

AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED
[A 100% Subsidiary of Airports Authority of India]

**ENGAGEMENT OF EXECUTIVES IN FINANCE, HUMAN RESOURCE (HR) AND
COMMERCIAL/MARKETING ON FIXED TERM CONTRACT 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 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 dynamic, energetic and passionate Executives in the field of Finance, Human Resource (HR) and Marketing / Commercial as per the details given below:

S.No.	Name of Post	No of Vacancies	Place of Posting	Salary & Emoluments
1.	Sr. Executive (Finance)	01	Chennai Airport	Negotiable
2.	Sr. Executive (Finance)	01	Kolkata Airport	
3.	Manager (Finance)	02	CHQ, New Delhi	
4.	Manager (Finance)	01	Chennai Airport	
5.	Executive (HR)	01	CHQ, New Delhi	
6.	Executive (Marketing/ Commercial)	01	CHQ, New Delhi	

- In addition to above stations, a panel will also be formed for future requirement;
- Can be transferred to any other location within India due to operational requirements;

THE ELIGIBILITY CRITERIA FOR ALL POSTS AS ON 1ST DECEMBER 2018

1. SR. EXECUTIVE (FINANCE)

- (i) **Age as on 01.12.2018:** between 35-45 years
- (ii) **Qualifications:** CA (Inter)/ ICWA (Inter) with B. Com (Hons) graduate from a reputed college;
- (iii) **Experience:** 10-15 years post qualification experience;
- (iv) **Job Description:**

- Knowledge of SAP is must;
- Officers would be responsible for Maintaining Books of Accounts in SAP, Taxation matters, Scrutiny of bills, processing of salary, PF, Financial concurrence, Audit matter and Banking Matter;
- Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in SAP;
- Well Knowledge in Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS on GST and Annual return submission of GST;
- Working capital Management;
- Fund Management: Monitoring cash flow transactions and projecting cash requirements for future;
- Debtors Reconciliation, 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;
- Monitoring and analysing accounting data and produce financial reports or MIS;

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

2. MANAGER (FINANCE)

- (i) **Age as on 01.12.2018:** between 35-45 years
- (ii) **Qualifications:** CA/ ICWA with B. Com (Hons) graduate from a reputed college;
- (iii) **Experience:** 10-15 years post qualification experience with at least one year's experience of Public Sector Undertaking would be added advantage;
- (iv) **Job Description**
 - Knowledge of SAP is must;

- Officers would be responsible for Maintaining Books of Accounts in SAP, Taxation matter, Scrutiny of bills, processing of salary, PF, Financial concurrence, Audit matter and Banking Matter;
- Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in SAP;
- Well Knowledge in Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS GST and Annual return submission of GST;
- Working capital Management;
- Monitoring cash flow transactions and projecting cash requirements for future;
- 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.

3. **EXECUTIVE (HR)**

- i) **Age as on 01.12.2018:** between 25-35 years

- ii) **Qualifications (Essential)**: Graduate with Full Time MBA or equivalent (2 years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare;

Desirable: Company Secretary (Executive) / Company Secretary (Inter);

- iii) **Experience**: 01year post qualification experience in the field of Human Resource Management;

iv) Job Description:

- Knowledge of HR Module of SAP;
- Meeting with departmental representatives to discuss HR issues;
- Referring issues to Senior HR Executives;
- Assisting in Recruitment /Engagement of manpower and liaison with agencies / advertisers;
- Monthly payroll activities;
- Assisting in production and implementation of HR policies and procedures;
- Capability to handle IR situation in the organization;
- Knowledge w.r.t. Training to be imparted to the manpower

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

4. EXECUTIVE (MARKETING/COMMERCIAL)

- i) **Age as on 01.12.2018**: between 25-35 years

- ii) **Qualifications (Essential)**: Graduate with Full Time MBA of 02 years duration with Marketing specialization OR Full time regular B.E. /B.Tech Degree;

- iii) **Experience**: 01year post qualification experience in the field of Marketing;

iv) Job Description:

- To carry marketing services such as Marketing Collaterals, promotions, Digital Marketing, Exhibitions, Events etc.;

- Knowledge of Commercial / Revenue Contracts;
- Business Analyst/ Market Analyst / Revenue Analyst;
- To carry business development/sales calls activities such as Meetings with airlines, freight forwarders, industry associations, Government agencies etc.;
- Assist in preparing business strategies;

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

GENERAL CONDITIONS

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.

2. TENURE

Appointment will be on Fixed Term Contract basis (FTC) initially for a period of three (03) year and further extendable for another 02 years on mutually agreed terms & conditions. 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.

3. SELECTION PROCEDURE

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

4. HOW TO APPLY:

- I. Candidates meeting the eligibility criteria **as on 01.12.2018**, are advised to send their duly filled in Application Form (available on the Company web-site www.aaiclas.org) ***latest by 20.12.2018*** to the '**Deputy General Manager**

(HR), AAI Cargo Logistics & Allied Services Company Limited, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003'along with:

- a) **Demand Draft of Rs.500/-** in favour of '**AAI Cargo Logistics & Allied Services Company Limited'** payable at '**New Delhi'**
- b) Self-attested copies of all Certificates/Testimonials in support of Date of Birth, Educational Qualification,
- c) Discharge Certificate (for Ex-Servicemen) (self-attested)
- d) Experience Certificate (self-attested)
- e) 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 _____"

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. 01.07.2018 (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.

5. 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.

6. 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.

7. GENERAL INSTRUCTIONS

7.1 The short listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of Three year and further extendable for another 02 years on mutually agreed terms & conditions. 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.

- 7.2 Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
- 7.3 Candidates should satisfy themselves about their eligibility for the post applied for.
- 7.4 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.
- 7.5 In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 Candidates are advised to keep their e-mail ID alive for receiving advices, viz. Call Letters/ Interview date advices etc.
- 7.10 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.
- 7.11 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.

7.12 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.

7.13 Attending Interview, no reimbursement shall be made and candidates have to bear traveling expenses on their own. Further, AAICLAS reserves the right to cancel this selection process and not proceed in the matter OR at any stage accept or reject any or all candidatures, without giving any explanation whatsoever.

8. 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.

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.

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				
CA/ICWA/MBA				
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. Particulars of Demand Draft issued:
(In favour of **AAI Cargo Logistics and Allied Services Company Ltd.** payable at **New Delhi**)

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs.500/-

18. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

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 : _____

List of Documents(copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS / CERTIFICATES at the time of Interview for verification only)

- i) Demand Draft (Not applicable for SC/ST/Ex-Servicemen/Female).
- ii) 10th Std / Matriculation Mark-sheet & Passing Certificate
- iii) 12th Std / Pre-Degree Mark-sheet and Passing Certificate
- iv) Graduation Certificate or Provisional Degree Certificate
- v) CA/ICWA/MBA/Company Secretary Certificate
- v) No Objection Certificate from present employer, if applicable.
- vii) Caste Certificate in case of SC / ST / OBC candidates
- viii) Discharge Certificate in case of Ex-Servicemen
- ix) Experience Certificate
- xi) PAN Card Copy
- xiii) Aadhar Card Copy
- xiv) Any other documents

