

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for the Post of In-Charge Medical Cell – on Contract Basis

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at 2nd Floor, AI Administrative Building, Safdarjung Airport, New Delhi - 110003 is a Public Sector Undertaking 100% owned by the Government of India.
2. AIAHL has been mandated to coordinate with CGHS for providing medical facilities and manage Medical Cell for post transaction scrutiny and verification of claims of hospitalization of AI retirees.
3. AIAHL invites applications from eligible Indian Citizens for filling up the following post:

S.NO	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company basis)
1.	In-Charge Medical Cell	01	Delhi	Total Monthly Salary & Allowances of Rs.1,20,000/- i. Salary- Rs.1,00,000/- plus ii. Allowances-Rs.20,000/- (Out of Pocket taxable allowances fuel transport & telephone) iii. Annual increment @3% p.a. on the Salary Amount at i. above.

4. The eligibility criteria and other details are as under:

a. Qualification:

MBBS from any institution recognized by MCI (Medical Council of India)

b. Experience:

Should have a minimum experience of 20 years, out of 20 years, the candidate should have at least 03 years of experience in scrutiny and settlement of Medical Claims.

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Central/State/ Public Sector Enterprises

Candidates from Central/State/Public Sector Enterprises working, minimum at the level of E - 4 or equivalent level.

- c. **Age:** Maximum 62 years as on the date of notification.

5. Job Description:

- Verification of claims with respect to various test procedures conducted by empaneled hospital under NHA.
- Forwarding of claims after verification to the Finance Dept for payment to hospitals and beneficiaries of the medical scheme.
- Resolving medical related queries and discrepancies, Follow up and respond to queries of retired employees in person/email.
- Liaison with UTIITSL, CGHS & Panel Hospitals, including empanelment of hospitals.
- To provide medical consultations to the employees of AIAHL.
- Taking up of special/Unlisted procedure treatment cases with CGHS and obtaining approval thereof.
- Liaison with the hospitals as and when required
 - a) Admission related queries
 - b) Prolonged admission
- Any other medical related issue pertaining to AI retired employees/employees of AIAHL.

- 6. Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria.

7. General Instructions:

- I. The selected candidate will be required to undergo a Pre-Employment Medical Examination.
- II. The Candidates will have to bear the cost of Pre-Employment Medical Examination and any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.
- III. The mere fact that the candidate is fulfilling the criteria as prescribed in the advertisement would not bestowed on him/her the right to be shortlisted/called for interview or to be considered further for selection process.
- IV. Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.

AIAHL reserves the right to cancel the recruitment exercise fully/partially at any stage at its discretion.

Reservation for the SC/ST/OBC/EWS shall be applicable as per the Govt. directives.

8. Tenure of Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of one year. The tenure can be extended or curtailed as per the requirement of the company. The contract can be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

9. How to Apply:-

Interested candidates who full-fill the eligibility criteria, are required to report for Walk-in Interview, at least two hours before the schedule time, as per details given below:

Place of Walk-in Interview	Time & Date	Venue
Delhi	1400 hour on 04.05.2026	AI Assets Holding Limited 2 nd Floor, AI Administration Building, Safdarjung Airport, New Delhi – 110 003.

NOTE: If the candidates are not found suitable for the position, AIAHL may conduct walk-in Interview after every two weeks. Subsequent date of Walk in Interview will be notified on the websites www.aiahl.in, www.aiesl.in, www.allianceair.in, www.aiasl.in and www.centaurhotels.com Interested candidates may keep visiting these websites regularly.

10. Candidates appearing for Walk-in Interview are required to submit following documents with the application:

- i) A recent passport size photograph pasted in the space provided in the Application Format.
- ii) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience etc. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.
- iii) If the candidate is working in private sector, he/she is required to submit a **certificate from existing employer certifying that the employee concern is working in the capacity of Medical Officer or equivalent on the company's letter head.**

- iv) A duly filled in application form in the prescribed format, which is available on the website www.aiahl.in, www.allianceair.in, www.aiesl.in, www.iasl.in and www.centaurhotels.com

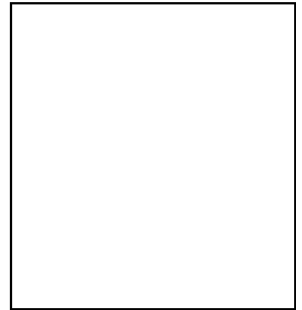
Applications that are mutilated or without any of the supporting documents with regard to eligibility criteria, will be rejected.

Applicants serving in (Government/Semi-Government/Public Sector Undertakings) should apply through proper channel and also submit NOC from their present employer at the time of interview. Applicants who have retired from Government/Semi-Government/Public Sector Undertakings do not require the NOC.

Canvassing in any form will disqualify the candidate.

APPLICATION FORM-AIAHL

Name of the post applied for In-charge Medical Cell



1. (a) Applicant's Name: _____
 (b) Address for communication: _____

2. Telephone No: Office _____ Residence _____

3. Mobile No. _____

4. E-Mail Id _____

5. Date of Birth (DD/MM/YY)....., Age as on the date of Notification
 (Years/Months/Days).....

6. Gender: A) MALE B) FEMALE C) TRANSGENDER

7. Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution/ University	Duration of the Course	Whether Full-Time or otherwise (Please mention, if applicable)
1	2	3	4	5

* Should be exactly as per Degree/ Diploma issued by the university.

8. Positions held (in support of the total requisite experience)

Sl. No.	Complete Designation*	Name of the Organization	Pay scale	Period		Brief Job Profile
1	2	3	4	5		6
				From	To	

*The positions should be indicated in order of the most recent assignment

8.(a) Whether any penalty/punishment was awarded to the applicant during the last 5 years.

If yes, the details thereof	i) Civil /Criminal	<table border="1"><tr><td>Yes</td><td>Yes</td><td>No</td></tr></table>	Yes	Yes	No
	Yes	Yes	No		
ii) Departmental Enquiry	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No		
Yes	No				

(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof	i) Civil /Criminal	<table border="1"><tr><td>Yes</td><td>No</td><td>No</td></tr><tr><td>Yes</td><td></td><td></td></tr></table>	Yes	No	No	Yes		
	Yes	No	No					
Yes								
ii) Departmental Enquiry	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No					
Yes	No							

9. Whether

SC	ST	OBC	GEN	SC/ST/OBC/GEN
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I certify that the details furnished above by me are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Note:

1. Please attach a write-up, **not exceeding 400 words**, in support of your candidature, for reference at the time of interview.
2. Full form of all abbreviations used while making entries in the application form should besuitably explained i.e. in footnotes or on a separate attachment.

