

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

Date: 05.12.2023

**ENGAGEMENT ADVERTISEMENT NO. 12 OF 2023**

**Engagement of personnel at AAICLAS on 3 years Term Contract Basis 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. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and inline hold baggage screening sources providers.

To drive this business, it requires on Fixed Term basis for a period of three years only in AAICLAS as per the details given below:

S. No.	Name of Post	Number of Vacancies	Place of Posting	Date of Walk-in-Interview with link
1.	Manager (Finance)	04	3 Delhi 1 Chennai	<b>12.12.2023</b> <b>(11:00 AM to 05:00 PM)</b> <a href="https://meet326.webex.com/jet326/j.php?MTID=m5c64746f512a5cff009b87b55feae109">https://meet326.webex.com/jet326/j.php?MTID=m5c64746f512a5cff009b87b55feae109</a>
2.	Office Assistant	04	4 Delhi	<b>14.12.2023</b> <b>(11:00 AM to 05:00 PM)</b> <a href="https://meet326.webex.com/jet326/j.php?MTID=m975824cd98daca2cb07c32791c728ef4">https://meet326.webex.com/jet326/j.php?MTID=m975824cd98daca2cb07c32791c728ef4</a>
3.	Manager (AVSEC Training & Audit) Senior Grade and Manager (AVSEC Training & Audit) Junior Grade	08	On PAN India basis	<b>15.12.2023</b> <b>(02:00 PM to 05:00 PM)</b> <a href="https://meet326.webex.com/jet326/j.php?MTID=mf2af428655d00e05ec33ec8511f68683">https://meet326.webex.com/jet326/j.php?MTID=mf2af428655d00e05ec33ec8511f68683</a>
4.	Senior Assistant (HR)	04	4 Delhi	<b>19.12.2023</b> <b>(11:00 AM to 05:00 PM)</b> <a href="https://meet326.webex.com/jet326/j.php?MTID=mbc9414c1bb6b69aae5b13ee1a605ce95">https://meet326.webex.com/jet326/j.php?MTID=mbc9414c1bb6b69aae5b13ee1a605ce95</a>

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/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<sup>st</sup> November, 2023 shall be as follows: -

**1. Manager (Finance)**

- (a) **Essential Qualification:** Qualified CA/CMA/MBA (Finance) full time / Chartered Financial Analyst (CFA).
- (b) **Age Limit:** Age as on 01.12.2023 should not be more than 37 years.
- (c) **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 centers, 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. **Office Assistant**

- (a) **Essential Qualification:** Graduate in any stream with Knowledge of MS word and MS Excel, Minimum Typing Speed of 30 wpm on computer.
- (b) **Experience:** The candidate must have minimum 2 years' working experience in any organization.
- (c) **Age Limit:** Age as on 01.12.2023 should not be more than 32 years.
- (d) **Job description:** To manage and maintain various mails/emails correspondence to maintain MIS data, to use and operate standard office equipment, to manage agendas/appointments of Reporting Authority to coordinate with departments to ensure compliance with established policies and to fulfil the assignments provided by the reporting official.

## 3. **Manager (AVSEC Training & Audit) Senior Grade and Manager (AVSEC Training & Audit) Junior Grade**

### (i) **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 30.06.2024. 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 01.12.2023 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.

**(ii) 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 30.06.2024. 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 01.12.2023 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.

**4. Senior Assistant (HR)**

- (a) **Essential Qualification:** Full time regular two years duration MBA (HR) with 60% marks.
- (b) **Experience:** The candidate must have minimum 2 year post qualification, working experience in HR functioning.
- (c) **Age Limit:** Age as on 01.12.2023 should not be more than 32 years.
- (d) **Job description:** To recruit and hire, HR compliances, training, payroll, MIS & record maintenance, performance analysis, compensation and benefit, employee welfare works and 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 only. The period of initial six months will be treated as probation period. Selected candidates will have to join the station of engagement, then only the engagement will come into force.

## **5. Upper age limit as on 01.12.2023**

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.

## **6. Pay and Allowances**

### **(a). For Manager (Finance)**

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

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

**In addition to above:** PF Contribution shall be equivalent to the basic pay 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:** A maximum of Rs. 10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

**Gratuity,** if any, as per Gratuity Act or applicable rules.

**(b). For Office Assistant & Senior Assistant (HR)**

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs. 30, 000/- Fixed Per Month
Second Year	Rs. 32, 000/- Fixed Per Month
Third Year	Rs. 34, 000/- Fixed Per Month

**In addition to above:** PF Contribution shall be equivalent to the basic pay 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:** A maximum of Rs. 10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

**Gratuity,** if any, as per Gratuity Act or applicable rules.

**(c). For Manager (AVSEC Training & Audit) Senior Grade and Manager (AVSEC Training & Audit) Junior Grade**

**(i) 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 offer above, the pay protection may be considered with 3% additional increment on existing pay.

**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 pay 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:** A maximum of Rs. 10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

**Gratuity,** if any, as per Gratuity Act or applicable rules.

**(ii) Manager (AVSEC Training & Audit) Junior Grade**

<b><u>PERIOD</u></b>	<b><u>EMOLUMENTS (INCLUSIVE OF ALL)</u></b>
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 offer above, the pay protection may be considered with 3% additional increment on existing pay.

**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 pay 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:** A maximum of Rs. 10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

**Gratuity,** if any, as per Gratuity Act or applicable rules.

**7. Reservations**

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

**8. Important Instructions**

- 8.1 Candidates meeting the eligibility criteria as on 01.12.2023, 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](http://www.aaiclas.aero/careers).
- 8.2 PLEASE MAKE NOTE OF IT THAT ALL COMMUNICATIONS BY AAICLAS SHALL ONLY & ONLY BEMADE 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.

- 8.3 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.
- 8.4 **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.
- 8.5 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](http://www.aaiclas.aero).
- 8.6 In case any candidate is already working with any Government Department/ PSU/Autonomous Body, they have to produce a NOC from their present employer.
- 8.7 Candidates who fulfil the eligibility criteria would be required to appear for Walk-in interaction on the date, time through online interaction as is given above. 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.
- 8.8 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. The initial period of six months will be treated as probation period, if probation of candidate will not clear successfully, the contract will be terminated without assigning any reason. Selected candidates will have to join the station of engagement, then only the engagement will come into force.
- 8.9 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.
- 8.10 The applicant must ensure that they fulfil all the eligibility criteria, as on 01.12.2023, 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.
- 8.11 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.

- 8.12 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.
- 8.13 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 01.12.2023.
- 8.14 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.
- 8.15 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement in this 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.
- Only single application will be accepted from individual candidates & candidate can apply for single location only.
  - The candidates who have higher percentage of marks will be called first for the interaction.
- 8.16 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.
- 8.17 The Prescribed format of Application is available online under the career page of AAICLAS official Website.
- 8.18 In case of any query, aspirants may write to AAICLAS helpdesk at [hr.chq@aaiclas.aero](mailto: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 011-24667713.
- 8.19 **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.
- 8.20 Only single application will be accepted from individual candidates & candidate can apply for single location only.

**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.

**ANNOUNCEMENTS**

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

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Joint 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.chg@aaiclas.aero](mailto:hr.chg@aaiclas.aero)

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