

AI AIRPORT SERVICES LIMITED

(Formerly Known as Air India Air Transport Services Limited)

AI Airport Services Limited (formerly known as Air India Air Transport Services Limited) invites applications from Indian Nationals (Male & Female) who meet with the requirements stipulated herein for the following posts on a Fixed Term Contract basis which may be renewed subject to their performance and the requirement of the AI Airport Services Limited, to fill-in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future.

The number of vacancies are indicative and reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment

	POST	DELHI	CHENNAI	KOLKATA
A	Chief Finance Officer	1		
B	Dy.Chief Finance Officer	1		
C	Manager-Finance		1	
D	Officer- Accounts	2	2	
E	Assistant - Accounts	4	1	5

1. Eligibility Criteria

(A) Chief Finance Officer

Educational Qualification: Qualified Chartered Accountant from The Institute of Chartered Accountants of India or The Cost Accountant from Institute of Cost Accountants of India or MBA(Finance). Should be a member of The Institute of Chartered Accounts of India or a member of The Institute of Cost and Works Accountants of India.

Experience: Minimum 12 Years' post qualification Practical experience in maintenance of Accounts, Budget/Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing and Taxation matters, Working Capital Management, Financial Planning and Forecasting and also in various areas of Financial Management. Should have experience in implementation of financial packages/ERP/SAP for automation and financial processing.

Other Requirement for Position of Chief Finance Officer:

Preference would be given to those candidates who have similar or relevant Aviation Industry work experience, additional computer qualifications or possess knowledge of SAP.

These candidates will also be responsible for developing systems for accounting as also implementing management system in place.

Job Description.

The post carries the duties and responsibilities as overall In charge of all the financial activities of the Company viz. Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing and Taxation matters etc.

Monthly Emoluments: **Rs.1,20,000/- per month** with an annual increase in emoluments based on the performance.

Age Limit : While there is no upper age limit, the prospective candidate should be fit to carry out the duties of the post as overall In-charge of all the financial activities of AI Airport Services Limited.

(B) Dy. Chief Finance Officer

Educational Qualification: Qualified Chartered Accountant from The Institute of The Chartered Accountants of India or The Cost Accountant from Institute of Cost Accountants of India. Should be a member of The Institute of Chartered Accounts of India or a member of The Institute of Cost and Works Accountants of India.

Experience: : Minimum 10 Years' post qualification Practical experience in maintenance of Accounts, Budget/Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing and Taxation matters, Working Capital Management, Financial Planning and Forecasting and also in various areas of Financial Management. Should have experience in implementation of financial packages/ERP/SAP for automation and financial processing.

Other Requirement for Position Dy. Chief Finance Officer:

Preference would be given to those candidates who have similar or relevant Aviation Industry work experience, additional computer qualifications or possess knowledge of SAP.

These candidates will also be responsible for developing systems for accounting as also Implementing management system in place.

Monthly Emoluments: **Rs.1,00,000/- per month** with an annual increase in emoluments based on the performance. .

Age Limit : While there is no upper age limit, the prospective candidate should be fit to carry out the duties of the post as overall In-charge of all the financial activities of AI Airport Services Limited.

C) Manager Finance

Educational Qualifications & Experience: Chartered Accountant from The Institute of Chartered Accountants of India or Cost Accountant from Institute of Cost Accountants of India. Should be a member of Institute of Chartered Accounts of India or a member of Institute of Cost and Works Accountants of India (Candidate who have applied to the Institute for Membership shall also be eligible).

Preference will be given to Chartered accountants who have also acquired Company Secretary qualifications.

Other Requirement for Position Manager Finance:

Preference would be given to those candidates who have similar or relevant Aviation Industry work experience, additional computer qualifications or possess knowledge of SAP.

These candidates will also be responsible for developing systems for accounting as also implementing management system in place.

Upper Age Limit: Not above 28 years for fresher's. Those with experience will get relaxation to the extent of their relevant post qualification work experience. Further, Relaxation of Age will also be given as per Government guidelines for OBC/SC and ST candidates which is presently 3 Years for OBC and 5 Years for SC/ST.

Salary: Rs. 50,000/- per month.

Relaxation in age for Ex-servicemen: As per Government guidelines.

D) Officer-Accounts

Educational Qualifications & Experience: Inter Chartered Accountant/Inter Cost and Management Accountancy OR MBA in Finance or equivalent (full time 2 years course) with knowledge of MS-Office Operations. Must have 3 years experience or more in Accounts and Finance functions preferably with an Airline or Ground Handling Company with proficiency in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc.

Upper Age Limit :

General : Not above 30 years (born between 02.06.1990 and 01.06.2002)

OBC : Not above 33 years (born between 02.06.1987 and 01.06.2002)

SC/ST : Not above 35 years (born between 02.06.1985 and 01.06.2002)

Salary : Rs.32,200/- per month.

Relaxation in age for Ex-servicemen: As per Government guidelines.

E) Assistant-Accounts :

Educational Qualifications & Experience : Graduate from a recognised university under 10+2+3 pattern with 1year experience or more in Finance Functions and Accounts. Proficiency in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST and Billing etc. Preferably with an Airline.

Upper Age Limit :

General : Not above 28 years (born between 02.06.1992 and 01.06.2002)

OBC : Not above 31 years (born between 02.06.1989 and 01.06.2002)

SC/ST : Not above 33 years (born between 02.06.1987 and 01.06.2002).

Salary : Rs. 21,300/- per month.

Relaxation in age for Ex-servicemen: As per Government guidelines.

2. **Selection Procedure.**

a) The Applicants meeting with the eligibility criteria as mentioned above are required to forward applications as per attached format on email : hrhq.iasl@airindia.in on or before **18.06.2020**.

b) The Applicants will be shortlisted by the company based on its requirements and only shortlisted candidates will be called for the Personal Interview for Posts (a) to (d) above.

c) In respect of post (e) above, the applicants will be shortlisted by the Company based on its requirements and only shortlisted candidates will be called to undergo Screening / Group Discussion.

3 **How to Apply.** Applicants meeting with the eligibility criteria as on 01st June 2020 should forward their applications as per the attached application format on hrhq.iasl@airindia.in latest by 18.06.2020. Following documents are required, while appearing for interviews:

a) A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.

b) Self-attested copies of the supporting documents in respect of Item Nos. **3,4,11,12,13,14 &16** of the Application Form must be submitted along with the application. Original certificates should be brought for verification only.

c) Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the **‘Creamy Layer’ Exclusion clause**. The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**

d) Applicants working in Government/ Semi Government / Public Sector Undertakings must apply with “No Objection Certificate” from their current employer.

e) Only the shortlisted candidates called for the selection process will have to submit a Non-refundable Application Fee of Rs.500/- (Rupees Five Hundred Only) by means of a Demand Draft in favour of “AIR INDIA AIR TRANSPORT SERVICES LTD.”, payable at Mumbai at the time of appearing for the Personal interview / Group Discussion / Screening as applicable.

No fees is to be paid Ex-servicemen and candidates belonging to SC/ST communities. The reverse side of DD should indicate the candidate’s Full Name, Date of Birth & Mobile No.

NOTE: - Please bring a copy of application form submitted by email, along with above mentioned documents when called for Selection Process.

4. General Conditions.

- 4.i a) The short listed candidates will be considered for engagement on a fixed term contract basis, subject to vacancies.
- b) The Contract Period is extendable depending on the individual performance of the company. The contract can be terminated earlier at the discretion of the Management during the tenure of contract and/or in the event of unsatisfactory performance.
- c) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- d) Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.
- e) SC/ST candidates walked-in on the specified dates and are eligible for the post, residing beyond 80kms. from the venue, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.
- f) The applicants/ candidates must ensure that they fulfil all eligibility criteria as on **01.06.2020** and that all particulars furnished by them in the application are correct in all respects. At any stage if the testimonials provided are found incorrect/false or not meeting with the eligibility requirements prescribed for the post, the candidature is liable for rejection without any prior notice.
- 5.i Last date for receipt of application is : **18.06.2020**.

4. Place and State of Birth : _____

5. Address for correspondence : _____

City _____ **Pin Code** _____

State : _____

a) Telephone No. : Residence (with STD Code): _____

b) Mobile No. : _____ c) Email ID : _____
(Mandatory) (Mandatory)

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

13. a) Whether SC / ST / OBC /EWS/ GENERAL :(ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	EWS	General

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”.
OBC community should be as per the Central List of OBCs published by the Government of India

If EWS, furnish copy of income and asset certificate in the prescribed format.

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. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma/Degree Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre- Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
Post Graduate Degree Discipline- 1 st Year 2 nd Year				
CA/Inter CA/ Inter CMA(Details)				
Any other (specify) _____ _____				

15. Fluency in languages : Mark 'X' in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d)Mother (Tongue)				
e) Others (Specify)				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

16. Work Experience :

Name of the Organization	Post Held	<u>Period of Service</u>		Nature of Job
		From	To	

Experience certificate may be attached.

17. Particulars of Demand Draft issued -

(in favour of **Air India Air Transport Services Ltd.** payable at **MUMBAI**)

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

18. Relatives working in Air India Ltd. or its subsidiary companies.

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 fulfill 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 for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd Year Graduation Mark-sheet	
viii)	<u>Degree Certificate</u> or Provisional Degree Certificate	
ix)	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate)	
x)	CA/ICMA --(Mark Sheet of each year and Certificate)	
xi)	Caste Certificate in case of SC / ST /OBC candidates	
xii)	Discharge Certificate in case of Ex-Servicemen	
xiii)	Experience Certificate	
xiv)	Nationality / Domicile Certificate	
xv)	PAN Card Copy	
xvi)	Aadhar Card Copy	
xvii)	Income and Asset Certificate in case of EWS candidates	

“This certificate MUST have been issued on or after 1st January 2015.”

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.

(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

District Magistrate/

Deputy Commissioner, etc.

Dated:

Seal

NOTE: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Smt/Kumari _____ Son/Daughter of _____ Village/Town _____./District/Division* _____ of the _____ State/Union Territory belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or*his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____

Date _____ Designation _____ (with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector / 1st Class Stipendary

Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

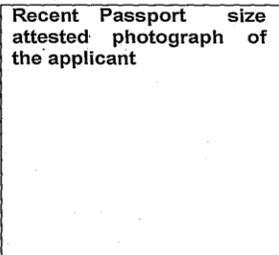
Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____



*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (I) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate

- (iii) Revenue Officer not below the rank of Tehsildar and

- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.