

No. AAICLAS/FIN/Rectt/02/2022

Date:- 01.09.2022

ENGAGEMENT ADVERTISEMENT NO. 02 OF 2022

Engagement of personnel in Finance Department of AAICLAS on 4 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 dynamic, energetic and passionate Executives in the field of Finance as per the details given below: -

S.No	Name of Post	No of Vacancies	Place of Posting	Date of Walk-in-Interview
1	Manager (Finance)	6	3 Delhi & 2 Chennai & 1 Kolkata	06.09.2022
2	Junior Executive (Finance)	5	2 Delhi & 2 Chennai & 1 Kolkata	06.09.2022

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 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/advertisement 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 01.08.2022 shall be as follows: -

1. Manager (Finance)

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

(b) Age Limit: - Age as on 01.08.2022 should not be more than 45 years.

(c) Experience: - The candidate must have minimum 10 years' experience in Manager cadre or above as on 01.08.2022 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.

2. Junior Executive (Finance)

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

(b) Age Limit: - Age as on 01.08.2022 should not be more than 37 years.

(c) Experience :: Minimum 5 years' experience post qualification as CA/CMA Inter in Financial & Accounts Management.

(e) 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.

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 four 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 at the sole discretion of the Management of AAICLAS (on need & performance). Selected candidates will have to join the station of engagement, then only the engagement will come into force.

3. Upper age limit as on 01.08.2022

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.

4. Pay and Allowances

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
Fourth Year	Rs.1,25,000/- 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 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 dependent children + dependent parents – as per policy of the company (proposed).

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
Fourth Year	Rs.60,000/- 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 AC III 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 + dependent parents – as per policy of the company (proposed).

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. How to apply

7.1 Candidates meeting the eligibility criteria as on **01.08.2022**, 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.

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 e.mail ID to be informed to AAICLAS for the purpose.

7.3 To view the detailed advertisement (No. 02/2022) 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 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

- 8.1 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of four 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 reimbursement w.r.t. TA/DA etc. shall be made in this regard.
- 8.3 Period of Contract: Fixed Term Contract (FTC) for a period of four years further extendable on need of the company and looking into the performance of the candidates.
 - (a) The FTC will be renewable/fresh contract 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 01.08.2022**, 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 the post 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. No correspondence will be entertained from candidates found ineligible or not called for test/selection process.
- 8.7 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process, 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.
- 8.8 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.
- 8.9 The Prescribed format of Application is available online under the career page of AAICLAS official Website.
- 8.10 In case of any query you may write to AAICLAS helpdesk at aaiclaschqfin@aai.aero .

9. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time.

10. 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.

Chief Financial Officer
for Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd.
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
aaiclaschqfin@aai.aero

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VC link for Engagement of personnel in Finance Department of AAICLAS on 4 years Term Contract Basis (Further extendable) by Walk-in-Interview basis as per AAICLAS Engagement Advertisement No. 02 OF 2022.

Station Name	Post Name	Date	Time	WebEx Link
Delhi Chennai Kolkata	Manager (Finance) & Junior Executive (Finance)	06.09.2022 (from 1000 hours to 1700 hours)	10 am to 5 pm	https://itaaiclas.webex.com/itaaiclas/j.php?MTID=m4648b5bd69dce70c11a6d8be016bd3de Meeting number (access code): 2514 611 0982 Meeting password: WqXq8Wz2gs8
