

No. AAICLAS/HR/CHQ/Rectt/AVSEC/2023

Date: 02.06.2023

ENGAGEMENT ADVERTISEMENT NO. 07 OF 2023

Engagement of personnel in Security Discipline of AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) on 3 Years Term Engagement Contract by 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 **Manager (AVSEC Training & Audit) Senior Grade and Manager (AVSEC Training & Audit) Junior Grade** on Fixed Term Basis for a period of three years on PAN India basis, as per the details given below:-

S. No	Name of Post	Total Number of Vacancies	Place of Posting	Date of Walk-in-Interview	VENUE
1	Manager (AVSEC Training & Audit) Senior Grade and Manager (AVSEC	10	On PAN India basis	10.06.2023 (from 11:00 AM to 04:00 PM)	Online through Video Conferencing link as below: https://meet326.webex.com/meet326/j.php?MTID=m9ea69aeaad9f3e9a414b01cf6973c504

Reservations wherever allowed, are applicable as per rules.

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

All the above number of positions may be changed 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. 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/advertisements in part or full, depending upon the present/future requirements or due to any other administrative issue.

The eligibility criteria for all posts as on 01.05.2023 shall be as follows: -

1. Manager (AVSEC Training & Audit) Senior Grade:

- (a) **Essential 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 30.10.2023. 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 working knowledge of Information Technology.
- (b) **Desirable:** Leadership quality and presentation skills.
- (c) **Age Limit:** Age as on 01.05.2023 should not be more than 48 years. In addition to this age relaxation will be provided to the candidates having experience of more than 10 years. 6 months of age relaxation will be granted for each year to the candidates who are having more than 10 years of experience. This period will be counted after 10 years of experience.
- (d) **Experience:** Minimum 10 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.
- (e) **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.

2. Manager (AVSEC Training & Audit) Junior Grade:

- (a) **Essential 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 30.10.2023. 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 working knowledge of Information Technology.
- (b) **Desirable:** Leadership quality and presentation skills.
- (c) **Age Limit:** Age as on 01.05.2023 should not be more than 40 years.
- (d) **Experience:** Minimum 02 years of Experience with any Airport/ Airlines/ Regulated Agent/ Airport Operator/ BCAS / DGCA / Aviation Training Institute.
- (e) **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.

GENERAL CONDITIONS

(i) 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.

3. Upper age limit as on 01.05.2023

Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relaxation of 3 years to OBC (Non-Creamy Layer) shall be considered. Relaxation in age for candidates belonging to PWD and 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.

4. Pay and Allowances

(a) For Manager (AVSEC Training & Audit) Senior Grade

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.1,15,000/- Fixed
Second Year	Rs.1,25,000/- Fixed
Third Year	Rs.1,35,000/- Fixed

For candidates those who are already drawing higher pay than the remuneration, the pay protection may be considered with 3% additional increment.

Joining Bonus of Rs.50,000/- will be offered to the candidates who will join within 15 days of release of Offer Of Engagement.

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 AC II 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 Manager (AVSEC Training & Audit) Junior Grade

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.90,000/- Fixed
Second Year	Rs.97,500/- Fixed
Third Year	Rs.1,05,000/- Fixed

For candidates those who are already drawing higher pay than the remuneration, the pay protection may be considered with 3% additional increment.

Joining Bonus of Rs.50,000/- will be offered to the candidates who will join within 15 days of release of Offer of Engagement.

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 AC II 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.

5. Reservations

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

6. Selection Procedure

Selection will be through walk in interview with the AAICLAS Management, preferably on Video Conferencing mode. Link for the same will be obtained from official website of AAICLAS i.e. www.aaiclas.aero/careers

7. Important Instruction - I

- 7.1 Candidates meeting the eligibility criteria as on 01.05.2023, are advised to appear for Walk- in-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 to be informed to AAICLAS 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 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 would be required to appear for Walk-in 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 candidate. Further, they will bring 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.

8. 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 purely on need of the company as well as performance of the candidates.
- (a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS only 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 01.05.2023 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 therefor.
- 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 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 01.05.2023.
- 8.8 This particular contract is initially for a period of 3 years and in case of closure of any AAICLAS 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.recruitment@aaiclas.aero by mentioning Advt. No 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.

9. **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 candidates. No representation or correspondence will be entertained by AAICLAS in this regard.

10. 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.recruitment@aaiclas.aero.
- PLEASE MAKE NOTE THAT ALL COMMUNICATIONS TO BE MADE ON THIS REGISTERED EMAIL 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 certificates/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.

ANNOUNCEMENTS

If any application received after the date of interview, those applications will be considered for interviews at later stage as per requirements. 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.

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Senior 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

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not- Eligible(E/NE)	Remarks
Token / slip issued at the time of registration to be attached with Application		Signature of the Registering Officer	

FORMAT OF APPLICATION – Advt. No. 07 of 2023

To,

The Senior Manager (HR)

AAI Cargo Logistics & Allied Services Company Limited

AAICLAS Complex,

Delhi Flying Club Road, Safdarjung Airport

NEW DELHI-110 003

Paste
Recent colour

Photograph &

sign across

POSITION APPLIED FOR: _____

STATION OPTED FOR POSTING: _____

1. Full Name: (In BLOCK letters)

<i>First</i>	<i>Middle</i>	<i>Surname</i>
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2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY)

4. Place and State of Birth: _____

5. Address for correspondence: _____

State: _____ **Pin Code:** _____

Permanent Address:

State:

Pin Code:

Telephone No: (Residence with STD Code): _____

Mobile No.:

Alternate Mobile No.:

Email ID: _____

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/Cours e	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class/Divisio n)
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: _____