229.

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:



Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>			
2	NAME OF PERSON :	<i>[state full name]</i>			
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>			
4	NATIONALITY :				
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>			
	<i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>			
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		
	EMPLOYER 4 (etc)	FROM:	TO:		

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11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12	COMPUTER SKILL	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd/mm/yyyy			

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Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1** .

(1) Remuneration

Rate (per month in Tk)	Staff Time (No. month)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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Section 4. Contract Forms

The ***Contract Agreement***, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services
 - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
 - 2.1 The Consultant shall perform the Services during the period commencing from [01/01/2026] and continuing until [31/12/2028], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
 - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
 - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
 - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
 - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

“fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

“collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

“coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

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|---------------------------------|--|
| 4. Applicable Law | 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh |
| 5. Governing Language | 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used. |
| 6. Modification of Contract | 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant. |
| 7. Ownership of Material | 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.

7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract. |
| 8. Relation between the Parties | 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant. |
| 9. Contractual Ethics | 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution. |

Payments to the Consultant

10. Ceiling Amount
- 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B
11. Remuneration
- 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly.
- 11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;
- or
- Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave
- or
- Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.
12. Reimbursables
- 12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.

13. Payment Conditions
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.
- 13.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.
- [For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*
- 13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

Obligations of the Consultant

14. Medical Arrangements
- 14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
15. Working Hours and Leave
- 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
- 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
16. Performance Standard
- 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

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| 17. Contract Administration | <p>17.1 Client's Representative</p> <p>The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.</p> <p>17.2 Timesheets</p> <p>The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.</p> |
| 18. Confidentiality | <p>18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.</p> |
| 19. Consultant's Liabilities | <p>19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.</p> <p>19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.</p> |
| 20. Consultant not to be Engaged in Certain Activities | <p>20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.</p> |

Obligations of the Client

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| 21. Services, Facilities and Property | <p>21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.</p> |
|---------------------------------------|--|

Termination and Settlement of Disputes

- | | |
|------------------------|--|
| 22. Termination | <p>22.1 By the Client</p> <p>The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.</p> <p>22.2 By the Consultant</p> <p>The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.</p> |
| 23. Dispute Resolution | <p>23.1 Amicable Settlement</p> <p>The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p> |

23.2 Arbitration

If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

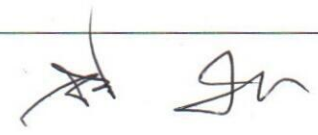
The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations



ANNEX A: Description of the Services

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided, (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

1. *The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
2. *Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*
 - (a) Address of the Client:
(With phone number, Fax number & e-mail)*
 - (b) Address of the Client:
(With phone number, Fax number & e-mail)*
3. *Logistics and facilities to be provided to the Consultant by the Client are listed below:*
 - *Office space with furniture including file cabinet and electric connection;*
 - *Office Assistant(s)/Support staff;*
 - *Office equipment like computer, printer etc;*
 - *Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*
 - *Any other facilities agreed by both Client & the Consultant.*



ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [<i>state monthly</i>] rate		Sub-Total (A)	

(B) Reimbursable (as applicable)

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
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ANNEX C: Consultant's Reporting Obligations
(Sample Format)

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report			
2	Interim Progress Report (a) First Status Report (b) Second Status Report			
3	Draft Report			
4	Final Report			





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Attachment – 'A'



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A. Senior Consultant:

i) FSR Division

01. Special Inspector (Senior Flight Operations Inspector) Fixed Wing

A. Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Senior Flight Operations Inspector) -Fixed Wing to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

B. Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of flight operation-fixed wing within aviation industry to maintain safety standard of Bangladesh;
- ii. Support CAAB to have ability to effectively supervise and control commercial air transport operations in the public interest;
- iii. Support CAAB to ensure eight critical elements of safety oversight program;
- iv. Assist CAAB in preparing ICAO, FAA or any other international audit;
- v. Support CAAB to ensure safe operation of aircraft.

The Special Inspector (Senior Flight Operations Inspector) - Fixed Wing will report to the Member Flight Standard & Regulations of CAAB. He/she will work closely with other members and directors of FSR department and the stakeholders within the aviation industry.

C. Scope of the Services Required (Duties and Responsibilities):

The Special Inspector (Senior Flight Operations Inspector) - Fixed wing will:

- i. Engage in different stages for issue and renewal of certification process of an air operator;
- ii. Involve in issuance of AOC and Operations Specifications;
- iii. Involve in issuance of Special Approval (EDTO, PBN authorization required for AR, RVSM, AWOP, EFB);
- iv. Involve in inspection of Dangerous goods by air;
- v. Develop /or revised specific operating regulations;

- vi. Involve certification of general aviation operations;
- vii. Supervise commercial air operators and legal action/information regarding deficiencies;
- viii. Evaluate Operations, Training, Cabin Attendant and Aircraft Operating Manuals, Minimum Equipment List (MEL), Loading and Handling and Performance Planning Manuals, Other Certification Manuals and Documents;
- ix. Evaluate Emergency Evacuation and Ditching Demonstrations;
- x. Conduct routine inspections such as the inspection of a station facility, ramp, en-route operation and base, and carry out oversight or checks considered necessary at prescribed intervals;
- xi. Assess the effectiveness of the operator's SMS;
- xii. Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
- xiii. Advise the operator, in writing, of any significant deficiency and requesting a proposal for remedial action;
- xiv. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
- xv. Submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
- xvi. Continuously review the operator's pertinent documentation (e.g. operations, training and MCMs), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
- xvii. Keep appropriate operations inspector informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general; and
- xviii. Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator, if allocated by the CAAB PEL division;
- xix. Perform any other duties as assigned by the Authority.

D. Selection Criteria

1. **Educational Qualification:**
 - a) Minimum Educational Qualification:
HSC degree or an equivalent
 - b. Candidate must be ATPL (A)

Holder or previously held with a total of minimum 5000 hrs in civil or military type aircraft.

2. Experience (Compulsory):

- a. Minimum 15 year's experience in air transport operation.
- b. Experience as instructor pilot/Check Pilot/Designated Check Pilot in any approved airlines/air operator/training institute/any regulatory authority or experience as Qualified Flying Instructor in military.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Has held previous appointment either in operational management, as an airline pilot or training instructor or as a military pilot where experience in air transport operation has been acquired
- c) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations on aviation.
- d) Knowledge in ICAO/ FAA Audit activities.

E. Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Senior Flight Operations Inspector) - Fixed Wing will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.

02. Special Inspector (Senior Flight Operations Inspector) Helicopter

A. Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as **Special Inspector (Senior Flight Operations Inspector) Rotary Wing** to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

B. Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining the safety oversight program of Flight Operation-Rotary Wing, within aviation industry to maintain safety standard of Bangladesh;
- ii. Support CAAB to have ability to effectively supervise and control commercial air transport operations in the public interest;
- iii. Support CAAB to ensure eight critical elements of safety oversight program;
- iv. Assist CAAB in preparing ICAO, FAA or any other international audit;
- v. Support CAAB to ensure safe operation of aircraft.


The **Special Inspector (Senior Flight Operations Inspector) Rotary Wing** will report to the Member Flight Standard & Regulations of CAAB. S/he will work closely with other Members and Directors of FSR department and the stakeholders within the aviation industry.

(C) Scope of the Services Required (Duties and Responsibilities):

The **Special Inspector (Senior Flight Operations Inspector) Rotary Wing** - will:

- i. Engage in different stages for issue and renewal of certification process of an air operator;
- ii. Involve in Issuance of AOC and Operations Specifications;
- iii. Involve in Issuance of Special Approval (PBN authorization, EFB. transport of Dangerous goods by air, Medevac);
- iv. Carry out development and/or revision of specific operating regulations;
- v. Carry out "Certification of general aviation operations";

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- vi. Supervise commercial air operators and legal action/information regarding deficiencies;
- vii. Evaluate Operations, Training, Aircraft Operating Manuals, Minimum Equipment List (MEL), Loading and Handling and Performance Planning Manuals, Other Certification Manuals and Documents;
- viii. Evaluate Emergency Evacuation / Demonstrations;
- ix. Conduct routine inspections such as the inspection of a station facility, ramp, en-route operation and base, and carry out oversight or checks considered necessary at prescribed intervals;
- x. Assess the effectiveness of the operator's SMS;
- xi. Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
- xii. Advise the operator, in writing, of any significant deficiency and requesting a proposal for remedial action;
- xiii. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
- xiv. Submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
- xv. Continuously review the operator's pertinent documentation (e.g. operations, training and MCMs), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
- xvi. Keep appropriate Operations Inspector informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general; and
- xvii. Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator, if allocated by the CAAB PEL division;
- xviii. Perform any other duties as assigned by the Authority.

D) Selection Criteria

1. Educational Qualification:

- a. Minimum Educational Qualification:
HSC degree or an equivalent.
- b. Candidate must be ATPL holder or previously held, with a total of minimum 4000 hrs. In civil or military type aircraft.

2. Experience (Compulsory):

- a) Minimum 15 years' Experience in air transport operation.
- b) Candidate should have experience as instructor pilot/Check Pilot/Designated Check Pilot in any approved airlines/air operator/training institute or experience as Qualified Flying/ Helicopter Instructor (QFI/QHI) in military.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Has held previous appointment either in operational management, as an airline pilot or training instructor or as a military pilot where experience in air transport operation have been acquired.
- c) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations on aviation.
- d) Knowledge in ICAO/ FAA Audit activities.

E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Senior Flight Operations Inspector)-Rotary Wing will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.



03. Special Inspector (Senior Flight Operation Inspector/Chief Examiner)

(A) Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Senior FOI/Chief Examiner) to ensure the competence, standardization, and regulatory compliance of licensed aviation personnel across various disciplines, including flight operations.

Senior FOI/ Chief Examiner is typically a highly experienced and certified professional with extensive operational, instructional, and regulatory background, appointed by CAAB to lead and coordinate examination, assessment, and licensing activities in accordance with state aviation regulations and ICAO Standards and Recommended Practices (SARPs), to assist in developing regulations, procedures and guidance material in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. To ensure the competency and standardization of licensed aviation personnel (e.g., pilots) through rigorous and impartial examination processes.
- ii. To uphold the integrity and transparency of personnel licensing examinations in compliance with national regulations and ICAO Standards and Recommended Practices (SARPs), particularly ANO 1.
- iii. To develop and implement standardized examination criteria for both theoretical and practical tests, ensuring alignment with international aviation training and licensing norms.
- iv. To support continuous improvement in aviation training and evaluation by identifying gaps, updating examination policies, and introducing modern assessment methodologies.
- v. To provide expert guidance and supervision to designated examiners, ensuring adherence to CAAB 's standards, codes of conduct, and examination procedures.

(C) Scope of the Services Required (Duties and Responsibilities):

a) Direct, maintain and develop, as required, an organization for the examination of applicants for all categories of personnel licenses and ratings provided for in the civil aviation regulations and orders;

b) Direct the staff of examiners in the preparation of examination question papers and in the marking of candidates' examination response papers to ensure that standards consistent with current practices and the privileges granted by the licenses or ratings in question are established and maintained;

c) Establish and maintain a system for ensuring that oral, written and practical examining techniques are effective and compatible;

d) Establish and maintain an efficient system for the preparation and recording of examination or test reports;

e) Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign licenses, approvals or authorizations;

f) Maintain close liaison with examination supervisors to ensure that the supervision is adequate and correct and that a system of reporting on the conduct of examinations is maintained;

g) Provide training for examiners to ensure their effectiveness in their allotted duties;

h) Supervise the training and performance of designated examiners

(D) Selection Criteria

1. Educational Qualification:

Minimum Educational Qualification:

- a) HSC degree or an equivalent
- b) ATPL (A) holder or previously held with a total of minimum 5000 hrs in civil or military type aircraft.

2. Experience (Compulsory):

- a) Minimum 15 Years working Experiences in relevant fields.
- b) Experience as instructor pilot/Check Pilot/Designated Check Pilot in any approved airlines/air operator/training institute/any regulatory authority or experience as Qualified Flying Instructor in military.

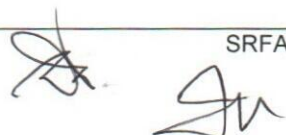
3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Senior FOI/Chief Examiner) will work under Director (PEL, Exam & Training) in FSR division of CAAB, Dhaka and will require to conduct Licensing Examination program in the aviation industry.



04. Special Inspector (Medical Assessor)

(A) Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Medical Assessor) to evaluate and provide expert opinions on the medical fitness of aviation personnel, including pilots, air traffic controllers, and other license holders. This includes the review of complex or borderline medical cases, assessment of medical documentation submitted by Medical Examiners (DMEs/ AMEs), and determination of compliance with national and international medical standards, such as those set by the International Civil Aviation Organization (ICAO), to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. To uphold aviation safety by assessing the medical fitness of aviation personnel in accordance with national regulations and ICAO Standards and Recommended Practices (SARPs).
- ii. To ensure consistency, fairness, and objectivity in the evaluation of medical examination reports submitted by designated medical examiners.
- iii. To verify compliance with Civil Aviation Authority medical requirements and ensure only medically fit personnel are certified for aviation duties.
- iv. To provide expert guidance, oversight, and support to medical examiners, ensuring the accuracy and integrity of aeromedical decision-making.
- v. To contribute to the development and continuous improvement of medical assessment policies, procedures, and training programs.
- vi. To identify, assess, and mitigate medical risks that may impact aviation safety, and recommend appropriate follow-up or limitations as necessary.
- vii. To assist in investigations involving medical factors in aviation incidents or accidents, and advise on enforcement actions when required.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. The Medical Assessor of the CAAB shall evaluate all the medical reports submitted by the Medical Examiners to perform medical assessment audits within five working days.
- ii. The Medical Assessor of the CAAB shall produce annual audit report of the Medical Examiners of the previous year by the last day of the February of the succeeding year for the perusal of the Director of PEL CAAB.
- iii. The Medical Assessor of the CAAB shall produce important analysis of outcomes of all the medical assessments of the previous year by the last day of the February of the succeeding year for the perusal of the Director of PEL CAAB.
- iv. Medical assessor shall initiate medical safety bulletin as per results of the analysis of all the medical assessments for everybody in aviation.
- v. All reports shall be available at the aviation medicine section for review, analysis and evaluation by medical assessor for the auditing purposes.

- vi. The medical assessor makes aeromedical decisions when a degree of flexibility is permitted, in situations where prescribed standards for a particular licence are not met.
- vii. A Civil Aviation Medical Board, including appropriate specialists, may be convened by the Chairman to assist in the process of aviation medical assessment. In all cases, the Medical Assessor of the CAAB must ensure the proper holding of the Civil Aviation Medical Board.
- viii. The medical assessor shall ensure that medical examiners are adequately trained, have practical knowledge and experience of the aviation environment in which the holders of licences and ratings carry out their duties, and that their competency is adequate.
- ix. The Medical Assessor shall organize and participate Medical Examiner orientation and training programmes including refresher training in Aviation Medicine and visits in towers and cockpit to orient and familiarize the DMEs in aviation medicine and working environments.
- x. The medical assessor is responsible for evaluating the competence of the medical examiners. The medical examiners performance in the refresher training and performance in an oral interview by the Medical Assessor during the refresher training shall be used to ascertain the competence of the medical examiners.
- xi. The medical assessor shall recommend to cancel the contract of an incompetent Medical Examiners with CAAB. The Medical Assessor of the CAAB shall forward the list of the competent and incompetent DMEs for the perusal and action of the of PEL CAAB.
- xii. The medical assessor shall be responsible for the safeguarding of medical confidentiality, although pertinent medical information may be presented by the medical assessor to other officials of the CAAB when justified operational concerns.
- xiii. The Medical Assessor of the CAAB shall act also as a Medical Examiner in addition to his own duties and responsibilities in the absence of the designated medical examiner.
- xiv. The Medical Assessor of the CAAB shall suggest policies, rules and regulations about medical standards and procedures and guidelines to CAAB.
- xv. The Aviation Medical Assessor of the CAAB shall advise the Chairman of CAAB in Aviation matters related to health and safety.

(D) Selection Criteria

1. Educational Qualification:

- a) Minimum Educational Qualification:
MBBS or Equivalent Medical Graduation Degree from any recognized university.

2. Experience (Compulsory):

- a) Minimum 15 Years working experience in relevant fields.
- b) Advanced course in Aviation Medicine/Aerospace Medicine
- c) Minimum 10 (Ten) years of service experience as a Specialist in Aviation/Aerospace Medicine

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Medical Assessor) will work under Director (PEL, Exam & Training) in FSR division of CAAB, Dhaka and will require to conduct Medical Assessment program in the aviation industry.



05. Special Inspector [ANS (PANS-OPS)]

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector [ANS (PANS-OPS)] to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining the published safety oversight program in the PANS-OPS area. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and when warranted by the candidate's performance.

(B) Objectives of the service required:

- I. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of published safety oversight program of CAAB in the PANS-OPS area of the Service Provider to maintain a safe and sustainable safety standard in Bangladesh;
- II. Provide support to CAAB in its endeavor to effectively supervise the audit and inspections of the Service provider, especially in the PANS-OPS area;
- III. Support CAAB to ensure the effective implementation of eight critical elements of safety oversight system to effectively regulate, monitor, and enforce safety across its civil aviation activities;
- IV. Assist CAAB in facing various safety audits by ICAO, FAA, EASA or any other international audit;
- V. Support CAAB in establishing mechanisms to identify, analyze, and correct safety deficiencies, including enforcement actions in the PANS-OPS area;
- VI. Provide support to CAAB so that it can uphold international safety standards, respond to risks, and foster continuous improvement.

The Special Inspector (Senior ANS Inspector) will report to the Director ANS Inspection of CAAB.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector [ANS (PANS-OPS)] will:

- i. Conduct audits and inspections in the PANS-OPS unit of the ANSP's and its facilities, equipment, personnel, procedures to ensure compliance with national regulations in line with the ICAO SARPs and suggest appropriate measures to redress any deficiencies observed during such audits/inspections;
- ii. Evaluate ANSP's, training programs, simulation devices, and operational procedures;
- iii. Perform routine and random inspections, monitor operational standards, and follow up on the corrective actions;
- iv. Continuously assess ANSP's manuals, training documents, and operational instructions for adequacy and compliance;



- v. Submit inspection reports, recommend enforcement actions, and ensure timely resolution of safety deficiencies;
- vi. Conduct investigations into any reported violations in the PANS-OPS area and suggest appropriate remedial measures for the recurrence of such incidents in the future;
- vii. Provide necessary help to the Authority in the preparation of Air Navigation Orders on the ICAO Annexes, or on their subsequent amendments, CPDs, Circulars, CAOs etc.;
- viii. Prepare answers to all related ICAO Audit Protocol Questions, collect evidences, update the information and regularly upload in the ICAO website;
- ix. Submit reports on each inspection or investigation duly and continue to conduct follow up;
- x. Continuously review the ANSP's pertinent documentation, operating instructions and staff circulars and system of amendments to determine whether they are accurate and made available in a timely manner to the concerned persons requiring their use;
- xi. Perform any other duties as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification

- a) Minimum Educational Qualification: M.Sc. in Physics/Mathematics from any recognized university.

2. Experience(Compulsory):

- a) Minimum 15 Years working experience in relevant fields.
- b) Working experience in various ATS Units with ratings in Aerodrome, Approach Radar and Non-Radar Unit and Area Control Units of an international airport.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (ANS) will work in the ANS Inspection Directorate of the FSR division of CAAB, Dhaka and will be required to conduct safety oversight activities in the ANSP.

ii) AVSEC Division

01. Aviation Security Specialist (Operations)

(A) Background & General Description:

Aviation Security Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Aviation Security Specialist (Operations) to assist in developing regulations, procedures, and guidance material as well as in establishing and maintaining of aviation security oversight program in aviation industry in Bangladesh including Terminal-3 of HSIA that includes new aviation security technologies and procedures. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. Support policies of CAAB in drafting and developing regulations, procedures, and guidance material for aviation security operations to maintain aviation security standard of Bangladesh.
- ii. Support CAAB in strengthening aviation security oversight and quality control in Terminal-3 and other CAAB-operated airports of Bangladesh.
- iii. Support CAAB in imparting training to its aviation security personnel
- iv. Support CAAB in preparing and participating in audits under international frameworks including ICAO, TSA (USA), DfT (UK), and Transport Canada.
- v. Provide CAAB with expert advice for aligning operations with global aviation security standards, ensuring robust compliance.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. Act as the focal point for aviation security operations for Terminal-3 of HSIA.
- ii. Lead and participate in oversight of aviation security operations at HSIA's Terminal-3 and other airports of Bangladesh as required by the CAAB.
- iii. Carry out oversight functions for national air operators' aviation security functions.
- iv. Carry out oversight functions for foreign aircraft operators' aviation security functions.
- v. Submit reports on each audit, inspection and test conducted for airports and aircraft operators.
- vi. Conduct follow up actions on audit, inspection, and test to verify that the identified deficiencies are appropriately resolved by the relevant entities.
- vii. Participate in regulatory development and advisory activities for aviation security of Bangladesh.
- viii. Engage with domestic and international air operators to maintain oversight standards.
- ix. Involve in the scrutiny and approval action for Airport Level security program as detailed.
- x. Involve in the scrutiny and approval action for Air Operators' Security Program (AOSP) for national aircraft operator as detailed.
- xi. Involve in the scrutiny and approval action for Supplementary Station Procedures (SSP) for Foreign Aircraft Operators operating from Bangladesh as detailed.
- xii. Conduct certification training for aviation security instructors of CAAB and aircraft operators to create an expert group of instructors who can further train aviation security personnel.
- xiii. Act as a subject matter expert in program and procedure development and security management in Bangladesh



- xiv. Draft National Civil Aviation Security Program (NCASP) for approval from the Chairman, CAAB as and when required either for ICAO mandated updating requirement or as a process for national requirement.
- xv. Work as a coordinator for Operational Readiness and Airport Transfer (ORAT) activities for Aviation Security scope of Terminal-3 of HSIA.
- xvi. Perform any other duties assigned by the Authority.

(D) Selection Criteria:

1) Educational Qualification:

Minimum Educational qualification: Master's degree (any discipline preferred) from any recognized University.

2) Experience (Compulsory):

Candidate must have minimum 15 years of professional experience in Aviation section.

3) Preference:

The following experience may be given priority/preference in selection process;

- a. The applicants having previous minimum 08 year's experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b. Candidate have passed National AVSEC Inspector's Course conducted by any aviation industry/ aviation academy.
- c. Knowledge in Aviation Security Audit activities
- d. Any other experience in related to Aviation Security.

(E) Indicative Work Program and Locations of the various activities to be carried out by the Aviation Security Specialist (Operations):

The designated Aviation Security Specialist (Operations) will primarily work at CAAB Headquarters (AVSEC Division) with assignments across all relevant places in the aviation industry in home and abroad.

02. Aviation Security Specialist (Cargo, Catering & Mail Security)

(A) Background & General Description:

The Aviation Security Division of the Civil Aviation Authority of Bangladesh (CAAB) requires a highly qualified and experienced professional to serve as the Designated Aviation Security Specialist for Cargo, Catering, and Mail Security. The selected candidate will play a key role in developing regulations, procedures, and guidance related to the modernization and enhancement of cargo, catering, and mail security at all international and domestic airports in Bangladesh. Responsibilities also include contributing to the effective implementation and maintenance of the Aviation Security Oversight Program in line with ICAO (Annex 17) standards and the country's National Civil Aviation Security Programme (NCASP) across all international and domestic airports in Bangladesh. The selected candidate should have strong knowledge and experience in aviation security, particularly in cargo and mail operations.

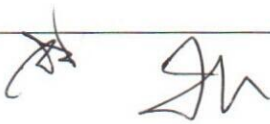
This position will be offered on a fixed-term basis with the possibility of extension based on performance and organizational needs. The appointment has received in-principal approval from the CAAB Board in its 305th meeting.

(B) Objectives of the service required:

- i. Strengthen oversight and quality control capabilities in cargo operations across all relevant airports.
- ii. Ensure compliance and support during audits (International Civil Aviation Organization, Transportation Security Administration-USA, Department for Transport-UK, Transport Canada), especially maintaining the compliance part of Explosive Detection System (EDS) and Dual View X-RAY Machine.
- iii. Serve as a certification authority and training facilitator for cargo, Aviation Security screening personnel for all international and domestic airport in Bangladesh.
- iv. Support CAAB to develop the regulatory framework for Explosive Detection Dogs and ensure compliance with European Union and United Kingdom regulations.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. Developing National Air Cargo Security Programme (NACSP) and verifying the Air Cargo Security Programmes of all airlines, including foreign carriers and airport operators.
- ii. Conduct/Participate in the CAAB Quality Control (QC) activities as per the approved inspection/audit schedule and generate reports and follow-up Corrective Action Plan (CAP).
- iii. Responsible for maintaining the regulatory oversight of cargo management and ensure compliance with requirements as mandated by the European Union (EU) & United Kingdom (UK) for overseeing Aviation Security Regulated Agent for the third Country (RA-3) & Air Cargo & Mail Carrier for the third Country Airport (ACC-3)
- iv. Responsible for verifying the security protocols of the Third Terminal (New Export and Import Cargo Terminal) to ensure alignment with international standards.
- v. Develop regulatory requirements on cargo related issues and support AVSEC research initiatives.
- vi. Participate in RA-3 and ACC-3 validation/re-validation and Corrective Action Plan implementation.
- vii. Perform the duty as President of the Screener Certification Board.



(D) Selection Criteria

1) Educational Qualification:

Minimum Educational qualification: Master's degree (any discipline preferred) from any recognized University.

2) Experience (Compulsory):

Candidate must have minimum 15 years of professional experience in Aviation sector.

3) Preference:

The following experience may be given priority/preference in selection process;

- a) The applicants having previous minimum 08 year's experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Successfully completed the National AVSEC Inspector's Course.
- c) Knowledge in Aviation Security Audit activities.
- d) Any other experience in related to Aviation Security.

(E) Indicative work program and locations of the various activities to be carried out by the Aviation Security Specialist:

Mainly CAAB HQ (AVSEC Division), with rotational field assignments across relevant airports.

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03. Aviation Security Specialist (Contingency, Crisis Management & Emergency)

(A) Background & General Description:

The International Civil Aviation Organization (ICAO), through Annex 17 (Security), Annex 14 (Aerodromes), Doc 8973 (Aviation Security Manual), and Doc 9137 (Airport Services Manual), mandates the implementation of effective Airport Contingency Plans (ACP) and Airport Emergency Plans (AEP). The National Civil Aviation Security Programme (NCASP) of CAAB further outlines national obligations in this regard. With the upcoming operation of the Third Terminal at Hazrat Shahjalal International Airport (HSIA)—equipped with advanced modern security equipment's—there is an urgent need to strengthen crisis preparedness, response capacity, and compliance with evolving international audit standards from ICAO, TSA, DfT, Transport Canada, and GACA.

At present, CAAB lacks a dedicated contingency and crisis management specialist, creating a critical capability gap. To address this, the CAAB Board has approved, in principle, the recruitment of an Aviation Security Specialist (Contingency, Crisis Management & Emergency) on contractual basis.

(B) Objectives of the Services required: The Specialist will be engaged to:

- i. Lead the development, implementation, and periodic review of ACP, AEP, and crisis management frameworks.
- ii. Organize and evaluate tabletop, partial, and full-scale security & emergency exercises.
- iii. Provide direct support during real-life contingency, emergencies and global regulatory audits.
- iv. Strengthen institutional capacity by delivering training and mentoring including ensuring coordination among all relevant stakeholders.

(C) Scope of Work (Duties and Responsibilities): The Specialist will be responsible for:

- i. Conducting inspections, tests and audits of security operations in line with ICAO Annexes, NCASP, ANOs, and related regulations.
- ii. Designing, updating, and executing contingency programs and emergency response protocols.
- iii. Facilitating airport and airline security exercises, and overseeing AVSEC training and drills.
- iv. Providing strategic and technical advice to CAAB leadership on contingency, crisis, and emergency management.
- v. Monitoring and advising on the use of modern security systems use in CAAB airports & facilities.
- vi. Conducting CAAB's quality control and oversight activities.

(D) Selection Criteria:

1) Educational Qualification:

Minimum Educational qualification: Master's degree (any discipline preferred) from any recognized University.



2) Experience (Compulsory):

Candidate must have minimum 15 years of professional experience in Aviation Sector.

3) The following experience may be given priority/preference in selection process:

- a) The applicants having previous minimum 08 year's experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Successfully completed the National AVSEC Inspector's Course.
- c) Knowledge in Aviation Security Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the Aviation Security Specialist:

Based primarily at CAAB Headquarters, Dhaka, with responsibilities extending to all airports in Bangladesh as required.







**B. Consultant
i) FSR Division**

01. Special Inspector (Designated Flight Operations Inspector)

(A) Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as **Designated Flight Operations Inspector** to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining the safety oversight program of Flight Operation within aviation industry to maintain safety standard of Bangladesh;
- ii. Support CAAB to have ability to effectively supervise and control commercial air transport operations in the public interest;
- iii. Support CAAB to ensure eight critical elements of safety oversight program;
- iv. Assist CAAB in preparing ICAO, FAA or any other international audit;
- v. Support CAAB to ensure safe operation of aircraft.

The **Designated Flight Operations Inspector** will report to the Member Flight Standard & Regulations of CAAB. S/he will work closely with other Members and Directors of FSR department and the stakeholders within the aviation industry.

(C) Scope of the Services Required (Duties and Responsibilities):

The **Designated Flight Operations Inspector** will:

- i. Engage in different stages for issue and renewal of certification process of an air operator;
- ii. Involve in Issuance of AOC and Operations Specifications;
- iii. Involve in Issuance of Special Approval (PBN authorization, EFB. transport of Dangerous goods by air, Medevac);
- iv. Carry out development and/or revision of specific operating regulations;
- v. Carry out "Certification of general aviation operations";

- vi. Supervise commercial air operators and legal action/information regarding deficiencies;
- vii. Evaluate Operations, Training, Aircraft Operating Manuals, Minimum Equipment List (MEL), Loading and Handling and Performance Planning Manuals, Other Certification Manuals and Documents;
- viii. Evaluate Emergency Evacuation / Demonstrations;
- ix. Evaluating Demonstration Flights and Training flights
- x. Conduct routine inspections such as the inspection of a station facility, ramp, en-route operation and base, and carry out oversight or checks considered necessary at prescribed intervals;
- xi. Assess the effectiveness of the operator's SMS;
- xii. Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
- xiii. Advise the operator, in writing, of any significant deficiency and requesting a proposal for remedial action;
- xiv. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
- xv. Submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
- xvi. Continuously review the operator's pertinent documentation (e.g. operations, training and SOP's), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
- xvii. Keep appropriate Operations Inspector informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general; and
- xviii. Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator, if allocated by the CAAB PEL division;
- xix. Perform any other duties as assigned by the Authority.

(D) Selection Criteria

1. Educational Qualification:

- a) Minimum Educational Qualification:
HSC degree or an equivalent.

- b) b) Must possess an ATPL/CPL with type rated in any Bangladesh registered aircraft. Must be current and active pilot with minimum 5000 hours
- c) Must be a company check pilot or instructor during the last 10 years.

2. Experience (Compulsory):

- a) Minimum 10 year's experience in air transport operation.
- b) Must be a company check pilot or instructor during the last 10 years.
- c) Candidate must be currently employed in a Bangladeshi Airlines and apply with No Objection Certificate (NOC) issued by the airlines.

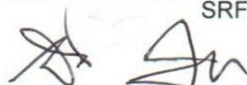
3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Has held previous appointment either in operational management, as an airline pilot or training instructor or as a military pilot where experience in air transport operation has been acquired.
- c) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations on aviation.
- d) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The **Designated Flight Operations Inspector** will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.



02. Special Inspector (Cabin Safety)

(A) Background and General Description

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Cabin Safety) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of Cabin Safety within aviation industry to maintain safety standard of Bangladesh.
- ii. Support CAAB to have ability to effectively supervise and control Cabin Safety of commercial air transport operations in the public interest;
- iii. Support CAAB to ensure eight critical elements of safety oversight program;
- iv. Assist CAAB in preparing ICAO, FAA or any other international audit;
- v. Support CAAB to ensure safe operation of aircraft.

(C) Scope of the Service Required (Duties and Responsibilities)

The Special Inspector (Cabin Safety) will:

- i. Engaged in different stages for issue and renewal of certification process of an Air operator
- ii. Issuance of AOC and Operations Specifications;
- iii. Participate in Air Operator Regulation and Manual development including evaluating the operator's emergency evacuation and ditching demonstrations.
- iv. Review and approve the operator's cabin safety and emergency equipment in coordination with flight operations or airworthiness inspectors.
- v. Review and approve the operator's safety and emergency procedures and documentation (e.g. cabin crew operations manual) in coordination with flight operations inspectors.
- vi. Review, approve, and inspect all cabin crew member training programs, including training facilities and training equipment, and monitor that the approved training courses are maintained in accordance with the established standards;
- vii. Conduct surveillance (inspections, audits, monitoring) of all passenger-carrying civil air transport operations, including cabin en-route inspections and provide reports and recommendations as necessary;
- viii. Provide technical support regarding cabin safety, passenger handling and cabin crew member-related issues for assigned operators;
- ix. Conduct technical and operational research of cabin safety requirements, analyze regulations from foreign regulatory authorities, and provide recommendations;
- x. Ensure that assigned operators comply with applicable regulations, policies and guidance by conducting inspections, audits, evaluations, including reports, recommendations, follow-up on corrective action plans and enforcement actions.
- xi. Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
- xii. Advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action:

- xiii. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
- xiv. Support the investigations of aircraft incidents and accidents;
- xv. Submit reports on each inspection or investigation in the manner prescribed and complete and process the applicable inspection forms;
- xvi. Provide cabin safety advice, support and recommendations on the handling of functional, cross-functional, high profile, sensitive and complex issues or problems emanating from within and outside the State;
- xvii. Develop and provide cabin safety courses and workshops to inspectors, managers and industry representatives;
- xviii. Represent cabin safety on national and international cabin safety advisory committees and working groups to promote safety practices, awareness, and global harmonization;
- xix. Work in partnership with operators and other stakeholders, such as safety representatives from worker organizations, on safety action programs (e.g; Safety Action Team/ Group, Aviation security & Transport of DG by Air), and
- xx. Perform any other duties as assigned by the Authority.

(D) Selection Criteria

1. Educational Qualification:

- a) Minimum Educational Qualification:
Masters Degree or an equivalent.

2. Experience (Compulsory):

- a) Minimum 10 Years Operational Experience in relevant fields.
- b) Experience as Cabin Crew Instructor/ Inspector in any approved airlines/air operator/training institute/ aviation regulatory body

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Has previously held a position in operational management or as an instructor, where experience as a cabin crew member was acquired."
- c) Sound knowledge in ICAO Annexes, ANO's, GM's Knowledge in Audit activities.
- d) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

- i. The Special Inspector (Cabin Safety) will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.

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03. Consultant (Air Transportation)

A. Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Consultant (Air Transportation) to assist in developing regulations, procedures and air transportation material as well as in establishing and maintaining of safety of air transportation in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

B. Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, air transportation material as well as in establishing and maintaining of safety of air transportation of Flight Standard & Regulations within aviation industry to maintain safety standard of Bangladesh;
- ii. Support CAAB to have ability to effectively supervise and control aviation operations in the public interest;
- iii. Assist CAAB in preparing ICAO, FAA, IATA, EASA or any other international audit/agreement;
- iv. Support CAAB to ensure safe operation of aircraft.

C. Scope of the services required (Duties and Responsibilities):

- I. Provide expert opinion on the issuance of different types of documents related to air transportation.
- II. Prepare or monitor the preparation and publication of documents, circulars, regulation, ANO, etc. for the smooth performance of the Air Transportation Directorate.
- III. Supervise and maintain all the automated systems/ software used or to be used for schedule, non-schedule, diplomatic, drone/UAS/RPAS, helicopter etc. flights permission of Air Transportation (AT) Directorate.
- IV. Ensure the daily and smooth operation of Air Transportation Management
- V. (AT Management) and IT System/Software(s) used or to be used for AT Directorate and FSR Division.
- VI. Coordinate with appropriate government organization [NCSA (National Cyber Security Agency), and NCERT (National Cyber Security Response Team)], with the consent of the authority, to ensure the unhindered operation and cyber security of the running automation, networking and IT systems/ software etc. of AT directorate, FSR division and CAAB.
- VII. Provide expert opinion on Issuing import permits and No Objection Certificates (NOC) for non-taxable airline items.
- VIII. Carry out any other duties as and when instructed by CAAB.

D. Selection Criteria:

1. Educational Qualification

- a) Minimum Educational Qualification: M.Sc. in any subject or MBA or Masters in International Relations from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
b) Experienced in approving schedule/ non-schedule flights, Helicopter flights, drone flights etc. and management of airport slots in stakeholder in aviation industry.

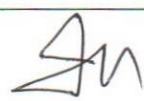
3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.

(E) Indicative work program and locations of the various activities to be carried out by the consultant:

Consultant (Air Transportation) will work in FSR division of CAAB, Dhaka.



04. Special Inspector (Aviation Public Health)

- A. Background and General Description: Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Aviation Public Health) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.
- B. Objectives of the service required:
- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of Flight Standard & Regulations within aviation industry to maintain safety standard of Bangladesh;
 - ii. Support CAAB to have ability to effectively supervise and control aviation operations in the public interest;
 - iii. Support CAAB to ensure eight critical elements of safety oversight program;
 - iv. Assist CAAB in preparing ICAO, FAA or any other international audit;
 - v. Support CAAB to ensure safe operation of aircraft.
- C. Scope of the services required (Duties and Responsibilities):
- I. Public Health Inspectors shall prepare inspection schedules and conduct periodic inspections at various airports and airlines establishment to ensure the performance and maintenance of said establishment and meet the national requirements and standards stipulated in CARS, IHR, IATA, ACI, PANS-ATM Doc 4444 and other such international documents).
 - II. Inspection reports to be made fairly, truthfully and accurately with due professional care applying diligence and judgment. They shall remain impartial and objective with an evidence-based systematic process to reach reliable conclusions.
 - III. To oversight that airport authority complies with Annex B 1&2 (Core capacities requirements for designated airports) of International Health Regulations (2005).
 - IV. To ensure that airport authority takes specific measures for vector borne diseases as per Annex 5 of International Health Regulations and keep airports vector free upto 400 meters from the PoEs.
 - V. To ensure that state keeps sufficient number of International Vaccination Certificates available in the airport health department as per Article 36 and Annex 6 of IHR (2005).
 - VI. To ensure that state makes available adequate stocks of public health passenger locator cards for use at all international airports of Bangladesh for distribution to aircraft operators for completion by suspected passengers and crewmembers for contact tracing during public health emergency of international concern (PHEIC).
 - VII. To ensure that state develops national public health emergency plans for designated international airports.
 - VIII. To ensure training to the flight and cabin crews for diagnosis and management of a case of communicable disease on board an aircraft as per "GM on flight and cabin crew training on management of public health emergency on board aircraft" published by CAAB.
 - IX. To ensure that safe potable water is supplied at international airports and in the aircraft as per the laid down national standard conforming Environmental

- Conservation Rules- 97 (ECR 97) and as per Annex 5 of WHO guide to hygiene and sanitation in aviation (2009).
- X. Conduct RAMP and SAFA Inspection to ensure that aircrafts carrying passengers are hygienically cleaned with approved cleaning products and insecticides as per Annex F of WHO guide to hygiene and sanitation in aviation and carries medical supplies as per ANO (OPS) E-7.
 - XI. To ensure that airports and aircrafts are kept in a sanitary condition at all times.
 - XII. To oversight that airport are designed and constructed in a manner that facilitates proper cleaning and disinfection (Guidelines 3.2 of guide to hygiene and sanitation in aviation).
 - XIII. To ensure that proper cleaning equipment's and chemicals are available in the international airport for cleaning purpose.
 - XIV. To oversight that in-flight meal served to the passengers on board a commercial aircraft is prepared under most aseptic condition and delivered to the aircraft with all precautionary measures to avoid contamination by inspection of flight catering center.
 - XV. Responsible to prepare public health related documents in the light of ICAO Annexes, IATA Medical Manual and WHO Guidance in Aviation.
 - XVI. To ensure compliance of public health related USOAP-CMA PQs by necessary amendments of OM, CSM, AEP and ATS Contingency plan. APH Inspector is the CAPSCA-AP Focal Point from CAAB and is responsible for dissemination of any information received from CAPSCA among the Stakeholders.
 - XVII. Aviation Public Health Inspectors will carry out any other duty as assigned by the Chairman from time to time on surveillance/oversight functions.
 - XVIII. Public Health Inspector is to conduct physical inspection of the designated area to oversight the hygiene and sanitary condition, development of core capacities at the airports as per International Health Regulations (IHR) 2005 and complying with the ICAO health related documents. Facts may be revealed also by conducting interviews with staff of the unit, section or division being inspected and reviewing documentation for the inspection report.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification:
MBBS Degree with BMDC Registration.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes and related ICAO documents, national regulations and on national aviation public health. policy.



c) Knowledge in ICAO/FAA Audit activities.

E. Indicative work program and locations of the various activities to be carried out by the inspectors:

The Special Inspector (Aviation Public Health) will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.

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05. Special Inspector (Flight Dispatch)

(A) Background and General Description:

ICAO (International Civil Aviation Organization) compliance for flight dispatchers primarily revolves around Annex 6 and Annex 1. Annex 6 focuses on safe operating practices, including flight operations, performance limitations, and equipment requirements, which are all crucial for Flight Dispatchers/Flight Operation Officers (FOO), while Annex 1, among other things, outlines the requirements for personnel licensing, which includes the licensing of Flight Dispatchers/ Flight Operation Officers (FOO).

Civil Aviation Authority of Bangladesh requires Flight Dispatch Inspectors to ensure the safety and efficiency of flight operations. These inspectors verify that flight dispatchers, who are crucial for flight planning and monitoring, are adequately trained, qualified, and operating according to regulations. This oversight helps prevent incidents/accidents and ensures that airlines adhere to safety standards.

(B) Objectives of the Service Required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as establishing and maintaining Safety Oversight Program for Flight Dispatch units of Commercial Operator in Bangladesh.
- ii. Support CAAB to have ability to effectively supervise and maintain the compliance requirement of Flight Dispatch Center/ Flight Operations Control Center and Flight Dispatcher/ Flight Operations Officers of Commercial Operator in Bangladesh.
- iii. Assist in preparing ICAO, FAA or any other Safety Audit related to Flight Dispatch.

The Special Inspector (Flight Dispatch) will report to the Members Flight Standard & Regulations of CAAB. He/She will work closely with directors and other members of FSR division and the stakeholders within the aviation industry.

(C) Scope of the Services Required:

- i. **Working on ICAO/FAA Audit Related Task:** Contribute to draft regulation, procedures, prepare answer for ICAO/FAA protocol questions according to the latest recommendation of ICAO. Develop recommendations for new or revised regulations, standards and procedures governing flight operations control/ flight dispatch aspects of certification and operational.
- ii. **Compliance Monitoring:** Regularly reviewing flight plans, weather reports, NOTAM, fuel calculations, and other dispatch documents to ensure adherence to regulatory requirements and airline policies.
- iii. **Dispatch Center Audit/Inspections:** Conducting on-site audit, inspections/surveillance of dispatch centers, observing dispatcher work practices, and evaluating their proficiency in utilizing systems and procedures.
- iv. **Training Evaluation:** Assessing the quality of Flight Dispatcher/Flight Operations Officer, Dispatcher Instructor and Dispatcher Examiner's training programs and ensuring adequate knowledge of regulations and procedures. Develop a work program to ensure periodic surveillance to training centers, training instructors/ examiners/ checkers etcetera, training facilities, programs.
- v. **Certification Processes:** Participating in the certification process for new airlines and renewal of AOC, reviewing their dispatch, Operations Control Monitoring capabilities and procedures to ensure they meet regulatory standards.

- vi. **Reporting and Documentation:** Maintaining detailed records of inspection findings, documenting non-compliance issues, and preparing comprehensive reports for regulatory authorities.
- vii. **Flight Dispatch Manual and other document approval:** Work on Flight Dispatch Manual and other document approval.
- viii. **Liaison with Airlines:** Communicating with airline dispatch management to address concerns, provide feedback on compliance issues, and discuss implementation of safety improvements.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification:
Bachelor Degree in Engineering or Masters degree in Physics or Mathematics from any recognized university;
- b) Candidate must have FOO license holder or previously held FOO license;

2. Experience (Compulsory):

- a) Minimum 10 years of continuous Experience as licensed Flight Dispatcher / Flight Operations Officer in any Commercial Airlines Flight Dispatch/ Operations Control.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

Special Inspector (Flight Dispatch) will work in FSR division of CAAB, Dhaka and will be required to conduct safety oversight program in Bangladesh aviation industry.



06. Special Inspector – Geoinformatics & Drone (Ops)

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector – Geoinformatics & Drone (Ops) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. To ensure the safe, compliant, and efficient integration of unmanned aircraft systems (UAS) into national airspace by inspecting, monitoring, and regulating drone operations, operators, training organizations, and equipment. He/She safeguards aviation safety and security by enforcing UAS-related laws, standards, and procedures as per national regulations and ICAO/ICAO RPAS frameworks.
- ii. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of Unmanned Aircraft/ Drone Operation within aviation industry to maintain safety standard of Bangladesh;
- iii. Support CAAB to have ability to effectively supervise and control Drone operations in the public interest;
- iv. Support overseeing the accuracy, compliance, and integrity of aeronautical geospatial data by overseeing the creation, validation, and maintenance of Geo-zones with ICAO Annex 4, Annex 15, and PANS-AIM standards.
- v. Support overseeing that all geospatial information is regulation-compliant in air navigation and geospatial data standards

The Special Inspector – Geoinformatics & Drone (Ops) will report to the Member Flight Standard & Regulations of CAAB. S/he will work closely other members and directors of FSR division and the stakeholders within the aviation industry.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector – Geoinformatics & Drone (Ops) will.

- i. Monitor compliance with national drone regulations, airspace restrictions, and ICAO SARPs.
- ii. Evaluate and enforce requirements for operational approvals, including investigation of violations.
- iii. Review applications for UAS operator certificates and special flight operation approvals.
- iv. Contribute to the development of regulatory documents for UAS/drone operations.
- v. Inspect and audit documentation related to drone operators, RPAS training organizations, manufacturers, and maintenance entities.
- vi. Assess UAS system design, payload integration (e.g., LiDAR, cameras), command and control (C2) links, and detect-and-avoid technologies.
- vii. Review claims related to BVLOS, EVLOS, and night operation capabilities.
- viii. Use GIS to publish and update drone-specific airspace layers for public and governmental use.

- ix. Provide GIS-based recommendations for UAS airspace reclassification based on regulation
- x. Perform spatial analysis for UAS route planning, BVLOS corridors, and UTM integration.
- xi. Develop, manage, and analyze aeronautical GIS datasets including controlled airspace (CTRs), ATZs, FIRs, and critical infrastructure (KPIs).
- xii. Support digital airspace authorization systems by providing accurate spatial data layers.
- xiii. Define, digitize, and maintain UAS geo zones (e.g., no-fly zones, restricted areas, altitude-limited zones) based on air/ground risk and critical area protection.
- xiv. Validate geo zone boundaries according to ICAO standards (Annex 4, Annex 15, PANS-AIM).
- xv. Maintain and operate GIS platforms, ensuring dataset interoperability with UTM systems, drone flight planning tools, and national GIS infrastructure.
- xvi. Provide technical advice to policymakers on evolving drone technologies and risk mitigation strategies.
- xvii. Contribute to policy development, airspace integration planning, and UAS risk assessments.
- xviii. Liaise with aviation stakeholders such as UAS Operators, ATC, airspace planners, and defense agencies for UAS integration.
- xix. Promote a strong safety culture through awareness campaigns and best practices.
- xx. Attend workshops, conferences, and inter-agency meetings related to drones and aviation safety.
- xxi. Perform other tasks as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification: Bachelor Degree in Engineering or Masters degree in Geoinformatics/Geography/Remote Sensing, Geodesy/Spatial Data Science from any recognized university;

2. Experience (Compulsory):

- a) Minimum 10 Years working Experiences in relevant fields.
- b) The applicants having previous experience as Manufacturing/ Assembling/Operation of Drone or Aeronautical Chart production/ Inspection related activities

3. Preferences:

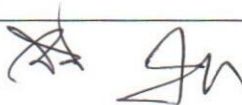
The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Sound knowledge in ICAO Annexes 1, 4, 6 (RPAS), 15 & 19 and related ICAO documents and national regulations including Drone Policy

- d) Sound knowledge in ICAO Annexes 1, 4, 6 (RPAS), 15 & 19 and related ICAO documents and national regulations including Drone Policy
- e) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector – Geoinformatics & Drone (Ops) will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.



07. Special Inspector (Dangerous Goods & Ground Handling)

(A) Background and General Description:

The Flight Standard & Regulations Division of the Civil Aviation Authority of Bangladesh (CAAB) is seeking a qualified and experienced professional to serve as **Special Inspector (Dangerous Goods & Ground Handling)**, in response to the growing operational demands and regulatory challenges associated with cargo safety, passenger protection, and ramp operations in the aviation sector. As global and domestic air traffic continues to expand, so do the complexities surrounding the safe transport of dangerous goods and the efficient management of ground handling operations. This role is essential to ensuring full compliance with the standards and recommended practices outlined in ICAO Annex 18, the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284), Annex 6, Annex 9, and relevant national regulations issued by CAAB.

(B) Objectives of the service required:

- a. Conduct inspections, audits, and safety assessments of dangerous goods (DG) transport operations and ground handling services in accordance with ICAO Annexes 6, 9, 18, ICAO Doc 9284 (Technical Instructions), and national regulatory requirements.
- b. Monitor operator compliance with CAAB Air Navigation Orders (ANO), CPD 6-4, IHB 6-7, Directives, and Technical Instructions relating to DG and ground handling; provide recommendations for enforcement actions under CAO-31 and CPD-31.
- c. Review and approve DG manuals, ground handling manuals, standard operating procedures (SOPs), and DG training programs submitted by air operators, handling agents, and freight forwarders.
- d. Serve as the focal point for Protocol Questions (PQs) related to CE-7 and CE-8 under ICAO USOAP audits and FAA IASA assessments, particularly concerning DG transport, ramp safety, and operator oversight.
- e. Participate in and support DG-related occurrence investigations and ramp safety incidents, and provide expert reports and recommendations to the CAAB.
- f. Collaborate with airport operators, customs, fire and rescue, and security agencies to improve airside coordination and safety in DG handling and storage areas.
- g. Assist in the development, amendment, and implementation of national regulatory instruments relating to DG and ground handling operations.
- h. Provide subject-matter input during stakeholder consultations, inter-agency coordination meetings, and international DG safety forums.
- i. The Special Inspector (Dangerous Goods & Ground Handling) will report to the CAAB Member (Flight Standard & Regulations). She/he will work in close coordination with relevant Directors and inspectors within FSR, AGA, AIR, and PEL Divisions, as well as industry stakeholders.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. Review and update all safety documents such as manuals, checklist and safety procedures related to Ground Operation and Transportation of Dangerous Goods by air.
- ii. Perform regular inspection and audit in Hazrat Shahjalal International Airport, Dhaka and other airports within Bangladesh to ensure all airlines and service providers working in

the airports are in compliance with CAAB regulations in terms of passenger handling, baggage handling and cargo handling.

- iii. Perform regular inspection at different airports of Bangladesh to ensure all airlines are following standard operating procedure for the safe handling of aircrafts in the ramp area which includes (but not limited to) functions related to pre-arrival and departure procedure, refueling procedure, FOD management, loading and unloading of the aircraft, passenger boarding procedure, safe movement of aircraft in ramp etc.
- iv. Perform regular inspection in the facility of airlines to ensure that they have adequate Ground Service Equipment (GSE) to handle the type of aircrafts they operate.
- v. Perform regular inspection on airlines to ensure all employees related to ground operation are properly trained according to the task they perform.
- vi. Perform audit/inspection in the area of transportation of Dangerous Goods/Hazardous material and ensure compliance with ICAO Annex-18 ICAO Technical Instructions and IATA DGR in terms of packaging, labelling, marking, DG Cargo acceptance procedure and emergency handling procedure.
- vii. Perform inspection in the cargo warehouse for proper storage of Dangerous Goods and workplace safety.
- viii. Assist in the development of regulations and procedures in the area of Ground Handling and transportation Dangerous goods by air as required.
- ix. Prepare audit/inspection report and submit to CAAB with identified nonconformance.
- x. Conduct surveillance assessment to identify deficiencies and prepare inspection reports for all Air Operator and Ground Handling service providers.
- xi. Communicate with the airlines for proper rectification actions against the nonconformity identified during the audit/inspection.
- xii. Perform all tasks related to issuance and renewal of Air Operator Certificate, inclusion of aircraft, issuance of Operations Specifications of aircrafts operated by local AOC holder.
- xiii. Prepare answers to ICAO and FAA IASA protocol questions in the area related to Air Operator Certification, Dangerous Goods and Ground Handling and work as state's counterpart during the audit.
- xiv. Prepare regular/yearly surveillance program in the area of transportation of Dangerous Goods by air and Ground Handling.
- xv. Review and approve Dangerous Goods Manual and Ground Handling Manual of different local air operators.
- xvi. Develop and assist in the implementation of safety of ground Develop and services programs.
- xvii. Assist in staff training relating to safety it procedures in ground services operations.
- xviii. Participate in different international safety meetings/conferences organized by ICAO, any member states or related organizations on behalf of CAA Bangladesh.
- xix. Perform any other jobs as assigned by CAA Bangladesh.

(D) Selection Criteria:

1. Educational Qualification:

a) Minimum Educational Qualification:

Masters Degree in Physics/Applied Physics/Chemistry/applied Chemistry from any reputed university.

2. Experience (Compulsory):

a) Minimum 10 Years working experience in relevant fields.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the consultant:

Special Inspector (Dangerous Goods & Ground Handling) will work in FSR division of CAAB, Dhaka.

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08. Special Inspector (Safety Management System)

A. Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Safety Management System) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of SMS in aviation industry of Bangladesh through active implementation of continuous safety oversight program. This position will initially be filled-up a fixed-term basis and may be renewed, if needed and warranted by the candidate's performance.

B. Objectives of the service required:

- i. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of continuous safety oversight program of safety management system within aviation industry in order to uphold safety standard of Bangladesh;
- ii. Support safety policies of Bangladesh in developing and maintaining of SMS within aviation industry of Bangladesh to reduce safety risk to an acceptable level;
- iii. Support CAAB to have ability to effectively supervise and control commercial air transport operations in the public interest;
- iv. Promote SMS to develop positive safety culture within aviation industry;
- v. Deliver program requires to implement SMS in aviation industry.
- vi. Support CAAB to ensure eight critical elements of safety oversight program;
- vii. Assist CAAB in preparing ICAO, FAA or any other international safety audit;
- viii. Support CAAB to ensure safe operation of aircraft.

The Special Inspector (SMS) will report to the Member Flight Standard & Regulations of CAAB. He/she will work closely other members and directors of FSR division and stakeholders within the aviation industry.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector (SMS) will

- a. Assist to develop necessary ANOs, and Orders related to SMS in compliances with ICAO Annexes and other applicable requirements;
- b. Assist to develop necessary instructions, procedures, guidance materials etc related to SMS for the internal use and for the use of the service providers and the operators in Bangladesh;

- c. Aware the service providers and the operators about the regulations, orders and guidance materials etc relating to SMS;
- d. Advice DFR&IA and Member FSR, if any changes or update requires for CAR related to SMS;
- e. Nurture a positive safety culture;
- f. Assist FSR to develop a process to analysis all safety concern, assess their risk and mitigate the risk;
- g. Assist to establish and maintain a process to identify hazards from collected safety data;
- h. Assist to develop and maintain a process that ensures the assessment of safety risks associated with identified hazards;
- i. Oversee the processes to reduce safety risk to an acceptable level,
- j. Oversee that SMS are implemented by all the applicable operators and the service providers;
- k. Oversee the effectiveness of the SMS implementation;
- l. Prepare yearly surveillance plan to oversee SMS implementation of the operators and the service providers;
- m. Conduct surveillance audit and inspection as planned;
- n. Conduct un-noticed surveillance as required;
- o. Review SMS Manual, Flight Safety Manual, FDAP Manual, and ERP manuals and their revisions submitted by the operators and the service providers;
- p. Assess prospective candidate for Head of SMS, Head of Safety, FDAP Manager, Chief of Flight Safety of the operator and the service provider;
- q. Be a member of AOC renewal audit, aerodrome certification audit, ATO certification audit of the operators and the service providers to conduct audit of SMS, FDM, ERP etc
- r. Evaluate SMS, ERP & FDAP of the Operators, Service Providers and ATOs;
- s. Establish a voluntary safety reporting system to collect safety data and safety information not captured by mandatory safety reporting systems;
- t. Take necessary measures, including the promotion of a positive safety culture, to encourage safety reporting;
- u. Oversee that the operators and the service providers establish and maintain SPIs & SPTs;
- v. Conduct safety investigation of any significant safety concern as required;
- w. Assist CAAB for ICAO, FAA and any international safety audit for compliance of SMS related protocols;

D. Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification: Masters Degree in any discipline from any recognized university;

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields
- b) Experiences in establishing and maintaining of SMS of an operator or a service provider;
- c) Experiences in conducting training on Safety Management/SMS as an Instructor;

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Diploma/training in Safety Management System
- c) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- d) Knowledge in ICAO/ FAA Audit activities.

E. Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (SMS) will work in FSR division of CAAB, Dhaka, and will require to conduct safety oversight program in the aviation industry.



09. Consultant (Legal- Regulations)

(A) Background and General Description:

Flight Standard & Regulations Division of the Civil Aviation Authority of Bangladesh is seeking an experienced professional as a Consultant (Legal-Regulations), given the aviation sector's continued growth and increasing regulatory complexity. There is a critical need for a specialized legal professional who can ensure compliance with international, national, and local aviation laws and standards. The Consultant (Legal-Regulations) will provide expert legal advice and representation on matters affecting air navigation, airline operations, regulatory compliance, international treaties, air carrier liability, ICAO and FAA audits, and aviation accident investigations (not within the scope of Annex 13). This role is significant in supporting airlines, airport operators, aviation authorities, and other stakeholders in navigating the legal framework governing air transport operations safely and consistently. This position will initially be filled on a fixed-term basis and may be renewed, if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- (i) Delivered in-house legal counsel and formal opinions on civil aviation matters.
- (ii) Promulgate, review, and advise on ANO, Orders, Circulars, and Instructions per CAO-30; guided enforcement actions under CAO-31 and CPD-31.
- (iii) Drafted Primary and Secondary Aviation Legislation and Regulatory Instruments.
- (iv) Served as counterpart for CE-1 and CE-8 PQs in both FAA and ICAO audits, supporting legal and organizational compliance.
- (v) Led and conducted multiple regulatory investigations on behalf of CAAB.
- (vi) Participated in Air Services Agreement and/or MoU negotiations and legal vetting processes.
- (vii) Represented CAAB in inter-ministerial meetings with MoCAT and the Ministry of Law.
- (viii) Conducted legal risk assessments and provided actionable resolutions to routine legal issues.
- (ix) The Consultant (Legal-Regulations) will report to the CAAB Member Flight Standard & Regulations. S/he will work closely with the other members and Directors of the FSR Division and stakeholders within the aviation industry.

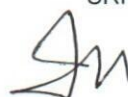
(C) Scope of the Services Required (Duties and Responsibilities):

The Consultant (Legal- Regulations) will:

- (a) Provide comprehensive in-house legal counsel and formal legal opinions on matters relating to civil aviation.







- (b) Review and provide expert commentary on the promulgation of Aeronautical Notices (ANO), Orders, Circulars, and Instructions in accordance with CAO-30.
- (c) Advise on enforcement-related matters under CAO-31 and CPD-31, ensuring legal compliance and procedural integrity.
- (d) Draft primary and secondary aviation legislation, as well as other regulatory instruments, as and when required.
- (e) Served as a key counterpart for CE-1 and CE-8 Protocol Questions (PQs) during ICAO and FAA Audit processes, contributing substantially to audit preparedness.
- (f) Conducted multiple investigations on behalf of the Civil Aviation Authority of Bangladesh (CAAB), focusing on regulatory enforcement and compliance.
- (g) Took part in the negotiation and execution of numerous Air Services Agreements (ASA) and Memorandum of Understanding (MoUs) with foreign counterparts.
- (h) Represented CAAB in meetings with the Ministry of Civil Aviation and Tourism (MoCAT) and the Ministry of Law, Justice and Parliamentary Affairs as required.
- (i) Served as a legal representative on the General Sales Agent (GSA) Evaluation Committee, AMO/MRO Evaluation Committee, ensuring regulatory and contractual compliance.
- (j) Carried out thorough legal risk assessments, proactively identifying and mitigating potential legal challenges to CAAB.
- (k) Provided analysis and resolution strategies for routine legal issues, offering practical and policy-aligned solutions.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification:
L.L.M from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 years of experience as an enrolled Advocate with the Bangladesh Bar Council, including at least 10 years working experiences in relevant fields.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.




- c) Sound knowledge in International Aviation Conventions (e-9) Chicago, Warsaw, Paris, Havana) and Annexes to the Chicago Convention.
- d) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Consultant (Legal-Regulations) will work in the FSR Division of CAAB, Dhaka, and will be required to provide expert legal advice and representation on matters affecting air navigation, airline operations, regulatory compliance, international treaties, air carrier liability, ICAO and FAA audits, and aviation accident investigations (not within the preview of Annex 13).







10. Consultant (Legal-Enforcement)

A. Background and General Description:

Flight Standard & Regulations Division of the Civil Aviation Authority of Bangladesh is seeking an experienced professional as a Consultant (Legal-Enforcement), given the aviation sector's continued growth and increasing regulatory complexity. There is a critical need for a specialized legal professional who can ensure compliance with international, national, and local aviation laws and standards. The Consultant (Legal-Enforcement) will provide expert legal advice and representation on matters affecting air navigation, airline operations, regulatory compliance, international treaties, air carrier liability, ICAO and FAA audits, and aviation accident investigations (not within the scope of Annex 13). This role is significant in supporting airlines, airport operators, aviation authorities, and other stakeholders in navigating the legal framework governing air transport operations safely and consistently. This position will initially be filled on a fixed-term basis and may be renewed, if needed and warranted by the candidate's performance.

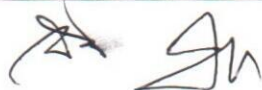
B. Objectives of the service required:

- (i) Delivered in-house legal counsel and formal opinions on civil aviation matters.
- (ii) Promulgate, review, and advise on ANO, Orders, Circulars, and Instructions per CAO-30; guided enforcement actions under CAO-31 and CPD-31.
- (iii) Drafted Primary and Secondary Aviation Legislation and Regulatory Instruments.
- (iv) Served as counterpart for CE-1 and CE-8 PQs in both FAA and ICAO audits, supporting legal and organizational compliance.
- (v) Led and conducted multiple regulatory investigations on behalf of CAAB.
- (vi) Participated in Air Services Agreement and/or MoU negotiations and legal vetting processes.
- (vii) Represented CAAB in inter-ministerial meetings with MoCAT and the Ministry of Law.
- (viii) Conducted legal risk assessments and provided actionable resolutions to routine legal issues.
- (ix) The Consultant (Legal-Enforcement) will report to the CAAB Member Flight Standard & Regulations. S/he will work closely with the other members and Directors of the FSR Division and stakeholders within the aviation industry.

C. Scope of the Services Required (Duties and Responsibilities):

The Consultant (Legal-Enforcement) will:

- (a) provide comprehensive in-house legal counsel and formal legal opinions on matters relating to civil aviation.
- (b) review and provide expert commentary on the promulgation of Aeronautical Notices (ANO), Orders, Circulars, and Instructions in accordance with CAO-30.



(c) advise on enforcement-related matters under CAO-31 and CPD-31, ensuring legal compliance and procedural integrity.

(d) draft primary and secondary aviation legislation, as well as other regulatory instruments, as and when required.

(e) served as a key counterpart for CE-1 and CE-8 Protocol Questions (PQs) during ICAO and FAA Audit processes, contributing substantially to audit preparedness.

(f) conducted multiple investigations on behalf of the Civil Aviation Authority of Bangladesh (CAAB), focusing on regulatory enforcement and compliance.

(g) took part in the negotiation and execution of numerous Air Services Agreements (ASA) and Memorandum of Understanding (MoU) with foreign counterparts.

(h) represented CAAB in meetings with the Ministry of Civil Aviation and Tourism (MoCAT) and the Ministry of Law, Justice and Parliamentary Affairs as required.

(i) served as a legal representative on the General Sales Agent (GSA) Evaluation Committee, AMO/MRO Evaluation Committee, ensuring regulatory and contractual compliance.

(j) carried out thorough legal risk assessments, proactively identifying and mitigating potential legal challenges to CAAB.

(k) provided analysis and resolution strategies for routine legal issues, offering practical and policy-aligned solutions.

D. Selection Criteria:

1. Educational Qualification:

a) Minimum Educational Qualification: L.L.M from any recognized university.

2. Experience (Compulsory):

a) Minimum 10 years of experience as an enrolled Advocate with the Bangladesh Bar Council, including at least 10 years working Experiences in relevant fields.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.

b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.

c) Knowledge in ICAO/ FAA Audit activities.

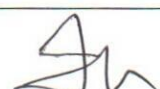
(E) Indicative work program and locations of the various activities to be carried out by the Consultant:







The Consultant (Legal-Enforcement) will work in the FSR Division of CAAB, Dhaka, and will be required to provide expert legal advice and representation on matters affecting air navigation, airline operations, regulatory compliance, international treaties, air carrier liability, ICAO and FAA audits, and aviation accident investigations (not within the preview of Annex 13).



11. Special Inspector (Designated Medical Examiner)

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Designated Medical Examiner) to conduct medical examinations of fitness of applicants for licenses or ratings for which medical requirements are prescribed under ICAO standards, supported by specialized training and appropriate facilities. They issue aviation medical certificates or escalate complex cases to CAAB 's Medical Assessor, who oversees fitness decisions, handles appeals, and ensures regulatory compliance, to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. To conduct accurate and standardized medical examinations of aviation personnel, ensuring they are physically and mentally fit to perform safety-sensitive duties.
- ii. To apply national regulations and ICAO Standards and Recommended Practices (SARPs) in the assessment of medical fitness.
- iii. To provide timely and valid medical certification required for the issuance or renewal of aviation licenses by the Civil Aviation Authority.
- iv. To identify any medical conditions that may impair aviation performance and recommend necessary follow-up or limitations.
- v. To uphold ethical standards, maintain confidentiality, and ensure the integrity of the aero medical decision-making process.
- vi. To refer complex or borderline cases to the Medical Assessor and cooperate in follow-up assessments as required.
- vii. To educate and counsel aviation personnel on health, fitness, and lifestyle issues relevant to aviation safety.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. The Designated Medical Examiners shall perform the medical examination in accordance with the CAAB ANO 1, Civil Aviation Procedure Document on Aircrew Medical and other medical related documents of the CAAB.
- ii. The Designated Medical Examiners must submit signed reports to the CAAB after completing the medical examination of an applicant. They must be thorough in examination. They must remain aware of the responsibility towards flight safety.
- iii. The Designated Medical Examiners shall contact Medical Assessor of CAAB for any clarification or guidance. If the medical examination is carried out by 2 or more examiners, the aviation medical examiner is responsible for coordinating the results and signing of the report.
- iv. The Designated Medical Examiners shall apply basic safety management principles during medical assessment process of licence holders.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification:
MBBS or Equivalent Medical Graduation Degree from any Recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields
- b) Advanced course in Aviation Medicine/Aerospace Medicine

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Designated Medical Examiner) will work under Director (PEL, Exam & Training) in FSR division of CAAB, Dhaka and will require to conduct Medical Examination program in the aviation industry.



12. Special Inspector (Aviation English Language Rater)

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Aviation English Language Rater)-is to ensure that Flight Crew and Air Traffic Control personnel are proficient in conducting and comprehending radiotelephony communications in English language used for aviation communications between aircraft and ground stations, to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

1. To comply with ANO 1 requirements regarding the language proficiency of Flight Crew and Air Traffic Control personnel.
2. To reduce the risk of miscommunication and misunderstandings in both routine and emergency situations by ensuring that aviation personnel possess adequate English language skills.
3. To evaluate the ability of aviation professionals to communicate effectively in plain English during operational scenarios, particularly in international and multilingual airspace environments.
4. To implement a standardized and transparent language proficiency testing system that ensures fairness and consistency in assessment in line with ICAO Language Proficiency Rating Scale (Levels 1–6).
5. To support the licensing process by providing language proficiency assessment results as a prerequisite for the issuance or renewal of pilot and air traffic controller licenses.
6. To enable Bangladeshi aviation professionals to operate safely and effectively in both domestic and international airspace by meeting global language proficiency expectations.

(C) Scope of the Services Required (Duties and Responsibilities):

1. **Conduct Assessments:** Evaluate candidates' English language proficiency using ICAO standards.
2. **Apply Rating Criteria:** Assign levels accurately across all six ICAO holistic descriptors.
3. **Ensure Fairness:** Maintain objectivity, impartiality, and consistency in rating.
4. **Maintain Confidentiality:** Protect test content and candidate information at all times.
5. **Attend Training:** Participate in standardization, calibration, and refresher sessions.
6. **Report Accurately:** Complete and submit rating documents promptly and correctly.
7. **Maintain Professionalism:** Uphold integrity and report any irregularities or misconduct
8. **Assistance in Audit:** To Assist CAAB in preparing ICAO, FAA or any other International Audit;

(D) Selection Criteria:

Educational Qualification:

- a) Minimum Educational Qualification: Masters in English from any recognized university.

- b) Must have completed initial examiner/rater training and must have appropriate aviation language testing expertise;

1. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields


2. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) The applicants shall be familiar with aviation English and vocabulary associated with aviation.
- c) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- d) Knowledge in ICAO/FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector (Aviation English Language Rater) will work under Director (PEL, Exam & Training) in FSR division of CAAB, Dhaka.



13. Special Inspector (Aerodrome Certification)

A. Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Aerodrome Certification) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

B. Objectives of the service required:

- I. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety audit aerodrome certification program of Aerodrome Standard within aviation industry to maintain safety standard of Bangladesh;
- II. Support CAAB to have ability to effectively supervise and control certified aerodrome operations in the public interest;
- III. Support CAAB to ensure eight critical elements of safety oversight program;
- IV. Assist CAAB in preparing ICAO, FAA or any other international audit;
- V. Support CAAB to ensure safe operation of aircraft.

C. Scope of the services required (Duties and Responsibilities):

- I. To examine the changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences and to make amendment proposal for the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexure on the subject, if required.
- II. Assessing of risk assessment/aeronautical study made by the aerodrome operator.
- III. To conduct certification/licencing audit at the Service Provider Unit at the airside works of Engineering Division of the Civil Aviation Authority of Bangladesh and suggest appropriate measures to redress any deficiencies observed during such audits;
- IV. To conduct investigations into any reported violations in the airside area and suggest appropriate remedial measures for the recurrence of such incidents in the future;
- V. To help the Authority in the preparation of Air Navigation Orders on the ICAO Annexes, or on their subsequent amendments, CPDs, Circulars, CAOs etc.;
- VI. To prepare answers to all related Protocol Questions, collect evidences, update the information and regularly upload in the ICAO website;
- VII. To help the Directorate of Aerodrome Standard in the answering the ICAO USOAO CMA Audit questionnaire, protocols and be ready to be team member with all evidences to face the ICAO audit team.

D. Selection Criteria:

1. Educational Qualification

- a. Minimum Educational Qualification: BSc. Engr. in EEE/ME/CE/Aeronautical or Masters degree in Physics/Applied Physics/Math/Applied Math/Chemistry;

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
- b) Practical working experience as an Operational Person at the Airports; Or in Aerodrome Audit, Safety oversight and regulatory work at Airport and Aerodrome Certification/Licensing.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/take holder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the Special Inspector:

Indicative work program and locations of the various activities to be carried out by the inspectors: The Special Inspector (Aerodrome Certification) will work in FSR division of CAAB, Dhaka and will require to conduct safety oversight program in the aviation industry.



14. Special Inspector [Air Traffic Service (ATS)]

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (ATS) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining the published safety oversight program in the ATS area and in the aviation industry in Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and when warranted by the candidate's performance.

(B) Objectives of the service required:

- (1) Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of CAAB within the ANS area to maintain a sustainable safety standard in the aviation industry of Bangladesh;
- (2) Provide support to CAAB in its endeavor to effectively supervise the audit and inspections over the ATS Service providers;
- (3) Support CAAB to ensure the eight Critical Elements of safety oversight program to ensure that Bangladesh, through CAAB, can effectively regulate, monitor, and enforce safety across its civil aviation activities;
- (4) Assist CAAB in the preparation for facing various safety audits by ICAO, FAA, EASA or any other international audit;
- (5) Support CAAB to ensure that it can uphold international safety standards, respond to risks, and foster continuous improvement in the safe operations of ATS activities.
- (6) Help support the CAAB in its organizational structure with clear safety roles, policies, and adequate resources;
- (7) Support CAAB in the preparation of standardized procedures, tools, and safety data;
- (8) Support CAAB in establishing mechanisms to identify, analyze, and correct safety deficiencies, including enforcement actions;
- (9) The Special Inspector (ATS) will report to the Member Flight Standard & Regulations of CAAB. He will work closely with other Members, and Directors of the FSR Division, and the stakeholders within the aviation industry.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector (ATS) will:

- (1) Conduct audits and inspections over ATSPs, facilities, and equipment to ensure compliance with ICAO SARPs and national regulations;
- (2) Evaluate ATSPs' Training programs, and operational procedures;
- (3) Perform routine and random inspections, monitor operational standards, and follow up on corrective actions;
- (4) Continuously assess ATSPs' manuals, training documents, and operational instructions for adequacy and compliance;
- (5) Identify safety concerns, recommend mitigation strategies, and contribute to national safety policies;

- (6) Submit Inspection Reports, recommend enforcement actions, and ensure timely resolution of safety deficiencies;
- (7) Liaise with ATSPs, Operators and other units on specialized topics as and when necessary;
- (8) Conduct regular Oversight Inspections/Audits over the ATM Division of the Civil Aviation Authority of Bangladesh and suggest appropriate measures to redress any deficiencies observed during such audits/inspections;
- (9) Conduct investigations into any reported violations in the ATS area and suggest appropriate remedial measures for the recurrence of such incidents in the future;
- (10) Provide necessary help to the Authority in the preparation of Air Navigation orders (ANOs) on the ICAO Annexes, or on their subsequent amendments, Civil Aviation Orders (CAOs), Circulars, Civil Aviation Procedure Documents (CPDs) etc.;
- (11) Prepare answers to all related Protocol Questions, collect evidences, update the information and regularly upload in the ICAO website;
- (12) Provide necessary support to the ANSI Directorate in answering the ICAO USOAP CMA Audit questionnaire in the ATS area, and prepare all the evidences to face the ICAO audit;
- (13) Submit reports on each inspection or investigation in the prescribed manner, and complete and process the applicable inspection forms;
- (14) Continuously review the ATSP's pertinent documentations, operating procedures and staff circulars and system of amendments to determine whether they are accurate and made available in a timely manner to the concerned users;
- (15) Identify any shortcoming in the ATSP's Training Plan and report it to the ATSP and make a record of the shortcomings in the ANSI Directorate;
- (16) Perform any other duties as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification

- a) Minimum Educational Qualification: M.Sc. in Physics/Mathematics from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
- b) Working experience in various ATS Units of an international airport.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the Special Inspector:

The Special Inspector (ATS) will work in the ANSI Directorate of the FSR Division of CAAB, Dhaka and will require to conduct safety oversight related activities over the concerned Air Traffic Service Providers (ATSPs).

15. Special Inspector (ANS-Cartography)

(A) Background and General Description:

Flight Standard & Regulation Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (ANS-Cartography) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight in the ANS-Cartography area. This position will initially be filled-up on a fixed term basis and may be renewed if needed and wanted by the candidate's performance.

(B) Objectives of the service required:

1. Support CAAB in developing regulations, procedures, guidance materials as well as establishing and maintaining safety oversight in the Aeronautical Maps/Charts in the ANS-Cartography area in relation to Aeronautical Maps/Charts.
2. Support CAAB in effectively conducting oversight on the production of Aeronautical Maps/Charts of the Air Navigation Service Provider (ANSP);
3. Support CAAB in ensuring effective implementation of eight critical elements of safety oversight system;
4. Assist CAAB in the preparation of various documents needed for ICAO audits or any other audits by international agencies.
5. The Special Inspector (ANS-Cartography) will report to the Director ANS Inspection.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector (ANS-Cartography) will

1. Engage in the USOAP safety oversight audits activities;
2. Develop and/or revise specific operating regulations related to Aeronautical Maps/Charts.
3. Conduct audits/inspections in the Service provider in relation to aeronautical charts and maps;
4. Submit report of any deficiency identified found during such audit/inspections and request the ANSP to provide a corrective action plan (CAP);
5. Conduct follow-up audits/inspections the previous audits/inspections to ensure that appropriate action has been taken in a timely manner;
6. Submit reports on each inspection in the prescribed manner and complete the process;
7. Take timely action for in the amendment process in ANO 4 consequent to any ICAO amendment proposal on Annex 4.
8. Regularly inspect the ANSP related to periodic revision, revalidation and accuracy of Aeronautical Maps/Charts as applicable.
9. Assist CAAB in the preparation of various documents, manual, order, etc.as applicable for Maps/Charts.
10. Perform any other duties as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification: BSc in Engineering or M.Sc. in pure Mathematics/Applied Mathematics/Physics from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
- b) Working experience as rated ATCO at any international airport of Bangladesh in ATC units.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the Inspector:

The Special Inspector (ANS-Cartography) will work in Directorate of ANS Inspection in the FSR division of CAAB, Dhaka and will be required to conduct safety oversight activities in the concerned ANSP and its related area.



16. Special Inspector [ANS - SAR]

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector [ANS SAR] to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining the published safety oversight program in the SAR area. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and when warranted by the candidate's performance.

(B) Objectives of the service required:

- I. Support policies of CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of published safety oversight program of CAAB in the SAR area of the Service Provider to maintain a safe and sustainable safety standard in Bangladesh;
- II. Provide support to CAAB in its endeavor to effectively supervise the audit and inspections of the Service provider, especially in the SAR area;
- III Support CAAB to ensure the effective implementation of eight critical elements of safety oversight system to effectively regulate, monitor, and enforce safety across its civil aviation activities;
- IV. Assist CAAB in facing various safety audits by ICAO, FAA, EASA or any other international audit;
- V. Support CAAB in establishing mechanisms to identify, analyze, and correct safety deficiencies, including enforcement actions in the SAR area;

The Special Inspector (ANS SAR) will report to the Director ANS Inspection of CAAB.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector [ANS SAR] will:

- i. Conduct audits and inspections in the SAR units of the ANSP and its facilities, equipment, personnel, procedures to ensure compliance with national regulations in line with the ICAO SARPs and suggest appropriate measures to redress any deficiencies observed during such audits/inspections;
- ii. Evaluate ANSP's, training programs, simulation devices, and operational procedures;
- iii. Perform routine and random inspections, monitor operational standards, and follow up on the corrective actions;
- iv. Continuously assess ANSP's manuals, training documents, and operational instructions for adequacy and compliance;
- v. Submit inspection reports, recommend enforcement actions, and ensure timely resolution of safety deficiencies;

- vi. Provide necessary help to the Authority in the preparation of Air Navigation Orders on the ICAO Annexes, or on their subsequent amendments, CPDs, Circulars, CAOs etc.;
- vii. Prepare answers to all related ICAO Audit Protocol Questions, collect evidences, update the information and regularly upload in the ICAO website;
- viii. Submit reports on each inspection or investigation duly and continue to conduct follow up;
- x. Continuously review the ANSP's pertinent documentation, operating instructions and staff circulars and system of amendments to determine whether they are accurate and made available in a timely manner to the concerned persons requiring their use;
- xi. Perform any other duties as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification:

a) Minimum Educational

Qualification: M.Sc. in Physics or Mathematics from any recognized university.

2. Experience (Compulsory):

a) Minimum 10 Years working experience in relevant fields

b) Experience in safety oversight audit/inspection in SAR units/ ATS units for 10 years or more.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspector:

The Special Inspector [ANS SAR] will work in the ANS Inspection Directorate of the FSR division of CAAB, Dhaka and will be required to conduct safety oversight activities in the SAR area in the ANSP.



17. Special Inspector (ANS-AIS)

(A) Background and General Description

Flight Standard & Regulation Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (Aeronautical Information Service) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight program in Civil Aviation Authority of Bangladesh. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and wanted by the candidate's performance.

(B) Objectives of the Service Required:

1. CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining of safety oversight program of Aeronautical Information Services within CAAB.
2. Support to have ability to effectively oversight the Aeronautical Information Service provided by the Service Provider.
3. Support CAAB to ensure effective implementation of the eight critical elements of the safety oversight program.
4. Assist CAAB in preparing for any audits of ICAO, FAA or any other international agency.
5. Support CAAB in the provision of Aeronautical Information Services to ensure safe operation of aircraft.
6. The Special Inspector (Aeronautical Information Service) will report to the Director ANS Inspection.

(C) Scope of the Service Required (Duties and Responsibilities):

The Special Inspector (Aeronautical Information Service) will:

1. Engage in USOAP safety oversight program.
2. Develop and/or revise specific operating regulations related to AIS (Aeronautical Information Service).
3. Conduct inspections with an established work programme and applicable standard procedure and regulation.
4. Report in writing of any deficiency related to AIS (Aeronautical Information Service).
5. Request the ANSP to submit a Corrective Action Plan.
6. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner.
7. Submit reports on each inspection in the manner prescribed and complete and process the applicable inspection forms.
8. Take timely action for amendment of ANO 15 based on ICAO amendment on Annex 15 and other Docs as appropriate.
9. Oversight the QMS activities of the ANSP.
10. To monitor the AIRAC date of implementation, AIRAC AIP Amendment, AIRAC AIP Supplement etc.
11. Regularly inspect the Service Provider in relation to AIS related work (periodic revision of AIP, updating of different data and information as applicable).
12. Prepare the required documents, manual, order, etc. as applicable for AIS.
13. Perform any other duties as assigned by the Authority.



(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification:
M.Sc. in Mathematics or in Applied Mathematics or Physics from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
b) Working experience as rated ATCO at any international airport of Bangladesh in ATC units.

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
b) Sound knowledge in ICAO Annexes and related ICAO documents and national regulations.
c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and location of the various activities to be carried out by the Special Inspector:

The Special Inspector (Aeronautical Information Service) will work in the DANSI in the FSR division of CAAB, Dhaka and will be required to conduct safety oversight activities in the concerned ANSP and its related area.



18. Special Inspector (ANS-MET)

(A) Background and General Description:

Flight Standard & Regulation Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Special Inspector (ANS-MET) to assist in developing regulations, procedures and guidance material as well as in establishing and maintaining of safety oversight in the ANS-MET area. This position will initially be filled-up on a fixed term basis and may be renewed if needed and wanted by the candidate's performance.

(B) Objectives of the service required:

1. Support CAAB in developing regulations, procedures, guidance material as well as in establishing and maintaining safety oversight in the ANS-MET area in relation to Aeronautical Meteorology.
2. Support CAAB in effectively conducting oversight of the MET Service Provider (BMD) dealing with Aeronautical Meteorology.
3. Support CAAB in ensuring effective implementation of eight critical elements of safety oversight system.
4. Assist CAAB in the preparation of various documents related to any ICAO audits or any other audits by international agencies.
5. The Special Inspector (ANS-MET) will report to the Director ANS Inspection.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector (ANS-MET) will

1. Engage in the USOAP safety oversight.
2. Develop and/or revise specific operating regulation related to Aeronautical Meteorology.
3. Conduct inspections with an established work programme and applicable standard procedure and regulation.
4. Submit report of any deficiency identified in the published MET Inspection and request the BMD to provide corrective action plan.
5. Conduct follow-up audits/inspections the previous audits/inspections to ensure that appropriate action has been taken in a timely manner.
6. Submit reports on each inspection in the manner prescribed and complete and process the applicable inspection forms.
7. Take timely action for amending ANO 3 consequent to ICAO amendment on Annex 3.
8. Assist CAAB in the preparation of various documents, manual, order, etc.as applicable for MET.
9. Perform any other duties as assigned by the Authority.

(D) Selection Criteria:

1. Educational Qualification

- a) Minimum Educational Qualification: M.Sc. in Physics/Chemistry/Mathematics from any recognized university.

2. Experience (Compulsory):

- a) Minimum 10 Years working experience in relevant fields.
- b) Working Experience in Safety Oversight Audit/Inspection of the Aeronautical Meteorology.


3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/ stakeholder in aviation industry shall be preferred.
- b) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- c) Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the Inspector:

The Special Inspector (ANS-MET) will work in Directorate of ANS Inspection in the FSR division of CAAB, Dhaka and will be required to conduct safety oversight activities in the concerned ANSP(MET) and its related area.



19. Special Inspector – Airworthiness (Aerospace/Avionics)

(A) Background & General Description

The Civil Aviation Authority of Bangladesh (CAAB) ensures safe, secure, and efficient civil aviation. Its Flight Standards & Regulations (FSR) Division oversees aircraft airworthiness by inspecting aircraft, AMOs, and CAMOs for compliance. The division investigates airworthiness issues, monitors corrective actions, and provides technical guidance to maintain safe and reliable operations.

FSR Division of the CAAB is seeking experienced professionals as Special Inspector – Airworthiness (Aerospace/Avionics) to assist in developing regulations, procedures, and guidance materials as well as in establishing and maintaining a safety oversight programme in the aviation industry in Bangladesh. This position will be filled on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the Service Required:

1. To ensure continued airworthiness and regulatory compliance of aircraft by conducting inspections, audits, and surveillance in accordance with national & international aviation standards;
2. To ensure effective certification and surveillance of AMOs, CAMOs & AOC holders, as appropriate;
3. To support CAAB in developing airworthiness regulations, procedures, and guidance material, and in establishing and maintaining the safety oversight programme for airworthiness in the civil aviation industry of Bangladesh;
4. To ensure CAAB's compliance with the 08 (eight) critical elements of the ICAO safety oversight system in the airworthiness domain;
5. Assist CAAB in preparing for and participating in international audits (such as ICAO USOAP, FAA IASA) and in implementing corrective actions.

(C) Scope of the Services Required (Duties and Responsibilities):

The Special Inspector – Airworthiness (Aerospace/Avionics) will:

1. Review & Process application for Registration of Aircraft, Registering & De-registering aircraft as appropriate, and issuing Certificate of Registration;
2. Survey aircraft for Issuance/Renewal of Certificates of Airworthiness (C of A), Airworthiness Review Certificates (ARC), and associated approvals for aircraft, as appropriate;
3. Conduct certifications, audits and surveillance of Approved Maintenance Organizations (AMOs), Continuing Airworthiness Management Organizations (CAMOs) and Air Operators in accordance with CAAB regulations and procedures;
4. Oversee the implementation and compliance of maintenance and continuing airworthiness regulations, including CAAB Part-M, Part-145, Part-21 and Part-66 requirements, as appropriate;
5. Evaluate and approve Maintenance Programmes, Modifications, Repairs and Reliability Programs for aircraft, ensuring conformity with approved data and applicable airworthiness standards;
6. Ensure timely dissemination and compliance monitoring of Airworthiness Directives (ADs) and Mandatory Continuing Airworthiness Information (MCAI);

7. Review and assess CAME, MOE, Technical logs or equivalent and other related technical documents submitted by operators and organizations;
8. Monitor and evaluate the effectiveness of Safety Management Systems (SMS) implemented by AMOs and air operators concerning airworthiness and maintenance activities;
9. Support the processing, assessment and approval of engineering or technical support documents, including aircraft modifications, repair, and Supplemental Type Certificates (STC);
10. Assist in the airworthiness investigation of aircraft incident/accident as necessary;
11. Investigate possible violations of the CAAB Act/Rules/Regulations in regards to airworthiness and take appropriate enforcement action when necessary;
12. Assist in preparing CAAB's documentation and responses for international audits and evaluations, including the implementation and monitoring of Corrective Action Plans (CAPs);
13. Contribute to the development, amendment and harmonization of national airworthiness regulations and Air Navigation Orders (ANOs) in line with ICAO Annexes 1, 6, 7, 8, 16, and 19;
14. Provide technical advice, training and awareness sessions to CAAB personnel and industry stakeholders on updates to airworthiness requirements, inspection findings, and best practices;
15. Prepare and submit detailed inspection, audit and surveillance reports and maintain comprehensive oversight records as per CAAB standards and instructions;
16. Perform any other duties as assigned by the Authority.

(D) Selection Criteria

1. Educational Qualification

- a) Minimum Educational Qualification: BSc Engineering Degree in Electrical and Electronics Engineering (EEE), Mechanical Engineering (ME), Aeronautical Engineering, or Aerospace Engineering from any recognized university.

2. Experience (Compulsory):

- a) Minimum of 10 (ten) years of working experience as an Aircraft Maintenance Engineer within an Aircraft Maintenance Organization (AMO) or Continuing Airworthiness Management Organization (CAMO), with the completion of all relevant CAAB Part-66 modules pertaining to the specific license category, is required.

Or,


Minimum 10 (ten) years of working experience in an aviation regulatory body, including at least 07 (Seven) years of working experience in safety oversight and regulatory work on airworthiness in a government agency, is required.

- b) Minimum 10 Years working experience in relevant fields

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body/stakeholder in aviation industry shall be preferred.
- c) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.



- a. Knowledge in ICAO/ FAA Audit activities.

(E) Indicative work program and locations of the various activities to be carried out by the inspectors:

As part of CAAB's ongoing safety oversight, the Special Inspectors – Airworthiness (Aerospace/Avionics) will perform regulatory inspections and audits both domestically and internationally, focusing on aircraft airworthiness, maintenance standards, and organizational compliance.

i. Primary Activities Include:

- a) Routine aircraft inspections
- b) Audit & surveillance of AMOs, CAMOs, AOC Holders
- c) Review of aircraft records, logbooks, and maintenance schedules
- d) Prepare detailed technical reports on inspections, audits, and investigations, including findings, non-compliances, and recommendations.
- e) Investigate airworthiness-related incidents or findings and ensure timely corrective action.

ii. Key Locations (Home & Abroad):

- a) Major international and domestic airports
- b) AMOs, CAMOs & AOC Holders' facilities
- c) Aircraft hangars, line & base stations
- d) Aircraft storage and parking areas

iii. Inspection Frequency:

- a) Routine inspections/audit: Any time, depending on CAAB's schedule or operator's risk profile
- b) Spot checks: As needed, based on regular compliance, findings, or safety alerts
- c) Special inspections: Following incidents, major repairs, or as deemed necessary by CAAB.

iv. Reporting:

Flight Standard & Regulations Division, CAAB

ii) Finance Division

20. Financial Consultant

A. Background and General Descriptions:

The Civil Aviation Authority of Bangladesh (CAAB) is an autonomous organization established under the Civil Aviation Authority Ordinance 1985. Its primary functions include regulating stakeholders of Civil Aviation Authority as well as operating airports, and providing related services in the Aviation Industry of Bangladesh. CAAB operates 28 different units, including international airports, domestic airports, training centres, and various auxiliary service units.

Current Financial Challenges:

- Examine financial structure of 28 units of CAAB and recommend for update as per latest financial regulations.
- Prepare Financial Statements as per International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA) and other applicable laws & regulations.
- Ensuring tax compliance and legal adherence.
- Arrange familiarization training course to enhance the professional skills of officers and staff.
- To improve CAAB's financial management standards following International Standard accounts and build institutional capacity.

The construction of the third terminal at Hazrat Shahjalal International Airport is expansion at the stage of completion. It is anticipated that operations at the third Terminal will begin around December 2025. This project will bring changes to aviation activities, and the scope of these tasks will increase manifold. This is because the third terminal's size and passenger handling capacity will be two to three times greater than that of the current Terminals 1 and 2. To maintain the financial activity of 3rd Terminal, it is required to hire an experienced Financial Consultant. In this respect, decision has been taken in the 305th Board meeting of the Board of Governance to hire consultant to meet the aforesaid requirement.

B. Objectives of the Services Required:

According to Article 20(4) Of the Civil Aviation Authority Act, 2017, the annual accounts prepared by the CAAB authority at the end of each financial year must be audited by one or more Chartered Accountants. Due to a shortage of manpower in the Authority's Accounts and Finance Department, it is not always possible to properly complete the ever-growing volume of financial activities within the stipulated time. Furthermore, there is an essential need to hire a financial consultant to provide hands-on training to the existing personnel in the Accounts and Finance Department to enhance their professional skills. In addition, the consultant will provide opinions on all financial matters, including the third terminal project, by overseeing all development projects according to National law, International Accounting Standards, and International Auditing Standards. This will ensure the quality of training programs for officers and employees of the Authority's Finance Department, coordinating financial guidance, policies, and procedures.

The CAAB Authority was established under the powers of the Civil Aviation Authority Ordinance XXXVIII of 1985. As per Article 23 of the said Ordinance, CAAB is an income tax-exempt organization. However, the National Board of Revenue brought CAAB under the preview of income tax from 2011 by adding section 84F to the Income Tax Ordinance 1984 through the Finance Act 2011. According to the National Board of Revenue's



directive, the Authority is obligated to prepare and submit an Income Tax Return on its revenue income and expenditure within the 7th month after the end of each financial year, i.e., by January 15th.

However, the Authority lacks skilled manpower to prepare the Income Tax Return.

In addition, it is necessary to hire a financial consultant to have advice on matters related to income tax and VAT under changing laws, to keep existing personnel informed, and to take necessary actions. The consultant will also assist the existing staff in preparing unit-wise annual accounts and consolidated annual accounts for the Authority's 28 units as per as the Authority's directives. Assistance is also required for the ongoing ICT project to prepare accounts in accordance with International Accounting Standards and International Auditing Standards during the software development process. The consultant will be responsible for preparing reports required by **SABBRE+** Software for evaluation of Financial Position of CAAB by the Independent Performance Evaluation (IPE) committee formed by the Government.

C. Scope of the Services Required (Duties and Responsibilities):

- (1) According to Article 20(4) Of the Civil Aviation Authority Act, 2017, to facilitate the audit of the financial accounts by a Chartered Accountants Firm, the Financial consultant will prepare the unit-wise annual accounts for all 28 units and consolidated financial accounts of the Authority within the specified time, provide training to officers and employees on related matters, and assist in completing the audit.
- (2) As per the directives of the National Board of Revenue, the consultant will prepare the Income Tax Return on the Authority's revenue income and expenditure by January 15th of the 7th month following the end of each year. This also includes keeping personnel informed about changes in income tax and VAT laws, taking necessary actions, and providing all financial advice. The consultant will also perform other tasks as directed by the Authority
- (3) Train accounts personnel/staff of CAAB at the time of preparing accounts.
- (4) Arrange familiarization training course on accounting system at CAA for the man power of finance Division of CAAB after completion of yearly accounts.
- (5) To assist CAAB for preparation of Tender documents to appoint C.A Firm for audit of accounts and to help CAAB for evaluation of the same Tender.
- (6) Assist Charter Accountant (C.A) firm to audit annual accounts of CAAB.
- (7) Assist to reply of audit objection raised by the public works Audit Directorate.
- (8) Examine and scrutinize the existing Accounting System and advise CAAB for necessary remedial actions.
- (9) Visit 28 units of CAAB and prepare books and accounts of the concerned units.
- 10) Assist to formulate CAAB's financial policies.
- 11) To assist CAAB to maintain all books of accounts in accordance with International Standards on Auditing (ISA) as adopted by the Institute of Chartered Accountants of Bangladesh (ICAB).
- 12) To assist CAAB to implement automated accounting packages.
- 13) Accounts is to be prepared as per International Standards on Auditing (ISA) and International Accounting Standards (IAS) .
- 14) After completion of financial year unit wise accounts is to be prepare within three months and consolidate accounts is to be prepared within next three months and submit the same to the Authority.
- 15) To assist CAAB to prepare and maintain proper store accounting system.
- 16) To assist CAAB to prepare and maintain fixed asset record.
- 17) Any other duties as assigned from time to time.

D. Selection Criteria:

4.1. Educational Qualifications:

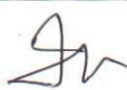
- (a) Master's Degree (Principal in Accounting).
- (b) Completed Chartered Accountant (CA) Article-ship (from an ICAB-registered firm) and passed the Certificate Level, and partly qualified in Professional Level.
- (c) Income Tax Practitioner Certificate approved by the National Board of Revenue (NBR).

4.2 Experience: The candidate having following experience to be given preference-

- (a) At least 10 years of experience in the field of accounting, auditing, and financial management in a government/semi-government/autonomous entities/Stakeholders of Aviation Industry.
- (b) Expert in applying International Standards on Auditing (ISA), International accounting standards (IAS), and International Financial Reporting Standards (IFRS).
- (c) Must have knowledge of income tax law, VAT law, Customs Law, and other financial rules and regulations.
- (d) Software based experience.

E. Indicative work Programme and Location(s) of the various Activities to be Carried out by the Consultant:

The consultant will primarily work at the CAAB headquarters and when required by the authority, at all airports and various units.



C. Junior Consultant i) FSR Division

01. Junior Consultant (Aviation Paramedic)

(A) Background and General Description:

Flight Standard & Regulations Division of Civil Aviation Authority of Bangladesh is seeking experienced professional as Junior Consultant (Aviation Paramedic) to assist the Medicals Assessor & Medical Examiners of the CAAB. This position will initially be filled-up on a fixed-term basis and may be renewed if needed and warranted by the candidate's performance.

(B) Objectives of the service required:

- i. To assist compliance of Personnel Licensing.

(C) Scope of the Services Required (Duties and Responsibilities):

- i. To Assist in receiving, organizing, and maintaining medical documents of applicants for various personnel licenses (Pilots, ATCOs etc.)
- ii. To Ensure accuracy and completeness of submitted medical records prior to forwarding to the Medical Officer or Examiner or Assessor.
- iii. To Conduct basic health assessments (e.g., vital signs, vision screening, anthropometric measurements) under the supervision of Designated/Aviation Medical Examiner or Medical Officer.
- iv. To Support in data entry and maintenance of medical information in electronic licensing systems.
- v. To Support the Designated/Aviation Medical Examiner during medical examinations of aviation personnel by preparing equipment, guiding candidates, and performing non-invasive procedures.
- vi. To Maintain readiness to respond to medical emergencies within CAAB premises, especially during licensing or regulatory assessment sessions.
- vii. To Liaise with applicants, medical institutions, and regulatory personnel for scheduling, follow-up, and clarification regarding medical assessments.
- viii. To Assist in verifying compliance of medical certificates and associated documents with ICAO and CAAB medical standards for licensing.
- ix. To Uphold strict confidentiality of medical records and ethical conduct in line with aviation medical standards and CAAB regulations.
- x. To Attend periodic refresher training and capacity-building sessions related to aviation medicine, safety, and regulatory updates.



(D) Selection Criteria:

1. Educational Qualification:

- a) Minimum Educational Qualification: Bachelor Degree in any discipline from any recognized university.
- b) Diploma in Medical faculty or medical assistant training course from any medical assistant training school.

2. Experience (Compulsory):

- a) Minimum 5 Years working experience in relevant fields

3. Preferences:

The following experience may be given priority/preference in Selection Process:

- a) The applicants having previous experience of working in any aviation regulatory body / stakeholder in aviation industry shall be preferred.
- b) The applicants having previous experience as Aviation Paramedic.
- c) Sound knowledge in ICAO Annexes, related ICAO documents and national regulations.
- d) Knowledge in ICAO/ FAA Audit activities.

(F) Indicative work program and locations of the various activities to be carried out by the inspector:

Junior Consultant (Aviation Paramedic) will work under Director (PEL, Exam & Training) in FSR division of CAAB, Dhaka and will require to assist in Medical Examination program in the aviation industry.

