**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED**

**[A 100% Subsidiary of Airports Authority of India]**

**SELECTION FOR ENGAGEMENT OF CHIEF SECURITY OFFICER**

**ON FIXED TERM CONTRACT**

**BASIS AT NSCBI AIRPORT KOLKATA**

**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 at 30 plus airports including potential airports within the country and outside the country. The vision of the company is to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires a dynamic, energetic and passionate ***Chief Security Officer (CSO) for Kolkata Airport on fixed term contract*** preferably within the age group of 40 to 55 years. The detail profile and other requirements of the job is given below:

**JOB DESCRIPTION AND RESPONSIBILITIES**

As CSO, he/she is accountable for all security related services in accordance with the Rules & Regulations / Guidelines of various Government Agencies such as BCAS, Customs, DGCA, ICAO etc. for achieving objectives and performance parameters. The indicative scope of work is as under:

1. To ensure that the security provisions prescribed by BCAS, Customs, DGCA, ICAO, IATA etc. are implemented;
2. To supervise the work of security staff;
3. To establish an internal control system to avoid contamination of security cleared cargo;
4. To establish contact with the appropriate authorities in case some unlawful items such as arms, ammunition, explosives or any other unlawful goods are discovered in a particular consignment;

The above are only indicative list of responsibilities of CSO and may change from time to time as per the requirement of Company.

**ELIGIBILITY CRITERIA AS ON 01.08.2018**

1. **Nationality / Citizenship**

Candidate must be a citizen of India.

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

1. **Age Limit**

The candidate must be of age between 45 and 55 years as on 01.08.2018.

1. **Education Qualification**

Essential Qualifications:

* Graduate in any discipline (minimum 3 years duration) from a recognized University;
* Five (05) to Seven (07) years of AVSEC Experience in supervisory capacity;
* Candidate should possess valid Basic AVSEC, Screeners Certified and Auditors Course Certification;

In case of Ex-Servicemen - who are graduate, have a service record of minimum 15 years in the armed forces and who have been honourably discharged from the services during the preceding two years.

Preferable Qualifications:

* NCC ‘B’/’C’ Certificate
* Knowledge of Fire Fighting
* Knowledge in Industrial Security
* Knowledge in Disaster Management
* Knowledge of Unarmed Combat
* Armed Forces/Police Background
* Risk and Compliance Management

Height:

|  |  |  |
| --- | --- | --- |
| Category | Male | Female |
| General | 170 cm | 157 cm |
| SC and OBC | 165 cm | 155 cm |
| ST, Gorkhas and those hailing from North- East States and Hilly Areas | 162.5 cm | 150 cm |

**Medical Certificate from a Government Hospital (in original) indicating actual height in cms. and weight in kgs. must be attached with the application. (As per the format attached as Annexure ‘A’).**

1. **Experience**

The candidate must have minimum 10 years post qualification experience in the capacity of Security Officer/ Assistant Security Officer with an Airline Operator/Aircraft operators/Flight Kitchen/ Ground Handling Agency/Defence/Army/Cargo Company/ Logistics and Supply Chain industry or any relevant Service Industry having turnover of INR100 crores.

It may be noted that Board of AAICLAS may alter or modify any of the above eligibility criteria, if, it so feels necessary to select the right candidate or may cancel the whole selection process at any stage including up to the appointment of the candidate.

1. **TENURE & REMUNERATION** 
   * 1. **Tenure**

Appointment will be on Fixed Term Contract basis (FTC) initially for a period of three (03) year. The period of one year 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.

**5.2 Remuneration:** Negotiable

1. **SELECTION PROCEDURE**

Selection will be through an interactive interview with the Top Management of AAICLAS.

1. **HOW TO APPLY**:
2. Candidates meeting the eligibility criteria **as on 01.08.2018**, are advised to send their duly filled in Application Form (available on the Company web-site www.aaiclas.org) ***latest by 25.09.2018­­­­­­­­­­­­­­­­­­­­*** to the **‘Chief Executive Officer’, AAI Cargo Logistics & Allied Services Company Limited, AAICLAS Bhawan, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003’**along with:
3. Demand Draft of Rs.500/- in favour of **‘AAI Cargo Logistics & Allied Services Company Limited’ payable at ‘New Delhi’**
4. Self-attested copies of all Certificates/Testimonials in support of Date of Birth, Educational Qualification, NCC Certificate;
5. Doctor’s Certificate for height and weight (in original),
6. Discharge Certificate (for Ex-Servicemen) (self-attested)
7. Experience Certificate (self-attested)
8. Two (02) recent passport size photographs.

**Please note that No original certificate is to be submitted with the Application Form. Although, Candidates are required to bring all Original Certificates at the time of interview for verification purpose only.**

The applicants are advised to specify the subject line on the Envelope as “Application for the post of “Chief Security Officer”

Candidates belonging to OBC category, the category certificate should be in the prescribed format including the “Non-Creamy layer clause” issued by the Competent Authority for employment under Government of India and should be as per the Central list of OBC’s published by the Government of India. Please also note that the validity of the “Non-Creamy layer should not be older than Six (6) months from the date of the eligibility i.e. 01.07.2017 (Format of OBC certificate is attached as Annexure ‘B’).

A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.

Candidates are also required submit along with application an A/c Payee Demand Draft for an amount of Rs. 500/- (Rupees Five Hundred only) in favour of **“AAI Cargo Logistics & Allied Services Company Ltd.”, payable at NEW DELHI**, as non- refundable Application Fee (Not applicable for SC/ST/Ex-Servicemen/Female candidates). Please mention your Full Name, date of birth and Mobile number on the reverse of the Demand Draft.

Candidates working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with “No Objection Certificate” from their present employer.

1. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified, but he/ she will also be liable to be dismissed from the services of AAICLAS at any time, even after being selected and after joining AAICLAS in service.

1. **GENERAL ELIGIBILITY**

The appointment of the selected candidate will be subject to following:

**Medical fitness**

The selected candidate must be declared medically fit by a doctor or a panel of doctors approved by AAICLAS.

**Character verification**

The selected candidate will be subjected to verification of their character and antecedents.

**Security Clearance**

Since the job entails working at the airport, the appointment of the selected candidate will be subject to final security clearance from Government security agencies.

1. **GENERAL INSTRUCTIONS**
2. The short listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of Three year. The period of one year 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. Selected candidates have to join at the station of engagement then only the appointment will come into force.
3. Selected Candidates will be required to deposit an amount of Rs. 2,00,000/- (Rupees Two Lac only) as ‘Security Deposit’ for a period of 3 years and have to sign a Bond to serve the company for a period of 3 years. On completion of successful contract engagement for three years the ‘Security Deposit’ will be refunded to the candidates. In case of failure of Bond Conditions of leaving the Company without notice and/or their engagement is terminated due to reasons attributable to them, the ‘Security Deposit’ will not be released and forfeited.
4. Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
5. Candidates should satisfy themselves about their eligibility for the post applied for.
6. Candidates serving in Govt./ Quasi Government offices, Public Sector Undertakings, are advised to submit ‘No Objection Certificate’ from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
7. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
8. Candidates are advised in their own interest to send their resumes to the mentioned address much before the closing date and not to wait till the last date.
9. AAICLAS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of AAICLAS.
10. 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.
11. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. Call Letters/ Interview date advices etc.
12. Decisions of AAICLAS in all matters regarding eligibility, conduct of Interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by AAICLAS in this regard.
13. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of AAICLAS. Such appointment will also be subject to the service and conduct rules of AAICLAS for such post in AAICLAS, in force at the time of joining AAICLAS.
14. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in New Delhi and courts/ tribunals/ forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
15. **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on AAICLAS authorised website **http:://www.aaiclas-ecom.org** from time to time.

1. **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.

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