



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED

[A 100% Subsidiary of Airports Authority of India]

www.aaiclas.aero

AAICLAS a fully owned cargo subsidiary of AAI, for development and operation of air cargo and related logistics business. AAICLAS requires the following manpower on fixed term contract through Interview basis :-

S.No	Name of Post	Number of Vacancies					Place of Posting	Date of Interview through V.C.
		Total	Gen	OBC	SC	ST		
1	Manager (HR)	02	02	-	-	-	Delhi	07.02.2023
2	Manager (IT)	01	01	-	-	-	Delhi	09.02.2023
3	Manager (Commercial)	01	01	-	-	-	1 Delhi	10.02.2023
4	Manager (Finance)	06	05	01	-	-	3 Delhi 2 Chennai 1 Kolkata	06.02.2023
5	Manager Data Analyst /MIS-CP&MS	01	01	-	-	-	Delhi	11.02.2023
6	Manager (AVSEC Training & Audit)	03	03	-	-	-	1 each at Delhi; Chennai & Kolkata	15.02.2023
7	Junior Executive (HR)	06	05	01	-	-	4 Delhi & 1 Chennai & 1 Kolkata	07.02.2023
8	Junior Executive (IT)	05	04	01	-	-	2 Delhi; 2 Chennai & 1 Kolkata	09.02.2023
9	Junior Executive (Cargo)	20	11	03	05	01	As per requirement	15.02.2023
10	Junior Executive (Commercial)	02	02	-	-	-	Delhi	10.02.2023
11	Junior Executive (PA)	02	02	-	-	-	Delhi	16.02.2023
12	Junior Executive (Legal)	01	01	-	-	-	Delhi	17.02.2023

13	Junior Executive (Fin)	04	04	-	-	-	1 Chennai 1 Kolkata 2 Delhi	06.02.2023
14	Junior Executive (Labour Welfare)	01	01	-	-	-	Delhi	20.02.2023
15	Security Screener (Fresher) – only from Ex-serviceman	200					Guwahati; Bagdogra; Mangaluru; Coimbatore; Chennai; Kolkata; Leh; Madurai; Port Blair; Ranchi; Patna; Bhubaneswar; Imphal; Agartala; Srinagar (these stations are indicative – postings may be made on all India basis)	Please check Advertisement No. 2 of 2023 on the website of AAICLAS www.aiclas.aero
16.	Consultants in HR / Finance / Airport System / Cargo / Security – only from retired employees of Govt./PSU/SPSU of CIVIL Aviation Industry / DPE	9					Delhi / Chennai / Kolkata	Please check Advertisement No.3 of 2023 on the website of AAICLAS www.aiclas.aero

For further complete details/full advertisement/age/process etc. and/or any amendment in this advertisement (post publication) etc. please visit only AAICLAS website www.aiclas.aero under “career” column under Advertisement No. 01 of 2023 and for sl.no. 15 & 16 Advt. No. 02 of 2023 and 03 of 2023 respectively. Confirm all details through engagement process only from official website of AAICLAS and not from any other sources.



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(A 100% subsidiary of Airports Authority of India)

No. AAICLAS/HR/Multi-cadre-engagement/01 of 2023/2023

Date: 31.01.2023

ENGAGEMENT ADVERTISEMENT NO. 01 OF 2023

Engagement of personnel in Human Resource Management, Finance, Cargo Operations, Commercial, Legal, Security, Labour welfare, Secretarial, Data Analyst /MIS and IT Department of AAICLAS on 3 years Term Contract by Walk-in / Online Interview basis.

AAICLAS has been set up as a fully owned cargo subsidiary of the Airports Authority of India to manage the development of air cargo business airports within the country and outside the country. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires dynamic, energetic and passionate Executives in the field of Human Resource Management, Finance, Cargo Operations, Commercial, Legal, Security, Labour welfare Data Analyst /MIS and IT Department of AAICLAS on 3 years Term Contract as per the details given below: -

S.No	Name of Post	Number of Vacancies					Place of Posting	Date of Interview through V.C.
		Total	Gen	OBC	SC	ST		
								Tentative date of Interaction
1	Manager (HR)	02	02	-	-	-	Delhi	07.02.2023
2	Manager (IT)	01	01	-	-	-	Delhi	09.02.2023
3	Manager (Commercial)	01	01	-	-	-	1 Delhi	10.02.2023
4	Manager (Finance)	06	05	01	-	-	3 Delhi 2 Chennai 1 Kolkata	06.02.2023
5	Manager Data Analyst /MIS-CP&MS	01	01	-	-	-	Delhi	11.02.2023
6	Manager (AVSEC Training & Audit)	03	03	-	-	-	1 each at Delhi; Chennai & Kolkata	15.02.2023
7	Junior Executive (HR)	06	05	01	-	-	4 Delhi & 1 Chennai & 1 Kolkata	07.02.2023
8	Junior Executive (IT)	05	04	01	-	-	2 Delhi; 2 Chennai & 1 Kolkata	09.02.2023

9	Junior Executive (Cargo)	20	11	03	05	01	As per requirement	15.02.2023
10	Junior Executive (Commercial)	02	02	-	-	-	Delhi	10.02.2023
11	Junior Executive (PA)	02	02	-	-	-	Delhi	16.02.2023
12	Junior Executive (Legal)	01	01	-	-	-	Delhi	17.02.2023
13	Junior Executive (Fin)	04	04	-	-	-	1 Chennai 1 Kolkata 2 Delhi	06.02.2023
14	Junior Executive (Labour Welfare)	01	01	-	-	-	Delhi	20.02.2023
15	Security Screener (Fresher) – only from Ex-serviceman	200					Guwahati; Bagdogra; Mangaluru; Coimbatore; Chennai; Kolkata; Leh; Madurai; Port Blair; Ranchi; Patna; Bhubaneswar; Imphal; Agartala; Srinagar (these stations are indicative – postings may be made on all India basis)	Please check Advertisement No. 2 of 2023 on the website of AAICLAS www.aaiclas.aero
16.	Consultants in HR / Finance / Airport System / Cargo / Security – only from retired employees of Govt./PSU/SPSU of CIVIL Aviation Industry / DPE	9					Delhi / Chennai / Kolkata	Please check Advertisement No.3 of 2023 on the website of AAICLAS www.aaiclas.aero

** The reservation in respect of PwBD /EWS/Ex-SM/DEx-SM etc. applicable as per rules and numbers not mentioned being Horizontal Reservations.

The above place of posting can be transferred to any other location with in India due to operational or administrative requirements at the discretion of AAICLAS Management, which shall be binding.

All the above or part number of positions may be changed/cancelled, with the sole discretion of AAICLAS Management. The engagement shall be made in phased manner as per requirement. AAICLAS Management reserves the right for change/cancellation of part or full advertisement/number of positions/venue/procedure/date /time of interaction etc. In case of requirement of manpower at any other new stations, the selected/panel candidates may be allowed to join at the respective locations, as per the requirement of the company (except Security Deptt positions). The decision of the AAICLAS Management shall be final and binding under all circumstances. AAICLAS reserves the right to increase or decrease or scrap these positions/advertisement in part or full, depending upon the present/future requirements or due to any other administrative issue.

The eligibility criteria for all posts shall be counted as on 31.01.2023 shall be as follows: -

1. Manager (HR)

- (a) Essential Qualifications: - Graduate with two years full time MBA (HR) or equivalent (2 years duration) with specialization in HRM/HRD/PM & IR/Labour welfare.
- (b) Age Limit: - Age as on 31.01.2023 should not be more than 37 years.
- (c) Experience: - The candidate must have minimum 7 years' experience in Executive cadre or above as on 31.01.2023 in HR Management & functions.
- (d) Preference will be given to those having experience in air cargo/logistics/Aviation Industry.
- (e) **Job Description:** Manpower planning, Recruitment & Hiring, Training and development of officials, emoluments and benefits of organization's staff, legal compliances, to design workplace policies, IR compliances, performance management and appraisals. Working knowledge of SAP HR Modules will be an added advantage. Preference will be given to those who have handling knowledge of Gem Portal, CPGRAM, RTI etc. portals with Good knowledge of Computer Operation etc.

2. Manager (IT)

- (a) **Essential Qualification:** Regular full time Degree in Engineering with specialization in Computer Science/Computer Engg./IT or MCA in Computer Science / IT or equivalent.
- (b) **Desirable Qualification:** "B" level qualification of DOEACC/Electrical with specialization in Electronics (along with above essential qualifications).
- (c) Preference will be given to those having experience in air cargo/logistics/Aviation Industry.
- (d) **Age Limit:** Age as on 31.01.2023 should not be more than 37 years.
- (e) Experience: Minimum 7 years of experience as executive in project planning and execution of information and communication technology (ICT) projects preferably having experience in running Government Projects and or Airline domain projects. Extensive knowledge of Integrated Cargo Management System (ICMS), Airline Domain and system, cargo business process flow. Knowledge of preparation of RFP RFQ Vendor selection evaluation matrix. Solution and development of end to end cargo solution Knowledge of procurement process in government, GFR and other rules of Government of India would be an added advantage.

Job Profile : Development, implementation, maintain all aspect of Integrated management Software for AAICLAS.

- Prepare, Design, Implement, update, maintain-IT policy & various aspects as per latest Technology, Trends & Security in IT.
- Experience in Central Public Procurement Portal (CPPP) and GeM Portal procedure
- Experience in Network & Security administration and System Admin knowledge (Windows/Linux) is preferred.
- Develop robust MIS and IT platform for monitoring all works.
- Planning & Budgeting of IT capital works i.e. Cargo IT Infrastructure Projects including upgradation, expansions and modifications & Monitoring of IT capital works.
- Experience in Cloud Server implementation, maintenance, security and development
- Experience with firewalls, UTM, VPN technologies, implementation, troubleshooting, and problem resolution is desired.
- Knowledge of Risk Assessment Techniques/ IT System Audits.
- Engagement of Consultants for DPR, Project Planning, Design, Estimation etc. complete.
- Preparation /vetting of estimates for A/A & E/S through tender documents etc. for works including comprehensive, design and build, item rate, EPC etc. and award of contract.
- Call of tenders for IT capital works/AMC/procurement of equipment, Systems/consultancy (any type) & accord of technical sanctions, approval of draft NITs, sanction of Extra Items, Substituted Items & Deviation Items;
- Handle arbitration cases pertaining to IT works;
- Finalize scope of work for Capital works;
- Monitoring of AMCs of IT Equipment and Systems;
- Any other work assigned by AAICLAS

3. Manager (Commercial)

- (a) **Qualification:** Graduate in Commerce/Economics/Statistics with 2 years full time MBA (Marketing/Finance) or equivalent

Desirable Qualification: Degree in Law / company law. Preference will be given to those having experience in air cargo/logistics/Aviation Industry.

- (b) **Age Limit:** Age as on 31.01.2023 should not be more than 37 years.
- (c) **Experience:** The candidate must have minimum 7 years' experience in executive cadre or above as on 31.01.2023 in Commercial & Commercial Contract management etc.
- (d) Preference will be given to those having experience in air cargo/logistics/Aviation Industry.

JOB DESCRIPTION:

- Generate new Businesses and verticals in order to achieve the company's Operating target.
- Preparing monthly, quarterly and annual Sales and Marketing plan.
- Directing & Monitoring activities of Executives/(Business Development) and Reviewing Periodic reports submitted by them for the information of the management.

- Co-ordinate with Ministry of Civil Aviation for schemes related to movement of perishables by Air such as Krishi Udan 2.0
- Meeting various Government Departments such as Commerce, Food Processing, Agriculture etc. to solicit business.
- Meetings with APEDA, MPEDA and related organizations so as to have strategic collaboration with them to promote businesses.
- Meeting with Forwarders, Airlines, NSO's to find out how we can grow their business at our Airports and attract new ones.
- Identify long term business opportunities that AAICLAS can benefit from joining with partners.
- Submission of proposals for discussion / approval after getting inputs from the RM's.
- Submission of proposals for discussion / approval after getting inputs from the RM's.
- Organize stakeholder Consultations at various airports to maximize revenue Generation.
- Corporate Communications, Branding, Publicity, Exhibitions, Trade Fairs.
- Vetting of various tenders, agreements, contracts etc. from the commercial point of view and Contract Management.
- Lease Agreements / MIS / Record of renewals / Tendering and its all process / etc.

4. Manager (Finance)

(a) Essential Qualification : Qualified CA / CMA (ICWA)(Cost Accountant)

(b) Age Limit: - Age as on 31.01.2023 should not be more than 37 years.

(c) Experience: - The candidate must have minimum 7 years' experience in Manager cadre or above as on 31.01.2023 in Finance & Accounts Management, post qualification.

(d) Job description: - Supervision, Maintenance of accounts, taxation matters, scrutiny of bills, processing of salary, audit and banking matters, financial concurrence, return submission, budgeting, procurement, cash flow management, receipts, expenditure, taxation, balance sheet, GST/ITR etc. Working knowledge of SAP Finance module is desirable. Good knowledge of computer operation. > Should have excellent knowledge of Consolidation of Accounts and finalization /closing of accounts; > Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in SAP, Processing of salary, PF, Financial Concurrence, Audit matter and banking matter; > Budgeting: Formulating budgets and conducting variance analysis to determine difference between projected and actual results to be followed up with corrective actions. Divisional and Profit Centre Budgeting. It included allocation of costs to various profit centres, Half Yearly and Quarterly forecasts, Monthly projection, variance analysis; > Well Knowledge of Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS GST and Annual return submission of GST; > Working capital Management; > Well knowledge in Segment Accounting and Segment wise Profitability; > Ensure monthly, quarterly and yearly closing of Accounts with accuracy; > Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy; > Fund Management: Monitoring cash flow transactions and projecting cash requirements for future; > Knowledge of Indian Accounting Standard; > Debtors ,26AS Reconciliation and GST Reconciliation; > Monitoring and analysing accounting data and produce financial reports or MIS; > Knowledge of IND Accounting Standard; > Any other additional responsibility could be assigned to the

role holder from time to time as a standalone project or regular work; > Full Supportive knowledge at Limited Review, Internal Audit, CAG Audit and Statutory Audit; > Complete knowledge in Purchase Function, Procurement Scheduling and coordination with Payable; > Efficient application in Cost Benefit analysis on Transitional project and business;
> Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions; > Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues; > Monitoring of Accounts of the units; The above are only indicative list of responsibilities and may change from time to time as per the requirement of Company.

5. Manager (Data Analyst/MIS-CP&MS)

- (a) **Qualification:** Degree in computer science/ IT/ Data Science/ Machine Learning with regular 2years MBA or equivalent
- (b) **Desirable:** Dedicated Diploma in Data Science/ Data Analyst/ Machine Learning. Preference will be given to those who will be having experience in aviation industry. Knowledge of Excel, R or Python, Oracle DB/SQL and Machine Learning
- Experience using statistics to generate clear and effective analysis
 - Familiarity with cloud-based application/service development
 - Excellent communication skills ability to work as part of a multi-cultural and geographically distributed product development team
 - Familiarity with developing models using semi structured as well as unstructured data
 - End to end experience from data extraction to modelling its validation
 - Experience of working in a project
- (c) **Age Limit:** Age as on 31.01.2023 should not be more than 37 years.
- (d) **Experience:** The candidate should have minimum 7 years' experience as Data Analyst/MIS/CP&MS in Corporates/ Financial Institutions/ NBFCs/ PSUs in executive cadre in maintaining the Data / MIS.

Scope of Work: Management and Administration of MIS Data of the company/industry with good knowledge of IT; Data base Management; Internet application; Corporate communication & Social Media, corporate affairs, co-ordination.

- Prepare and validate data and then build and validate the models
- Conduct data driven analysis and create reports
- Apply quantitative and qualitative data analysis methods, prepare statistical and non-statistical data exploration, validate data, identify data quality issues (if any) and work with technology to address them
- Analysis and interpret data reports, draw conclusions and make recommendations
- Document solutions and present results in a sample comprehensive way to non-technical audience as well as write more formal documentation using statistical vocabulary
- Generate new ideas, concepts and models to improve methods of obtaining and evaluating quantitative and qualitative data, identify relationships and trends in data, as well as any factors that could affect the result of research, question and validate assumptions.
- Escalate identified risks and sensitive areas in terms of methodology and processes
- Maintain an industry leading knowledge of the tools, systems and process available for the best in class to facilitate the improvement of the audit processes.
- Any other related work as be assigned by AAICLAS

6. Manager (AVSEC Training & Audit)

(a) **Qualification:** Graduation of 3 years duration from any recognized university with valid BCAS Certified valid AVSEC Instructor certification and/or AVSEC Auditor Certification. The certificate(s) should be valid upto 31.05.2023. Preference will be given to candidates having both valid AVSEC Instructor & AVSEC Auditor certificate. In addition to above the candidate must have Appropriate knowledge of guidelines issued by ICAO; IATA; BCAS & DGCA as well as the Knowledge of Information Technology.

(b) **Desirable:** Leadership quality and presentation skills.

(c) **Age Limit:** Age as on 31.01.2023 should not be more than 37 years.

(d) **Experience:** Minimum 7 years of Experience with any Airport / Airlines / Regulated Agent / Airport Operator / BCAS / DGCA / Aviation Training Institute with atleast 2 years of experience as AVSEC Instructor / Auditor of Indian Civil Aviation Security in Operations and AVSEC Training

Job profile : Imparting AVSEC Training and AVSEC Auditing etc., in addition to other security/safety related functions and assignments, as per the need of the company.

7. Junior Executive (HR)

(a) Essential Qualification: - Graduate with Full Time regular two years duration MBA(HR) or equivalent with specialization in HRM/ HRD/ PM&IR/ Labour Welfare or equivalent.

(b) Age Limit: Age as on 31.01.2023 should not be more than 32 years.

(c) Experience: Minimum 5 years' experience in HR functioning in executive cadre.

(d) Job description: - To recruit and hire, employment laws, HR compliances, training, payroll, MIS & record maintenance, performance analysis, compensation and benefits, workplace safety and IR management, employee welfare works. Working knowledge of SAP HR module will be an added advantage. Good knowledge of noting & drafting. Good Knowledge of computer operation etc.

8. Junior Executive (IT)

(a) **Qualifications:** Full Time regular Degree in Engineering with specialization in Computer Science / Computer Engg. / IT / BCA

(b) **Desirable Qualifications:** MCA or equivalent. "B" level qualification of DOEACC.

(c) **Age Limit:** Age as on 31.01.2023 should not be more than 32 years.

(d) **Experience :** Minimum 5 year's experience in IT field/ Networking in executive grade.

- (e) **Job description:** Development, implementation and maintain all aspect of integrated management software for AAICLAS, Manage Information technology and computer systems, to design and implement IT policy, to plan & control IT and electronic data operations, overseeing & determining timeframes for IT implementation of new project, data & server management, networking management, AMC of IT equipment's, data migration and coordination with other departments to ensure efficient IT implementation. Development, implementation, maintain all aspect of Integrated management Software for AAICLAS.
- Prepare, Design, Implement, update, maintain-IT policy & various aspects as per latest Technology, Trends & Security in IT.
- Experience in Central Public Procurement Portal (CPPP) and GeM Portal procedure
- Experience in Network & Security administration and System Admin knowledge (Windows/Linux) is preferred.
- Develop robust MIS and IT platform for monitoring all works.
- Planning & Budgeting of IT capital works i.e. Cargo IT Infrastructure Projects including upgradation, expansions and modifications & Monitoring of IT capital works.
- Experience in Cloud Server implementation, maintenance, security and development
- Experience with firewalls, UTM, VPN technologies, implementation, troubleshooting, and problem resolution is desired.
- Knowledge of Risk Assessment Techniques/ IT System Audits.
- Engagement of Consultants for DPR, Project Planning, Design, Estimation etc. complete.
- Preparation /vetting of estimates for A/A & E/S through tender documents etc. for works including comprehensive, design and build, item rate, EPC etc. and award of contract.
- Call of tenders for IT capital works/AMC/procurement of equipment, Systems/consultancy (any type) & accord of technical sanctions, approval of draft NITs, sanction of Extra Items, Substituted Items & Deviation Items;
- Handle arbitration cases pertaining to IT works;
- Finalize scope of work for Capital works;
- Monitoring of AMCs of IT Equipment and Systems;
- Any other work assigned by AAICLAS

9. Junior Executive (Cargo)

(a) **Qualifications:** Graduate with Full Time regular two years MBA Degree in Operations Management / Supply chain and Logistics Management / Shipping & Logistics / Marketing Management or equivalent

(b) **Age Limit:** Age as on 31.01.2023 should not be more than 32 years.

(c) Experience: Minimum 5 year experience in Cargo Management. Preference will be given to those having air cargo experience/logistics/aviation Industry.

(d)Job description:

- To undertake shift duty operations to ensure round the clock Cargo Operations at Air Cargo Complex of AAICLAS.
- To ensure efficient and smooth handling of International, Domestic, Courier, Transshipment, SEZ, Bonded Truck Cargo, AFS cargo etc.
- To lay down procedures/SOPs/SLAs for smooth functioning of air cargo complex.
- To coordinate with CHQ-AAICLAS on all policy matters related to the functioning of cargo complex.
- Projection of infrastructural requirements and suggest allocation in capital budget.
- To coordinate with various agencies i.e. Airlines, Ground Handling Agencies (GHA) and other agencies at Airport and trade bodies to ensure smooth functioning of Air cargo handling operations at Cargo Complex in terms of Agreement /SLA's with Airlines/ Parameters/ Citizen Charters etc.
- To plan and recommend training requirements of all officials, organize Training & development programmes and undergoing trainings like IATA, DGR, Human Resources Management, Contract Management, Labour related regulations and other cargo related trainings etc.
- To lease space / covered space etc. to various agencies at air cargo complex as per the guidelines of CHQ / DoP and enter into an agreement / security deposit collection/ monitoring the validity / renewal of security deposits.
- To raise billing of License Fee, Utility charges, Electricity charges etc. on monthly/periodical basis & ensure timely collection etc.
- To arrange / attend to various meetings and take follow up action.
- To monitor the collection of revenue as per the terms and conditions of contract and take Penal action.
- To deal with application of waiver of demurrage charges / claim cases/ court cases.
- To redress grievances of airlines, agents etc.
- To coordinate and interact with other departments of AAI and other regulated agencies.
- To coordinate for implementation of policy directives/decisions of CHQ.
- To provide input for Management Review.

- To undertake e-auction/e-disposal of uncleared cargo in coordination with Customs, MSTC, other agencies and appointing agency for destruction of unclaimed / uncleared cargo.
- To undertake marketing to augment business.
- To ensure 100% serviceability of cargo handling/security equipment.
- To effectively monitor all operating agencies/ users of Air Cargo Terminal/ O&M agencies & their manpower.
- To effectively implement/ monitor Regulated Agent (RA), RA3, Cargo Terminal Operations (CTO) functions of AAICLAS.
- To effectively use IT/ ICMS/Customs EDI/SAP/ Comsoft etc.
- To undertake e-procurement of goods and services through Govt. portals (GeM, CPP etc.)
- To undertake preparation of Notice Inviting Tender (NIT), publishing and finalizing the contract for procurement of services, goods and contracts etc.
- To undertake appointment of DGR agencies in coordination with DGR Hqrs, CSO-AAI, CSO-AAICLAS and respective Regional Managers (RMs) of AAICLAS. Device SOPs with approval of BCAS and Airport Directors AAI for facilitating movement of Air Cargo through passenger terminals where exclusive air cargo terminals are not created.
- To effectively monitor the activities like de-palletization / receiving/ segregation/ storage/ forwarding of cargo for Customs examination, and arrange for further delivery of import cargo against relevant documents after obtaining Customs clearance and payment of AAICLAS dues. Similarly, to deal with transshipment cargo, AFS cargo, Domestic inbound cargo, import courier cargo etc.
- To monitor acceptance, 100% weightment, Customs examination, Customs clearance, x-ray scanning, palletization, storage, release of export cargo, EGM entry etc. Release of shut down cargo on collection on applicable charges. Similarly, to deal with Bonded truck cargo, AFS Cargo, Domestic outbound cargo, export courier etc.
- Collection and Depositing of Cash if any, with authorized Bank etc.
- To ensure safe handling of VAL, PER and sensitive cargo including temperature sensitive cargo etc.
- To ensure payment of Statutory, Municipal Tax, Professional Tax, Electricity bills etc. in time bound manner.
- Maintenance of Cash book / periodical statements/ revenue records statutory tax formats/ remittance etc.
- To coordinate for various audits (internal, Statutory, CAG, BCAS, DGCA etc.) corrective action and timely reply to the observations.
- To deal with various investigative agencies (Customs DRI, SIIB, CBI, Local Police Authority etc.) on the air cargo handling and brief to RHQ/CHQ on the action taken.
- To deal with bomb threat procedures, periodical fire drills, National Disaster Management Authority, Aviation Security related periodical inspections etc.
- To fulfil the statutory requirements at Cargo for smooth cargo operations.
- To coordinate with Customs/Airlines/Trade bodies/ Facilitating agencies etc and inter departmental Units for smooth flow of cargo operations;

- To ensure implementation of all internal and external directives concerning cargo handling.
- Compilation/Submission of MIS, GST return etc., within the stipulated period.
- To look after Air Cargo handling operations at additionally assigned airports and Air Cargo handling through passenger terminals.

To attend to any other duties and responsibilities assigned periodically by the Competent Authority.

10. **Junior Executive (Commercial)**

- (a) **Qualification:** Graduate in Commerce/Economics/Statistics with 2 years full time MBA (Marketing/Finance) or equivalent.

Preferential Qualification: Degree in Law/Company Law. Preference will be given to those who will be having experience in air cargo/logistics/ Aviation Industry.

- (b) **Age Limit:** Age as on 31.01.2023 should not be more than 32 years.

(c) **Experience:** Minimum 5 year experience in Contract Management/Commercial. Preference will be given to those having air cargo experience/ logistics/ Aviation Industry.

(d) **Job description:** Generate business by interacting with all stakeholders so as to increase cargo volume at the Air Cargo Terminals.

- Meetings with various Govt. Depts. both Central & State for liaising with respect to movement of Perishable Cargo.
- Interact with APEDA, MPEDA etc. for smoothening the logistics chain of perishable cargo thereby generating more volumes at the Air Cargo Terminals.
- Interact with Farmer Producer Organizations / Agriculture Produce Market Committees with respect to schemes floated by various ministries of Central & State Govts. related to movement of Cargo by Air.
- Provide market feedback of the schemes to the respective Monitoring Cells formed by the concerned Ministry.
- Explore business potential of prospective items that can be shipped by Air.
- Lease Agreements / Record maintenance / MIS / Tendering etc.

11. **Junior Executive (PA)**

(a) **Essential Qualification:** - Graduate of 3 years duration with minimum 50% marks. In addition to English Shorthand speed of 100 wpm and English Typing speed of 40 wpm. Good knowledge of computer operation.

(b) **Age Limit:** Age as on 31.01.2023 should not be more than 32 years.

(c) **Experience:** Minimum 5 years' experience in Secretarial/PA/Steno/steno-typist assignments.

(d) **Job description:** - To take dictation and transcript the same. To manage the office of the officer(s). To control the secretariat staff. To keep the confidential and other official records of the office/officer. Office management/appointments etc. and other official assignments as be given from time to time. MIS/e.mail & record maintenance etc.

12. **Junior Executive (Legal)**

Qualification: Graduate with full time LLB Degree or equivalent from a recognized university.

Preferential Qualification: LLM Degree. Preference will be given to those having experience in air cargo/logistics companies and corporate law/cyber law/Labour Law.

(b) Age Limit: Age as on 31.01.2023 should not be more than 32 years.

(c) Experience: Minimum 2 years experience in Corporate Law / Cyber Law / Government Sector Legal Services / Logistics company / Aviation Sector legal services. Preference will be given to those having legal experience in air cargo industry/Aviation Law etc...

(d) Job description :

- Drafting /scrutinizing/vetting of tenders & other bidding documents, commercial deeds/documents including inter-alia instrument, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings and add value to all legal matters.
- Provide sound legal opinion/advice and respond to queries quickly. Brief advocates. Ensure that all cases are filed/defended well within the limitation period and there is timely submission of all pleadings and documents. Improve domain skills and share knowledge and information with team members. Keep updated on recent trends in the legal issues. Handle Arbitration/Conciliation cases, verify title documents, conduct reviews and training.
- Rendering legal opinion/ advice on various matters.
- Handling legal/court cases including court, arbitration, domestic enquiry proceedings, service matters, labour cases etc.
- Ensuring compliance with statutory requirements under various laws including Aviation compliances.
- Experience of land acquisition matters and reviewing property related documents including title deeds etc. International laws pertaining to registration of corporate offices abroad, setting-up of joint ventures / Consortium/ Amalgamation & restructuring.

NOTE: Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a designated Senior Advocate or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB/LLM program (or any other full-time studies) will not be considered as experience.

14. **Junior Executive (Finance)**

(a) Essential Qualifications: - CA Inter / ICWA Inter

(b) Age Limit: - Age as on 31.01.2023 should not be more than 32 years.

(c) Experience :: Minimum 2 years' experience post qualification as CA/CMA Inter in Financial & Accounts Management.

(d) Job description: - Maintenance of accounts, taxation matters, scrutiny of bills, processing of salary, audit and banking matters, financial concurrence, return submission, budgeting, procurement, cash flow management. Working knowledge of SAP Finance module is desirable. Good knowledge of computer operation.

14. **Junior Executive (Labour Welfare Officer)**

Qualification: Full time two years regular MBA (HR) or two years regular full time Post Graduate Degree/ Diploma in social sciences, social work or social welfare from any recognized university/institution; and (iii) adequate knowledge of the language spoken by the majority of the workers in the area

Preferential Qualification: Any course / diploma specifically related to Labour Laws / Contract Management or similar. Preference will be given to those having experience in air cargo/logistics/aviation with through knowledge of Factories Act and Labour Laws etc.

(b) **Age Limit:** Age as on 31.01.2023 should not be more than 32 years.

(c) **Experience:** Minimum 2 years experience as Labour Welfare officer with Industrial Relations and Personnel Management. Preference shall be given to those who have worked with Logistics and/or aviation industry.

(d) **Job description:**

Can act as an advisor, counsellor, mediator and liaisoning between the management and the labour, for improving the efficiency, supervision, productivity and labour administration. To maintain harmonious relations. To co-ordinate with labour offices etc. and related assignments.

15. **Security Screener (Fresher) - Only for Ex-serviceman**

Please check Engagement **Advertisement No. 02 of 2023** available on the website of AAICLAS www.aaiclas.aero

16. **Consultant (HR) / (Finance) / (Airport System) / (Cargo) / (AVSEC Security) - only for retired employees of Govt / PSU / SPSU of Civil Aviation Industry / DPE**

Please check Engagement **Advertisement No. 03 of 2023** available on the website of AAICLAS www.aaiclas.aero

(II) GENERAL CONDITIONS

Nationality / Citizenship

Candidate must be a citizen of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying the post. Candidates must necessarily produce the relevant documents pertaining to nationality, age, educational qualifications, preferential qualifications, experience etc. in original along with a photocopy thereof in support of their identity and eligibility.

(ii) Tenure

The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years (further extendable on need/performance basis). The period of one year (for all positions) will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension at the sole discretion of the Management of AAICLAS (on need & performance basis). Selected candidates will have to join the station of engagement, then only the engagement will come into force.

III. Age Relaxation on 31.01.2023

Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relation of 3 years to OBC (Non-Creamy Layer) shall be considered. Relaxation in age for candidates belonging to Ex-servicemen category shall be considered as per rules. All relaxations shall be subject to submission of valid certificate issued by appropriate government authority.

The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

IV. Pay and Allowances

(a) FOR MANAGER LEVEL POSITIONS

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.95,000/- Fixed
Second Year	Rs.1,05,000/- Fixed
Third Year	Rs.1,15,000/- Fixed

In addition to above: PF Contribution shall be equivalent to the basic of Rs.15000/-.

TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to two tier rail fare.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave(sick leave) + 9 CL + 2 RH

Medical Insurance: For self + spouse + 2 children – as per policy of the company. Gratuity, if any, as per Gratuity Act or applicable rules.

(b) FOR JUNIOR EXECUTIVE LEVEL POSITIONS

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.45,000/- Fixed
Second Year	Rs.50,000/- Fixed
Third Year	Rs.55,000/- Fixed

In addition to above: PF Contribution shall be equivalent to the basic of Rs.15000/-.

TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to three tier rail fare.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave (sick leave) + 9 CL + 2 RH

Medical Insurance: For self + spouse + 2 children – as per policy of the company. Gratuity, if any, as per Gratuity Act or applicable rules.

V. Reservations

The reservations wherever applicable in respect of SC, ST, OBC, EWS, Persons with Benchmark Disabilities, Ex- Servicemen etc. will be as per rules/applicability.

VI. Selection Procedure

Selection will be through interview/interaction, preferably on Video Conferencing mode. Link for the same will be obtained from official website of AAICLAS i.e. www.aaiclas.aero/career which shall also be informed to the candidates on their registered e mail ID.

VII. Important Instructions - I

7.1 Candidates meeting the eligibility criteria as on **31.01.2023**, are advised to appear for Interview through Video Conferencing Mode, as per the dates given against each position herein above. The link of the VC / Interview can be obtained from the official website of the company www.aaiclas.aero under career options, which shall be uploaded on this website prior to the interview/interaction.

- 7.2 PLEASE MAKE NOTE OF IT THAT ALL COMMUNICATIONS BY AAICLAS SHALL ONLY & ONLY BE MADE ON THE REGISTERED e-mail ID OF THE CANDIDATES AND NOT BY POST. So, keep checking the email ID regularly for the purpose.
- 7.3 To view the detailed advertisement please go to the AAICLAS Website www.aaiclas.aero then go to the career option.
- 7.4 Please ensure that in case, at any stage, it be found that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.
- 7.5 **Valid E-Mail ID:** The E-Mail ID entered in the application form should remain active until the engagement process is completed. No change under any circumstances in the e-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on registered e-mail ID of each candidate only.
- 7.6 In case of any change or amendment or updation or deletion (in part or full) either with regard to the number of position; cadre; remuneration; criteria; eligibility etc., (either prior to or post publication) the same shall only be updated/uploaded on the official website of AAICLAS www.aaiclas.aero
- 7.7 In case any candidate is already working with any Government Department / PSU / SPSU, they have to produce a NOC from their present employer.
- 7.8 Candidates who fulfil the eligibility criteria as on 31.01.2023 would be required to appear for interaction on the date, time and venue/mode as is given above or to be informed through call letter on the registered e mail ID of eligible candidates. Further, they have to show all the original certificates/mark sheets/experience certificate/professional qualification certificates/training certificates/Aadhar Card/ PAN Card/ Category Certificate (if applicable) / other documents (if any) etc. along with one set of self-attested copy of each document, if be selected. The self-attested copy of each documents to be submitted with AAICLAS office as and when be asked to do so.

VIII. Important instructions – II

- 8.1 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. The period of one year (for all positions) will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension and/or fresh contract at the sole discretion of the Management of AAICLAS. Selected candidates will have to join the station of engagement, then only the engagement will come into force.
- 8.2 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.

- 8.3 Period of Contract: Fixed Term Contract (FTC) for a period of three years further extendable is purely on need of the company as well as performance of the candidate.
- (a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS, subject to satisfactory performance.
- (b) The Contract could be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance. The job is transferable to any station.
- 8.4 The applicant must ensure that they fulfil all the eligibility criteria, **as on 31.01.2023**, and that the particulars furnished by him/her in the application are correct in all respects. At any stage of the Selection Process, if the particulars furnished by the applicants in the application or testimonials attached/provided are found to be incorrect / false, or not meeting with the eligibility criteria prescribed for the position, the candidature is liable to be rejected and, if engaged, engagement will be terminated, without giving any notice or reasons thereof.
- 8.5 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as DISQUALIFICATION.
- 8.6 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to any of the above position(s) etc. shall be final and binding on all the candidates. Merely fulfilling the minimum qualifications, experience and job requirement will not vest any right on candidates for being called for tests/selection process etc. The Management of AAICLAS may evolve its own procedure for short-listing/selection of candidates. No correspondence will be entertained from candidates found ineligible or not shortlisted or called for test/selection process etc.
- 8.7 Those candidates who had already appeared in any of the interaction/interview with AAICLAS during the last immediate 6 months, they are not eligible for the same position, however they may be treated as eligible in case they are applying for some other position or more than six months period from the last interaction had already been over as on 31.01.2023.
- 8.9. Relaxation in age only for such years/months may be granted to those candidates who had already worked with AAICLAS or are working with AAICLAS under any capacity. However, there shall not be any relaxation on account of qualification / experience etc. to such candidates, if any.

- 8.8 This particular contract is initially for a period of 3 years and in case of closure of any AAICLS station (due to any reason), the individual has to complete his/her contract at other station, as per the need of the company, which shall be binding on all candidates/selectees.
- 8.9 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever. The decision of the AAICLAS Management will be final and no appeal will be entertained in this regard.
- 8.10 AAICLAS will not bear any liability on account of service bond/salary/leave salary /pension contribution etc. if any, of previous employment of any candidate working in Central/ State Government/Autonomous Body/ Public Sector Undertaking.
- 8.11 The Prescribed format of Application is available online under the career page of AAICLAS official Website.
- 8.12 In case of any query, aspirants may write to AAICLAS helpdesk at hr.chq@aaiclas.aero by mentioning Advt. No. 01 of 2023 / 02 of 2023 / 03 of 2023 respectively and the name of the position applied for etc. in the heading of the subject matter/ e.mail. Further in case the query is not resolved the candidates may contact at helpdesk number 011-24667733.
- 8.13 Notice period for resignation : minimum 3 months. Those persons who shall resign with immediate effect, no experience letter/verification etc. shall be issued and they will also have to deposit 3 months salary in lieu of non-serving of notice period.

IX. DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of AAICLAS in all matters regarding eligibility, other tests and selection would be final and binding on all concerned. No representation or correspondence will be entertained by AAICLAS in this regard.

X. HOW TO APPLY:

- Go to the AAICLAS Website www.aaiclas.aero then go to the career option. View the detailed advertisement. In case you meet the eligibility, appear for online interaction as per the schedule given above. Eligible fill the attached application form and send it on hr.chq@aaiclas.aero.

- PLEASE MAKE NOTE THAT ALL COMMUNICATIONS TO BE MADE ON THIS REGISTERED E.MAIL ID AND NOT BY POST. So keep remember the e.mail ID, Mobile Number and Password.
- Please ensure that in case, at any stage, it be found that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.
- **Valid E-Mail ID:** The E-Mail ID entered in the online application form should remain active until the engagement process is completed. No change under any circumstances in the e-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on registered e-mail id only.
- Candidates are required to appear for interaction on the above date, time and venue/mode at their own cost. Further, they will show all the original certificates/mark sheets/experience certificate/professional qualification certificates/ training certificates/Aadhar Card/ PAN Card/ Category Certificate (if applicable) / other documents (if any) etc. along with one set of self-attested copy of each document. The self-attested copy of each documents to be submitted with AAICLAS office as and when be asked for it.

XI. ANNOUNCEMENTS

All further announcements/ details / communication pertaining to this process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time and not through post.

-sd-

Jt. General Manager (HR)
for Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd.
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
hr.chq@aaiclas.aero

-----X-----X-----X-----X-----X-----

MULTI CADRE

(Except Security Screener (Fresher) and Manager (AVSEC Instructor) and Manager (AVSEC Auditor))

List of Documents (self attested copies) to be attached with the Application :

- i) 10th Std / Matriculation Mark-sheet & Passing Certificate
- ii) 10+2 / Intermediate Certificate & Mark Sheet
- iii) Graduation Certificate or Provisional Degree Certificate
- iv) Caste Certificate in case of SC / ST / OBC candidates
- v) Experience Certificate(s)
- vi) PAN Card Copy
- vii) Aadhar Card Copy
- viii) Paste one recent passport size coloured photograph on application form
- ix) Any other relevant document(s).

List of Documents (self attested copies) to be attached with the Application :

- i) 10th Std / Matriculation Mark-sheet & Passing Certificate
- ii) 10+2 / Intermediate Certificate & Mark Sheet
- iii) Graduation Certificate or Provisional Degree Certificate
- iv) Caste Certificate in case of SC / ST / OBC candidates
- v) Experience Certificate(s)
- vi) PAN Card Copy
- vii) Aadhar Card Copy
- viii) Cancelled cheque leaf
- ix) Basic AVSEC / AVSEC Instructor / AVSEC Auditor / DG Certificate (First & Last) – in case there is any gap in between or these certifications had happened inactive, please write of the same in the application form.
- x) Paste one recent passport size coloured photograph on application form
- xi) Any other relevant document(s).

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8. Nationality: _____

9. Religion : _____

10. Mother Tongue _____

11. PAN No : _____

12. (a) Aadhar Card No.: _____ (b) Passport No. _____

13. a) Whether SC / ST / OBC / General (ALSO MENTION SUB-CASTE) (Indicate Category to which you belong by marking 'X' in the appropriate box.)

Name of Sub-Caste	SC	ST	OBC	General

If SC / ST – attach copy of the Caste Certificate.

If OBC, furnish current Certificate including the “Non Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India [As per format in Annexure 'B']

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector

Undertaking or autonomous body

If "Yes", enclose "No Objection Certificate"

14. Education Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (specify Degree e.g. BA/BSc/ B.Com etc. / Diploma / course	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 (SSC)				
12 (HSc or Pre-Degree)				
Graduation				
Any other (Pl. specify)				

15. Work Experience (if any):

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

16. i (a) Is any case pending against you with the police or court? Yes No
 (b) If Yes, furnish full details on a separate sheet of paper
- ii (a) Where you ever arrested? Yes No
 (b) If Yes, furnish full details.

17. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

18. Have you earlier been interviewed by AAICLAS : Yes / No
- (a) If yes, please inform the month / date : _____
- (b) Please also inform the position for which : _____
earlier you were interviewed in AAICLAS

19. **Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place : _____
(Signature of applicant)

Date : _____

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8. Nationality: _____

9. Religion : _____

10. Mother Tongue _____

11. PAN No : _____

12. (a) Aadhar Card No.: _____ (b) Passport No. _____

13. a) Whether SC / ST / OBC / General (ALSO MENTION SUB-CASTE) (Indicate Category to which you belong by marking 'X' in the appropriate box.)

Name of Sub-Caste	SC	ST	OBC	General

If SC / ST – attach copy of the Caste Certificate.

If OBC, furnish current Certificate including the “Non Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India [As per format in Annexure 'B']

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector

Undertaking or autonomous body

If “Yes”, enclose “No Objection Certificate”

14. Education Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (specify Degree e.g. BA/BSc/ B.Com etc. / Diploma / course	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 (SSC)				
12 (HSc or Pre-Degree)				
Graduation				
Any other (Pl. specify)				

15. English Shorthand Speed : _____ wpm

16. Whether Certificate of 100 wpm or above is available) : YES / NO

17. English Typing Speed : _____ wpm

18. Whether Certificate of 40 wpm or above is available) : YES / NO

19. Work Experience (if any):

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

20. i (a) Is any case pending against you with the police or court? Yes No
(b) If Yes, furnish full details on a separate sheet of paper

ii (a) Where you ever arrested? Yes No
(b) If Yes, furnish full details.

21. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

22. Have you earlier been interviewed by AAICLAS : Yes / No
(a) If yes, please inform the month / date : _____
(b) Please also inform the position for which : _____
earlier you were interviewed in AAICLAS

23. **Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place : _____
_____ (Signature of applicant)

Date : _____

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8. Nationality: _____

9. Religion : _____

10. Mother Tongue _____

11. PAN No : _____

12. (a) Aadhar Card No.: _____ (b) Passport No. _____

13. a) Whether SC / ST / OBC / General (ALSO MENTION SUB-CASTE) (Indicate Category to which you belong by marking 'X' in the appropriate box.)

Name of Sub-Caste	SC	ST	OBC	General

If SC / ST – attach copy of the Caste Certificate.

If OBC, furnish current Certificate including the “Non Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India [As per format in Annexure 'B']

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector

Undertaking or autonomous body

If “Yes”, enclose “No Objection Certificate”

14. Education Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (specify Degree e.g. BA/BSc/ B.Com etc. / Diploma / course	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 (SSC)				
12 (HSc or Pre-Degree)				
Graduation				
Any other (Pl. specify)				

15. Work Experience (if any):

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

16. i (a) Is any case pending against you with the police or court? Yes No
 (b) If Yes, furnish full details on a separate sheet of paper
- ii (a) Where you ever arrested? Yes No
 (b) If Yes, furnish full details.

17. **Particulars of Certifications :-**

Initial Date of passing of BASIC AVSEC Examination : _____

Date of Last refreshing of BASIC AVSEC _____

Validity of BASIC AVSEC _____

18. Initial Date of passing of AVSEC Instructor Examination : _____

Date of Last refreshing of AVSEC Instructor _____

Validity of AVSEC Instructor Exam _____

19. Initial Date of passing of AVSEC Auditor Examination : _____

Date of Last refreshing of AVSEC Auditor Certification _____

Validity of AVSEC Auditor Certification _____

(PLEASE ATTACH COPIES OF ALL THE ABOVE LAST VALID/PASSED OUT EXAMINATION/CERTIFICATION – ALSO ATTACH FIRST PASSING CERTIFICATES)

20. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

21. **Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place : _____

_____ (Signature of applicant)

Date : _____

