

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

Date: 27.03.2023

ENGAGEMENT ADVERTISEMENT NO. 05 OF 2023

Engagement of personnel in Finance Department of AAICLAS on 3 years Term Contract Basis (Further extendable) by Walk-in-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 Executives in the field of Finance Department of AAICLAS as per the details given below: -

S. No	Name of Post	Number of Vacancies					Place of Posting	Date of Walk-in-Interview
		Total	Gen	OBC	SC	ST		
1	Manager (Finance)	05	04	01	-	-	4 Delhi 1 Chennai	05.04.2023
2	Accounts Assistant	06	05	01	-	-	5 Delhi 1 Chennai	03.04.2023

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 31ST March, 2023 shall be as follows: -

1. Manager (Finance)

- Essential Qualification:** Qualified CA/CMA (ICWA)(Cost Accountant) with 50% marks
- Age Limit:** Age as on 31.03.2023 should not be more than 37 years.
- Experience:** The candidate must have minimum 7 years post qualification experience in Finance & Accounts Management.

(d) Job description: - Supervision, Maintenance of accounts, taxation matters, scrutiny of bill, 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 analyzing 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 I Cost Benefit analysis on Transitional project and business;
- Meet accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing 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.

2. Accounts Assistant

(a) Essential Qualification: - B.Com Full Time with 50% marks and have three years of working experience in Finance and Accounts.

(b) Age Limit: Age as on 31.03.2023 should not be more than 32 years.

(C) 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. Good knowledge of computer operation.

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 31.03.2023

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 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

Pay protection/ Additional increment can be considered for the candidates who are drawing higher than above emoluments in their present organization.

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 Accounts Assistant Level Positions

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.30,000/- Fixed
Second Year	Rs.32,500/- Fixed
Third Year	Rs.35,000/- Fixed

Pay protection/ Additional increment can be considered for the candidates who are drawing higher than above emoluments in their present organization.

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

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 **31.03.2023**, 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 31.03.2023**, 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 31.03.2023.
- 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.chq@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.chq@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

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

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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. 05 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)

<u>First</u>	<u>Middle</u>	<u>Surname</u>
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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/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?
(b) If Yes, furnish full details.

Yes ☐ No ☐

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: _____

AAICLAS Online Interaction meeting links:

1	ACCOUNTS ASSISTANT	03.04.2023 10:00 am- 5:30 pm	https://itaaiclas.webex.com/itaaiclas/j.php?MTID=ma069c78bd4051c5ccd4c43f37290683d
2	MANAGER-FINANCE	05.04.2023 10:00 am- 5:30 pm	https://itaaiclas.webex.com/itaaiclas/j.php?MTID=mce95f65858d9afedd9efb45b8baede1c