

**एआई एसेट्स होल्डिंग लिमिटेड**  
**AI ASSETS HOLDING LIMITED**

**Sub: Advertisement for the post of Manager- Legal and Corporate**

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at 2<sup>nd</sup> Floor, AI Admin Building, Safdarjung Airport, New Delhi -110003 is a 100% Government of India PSU Company incorporated in January 2018 as a Special Purpose Vehicle (SPV) formed by the Govt. of India for the purpose of disinvestment of Air India Limited, incorporated mainly to acquire from Air India i) shares held in identified Air India subsidiaries, ii) non-core non-operational assets, iii) identified immovable properties iv) monetization from sale/disposal of identified assets, v) manage the four subsidiaries of AIAHL.
2. AIAHL invites applications from the eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	<b><u>Manager Legal &amp; Corporate -MLC</u></b>	01	Delhi	<b>Total Monthly Salary &amp; Allowances of Rs.100,000</b> i. <b>Salary</b> - Rs.85,000/ + ii. <b>Allowances</b> -Rs.15,000/- (Out of Pocket taxable allowances fuel transport & telephone) iii. <b>Annual increment</b> @3% p.a. on the Salary Amount at i. above, subject to satisfactory annual performance appraisal reports

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

- a. **Age**: **Maximum 50 years as on date of release of notification.**
- b. **Qualification**: Bachelor Degree in law (LLB) OR Masters of Business Administration (MBA full time from B School/Premiere institute) with specialization in Legal and regulatory matters.
- Preference shall be given to applicants having LLM degree OR CS with LLB.

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**c. Skill/Ability:**

- i. Flair for Research and analysis
- ii. Ability to draft crisp high quality reports in word and Power point
- iii. Hands – on experience in MS Excel
- iv. Confident, self-driven and team player
- v. Good communication skills in Hindi and English
- vi. Ability to work in team
- vii. Ability to handle long hours and work -stress

**4. Experience:** Should have minimum 5 years' post qualification experience in Legal, Corporate governance and compliances matters esp. in a listed company or in a reputed legal firm; has worked on laws such as Indian Companies Act/SEBI regulations and other Indian corporate laws; has hand-on experience in framing contracts/agreements/letters on corporate governance matters; actively worked on setting up/adapting the legal and contractual matters; has assisted the management in framing legal policies monitoring, analysis, for ensuring compliances; handled contractual legal and statutory and regulatory compliances and management matters.

**Central/State/Public Sector Enterprises**

The candidate with working experience of having worked in a Government/PSU organization working experience environment, will be given preference. Out of 5 years' experience 02 years should be in Senior Officer/Middle managerial position as per details given below: -

- Candidates from Central/State/ Public Sector Enterprises working at the level of E-2 or equivalent level and above.

**Private Sector**

- Candidates should have post qualification working experience of minimum 05 years, out of 05 years, 02 years should be working as Senior Officer in Legal Department of a reputed company.

**5. Job Description:** The post carries the duties and responsibilities:

- i. Managing under supervision of Chief of Personnel & Admin, CoP&M/CFO
- ii. Assist in Legal compliances and set up policies and planning tools, set and implement mission and objectives for larger goals of company's overall plans;
- iii. Ensure framework of documentation for a compliant governance management plan;

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- iv. Assist in framing and updating corporate governance and administrative corporate policies & control and handle Corporate affairs matters, Coordination with the Government agencies and related matters;
- v. Framing of tenders/agreements/contracts/compliances or representation letters/corporate guarantees/property acquisition or sale or disposal related documents/title registration/transfer of ownership/lease agreements
- vi. Engage 3<sup>rd</sup> party outsourcing/legal retainers/counsels for the legal advises as and when required by the company
- vii. Assist the management team in contractual and legal formalities and documentation for properties owned and leased for properties monetization.
- viii. Any other jobs/activities assigned from time to time by the top management of the company.

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

The selected candidate will be required to undergo a Pre-Employment Medical Examination.

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.

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

**7. Tenure of Fixed Term Employment Contract:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **three (3) years, extendable annually by another two (2) years,** based on the annual performance review reports of the candidate/incumbent.

The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

**8. How to Apply:-**

Candidates who wish to apply are advised to download and print the advertisement and Application Format from the **Website [www.aiahl.in](http://www.aiahl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiesl.in](http://www.aiesl.in), [www.aiasl.in](http://www.aiasl.in), [www.centaurhotels.com](http://www.centaurhotels.com)** fill it and send the

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application by Post/Speed Post/Courier at the following address in an envelope that must be super scribed as under:

Post Applied for  
Manager Legal & Corporate  
To  
Manager Personnel & admin,  
AI Assets Holding Limited (AIAHL),  
Room no. 204, 2<sup>nd</sup> Floor, AI Admin Building, Safdarjung Airport,  
New Delhi-110003

**The last date of receipt of application is 1700 hours on 20.06.2025 on the above address.** Applications that are incomplete/received after the last date will not be entertained.

Any extension in the last date for submission of the applications shall be notified on the websites [www.aiahl.in](http://www.aiahl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiesl.in](http://www.aiesl.in), [www.aiasl.in](http://www.aiasl.in) and [www.centaurohotels.com](http://www.centaurohotels.com)

**NOTE: If the candidates are not found suitable for the post of Manager Legal & Corporate, AIAHL may conduct Interview after every two weeks. The date of Interview will be notified only on the websites [www.aiahl.in](http://www.aiahl.in), [www.aiesl.in](http://www.aiesl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiasl.in](http://www.aiasl.in) and [www.centaurohotels.com](http://www.centaurohotels.com)**

**Interested Candidates may keep visiting these websites regularly.**

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

AIAHL will not be responsible for any postal delay/loss of any document during transit. 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.

**9. Candidates are required to submit following documents with the application:-**

- i) A duly filled in application form in the prescribed format, which is available on the website [www.aiahl.in](http://www.aiahl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiesl.in](http://www.aiesl.in), [www.aiasl.in](http://www.aiasl.in) and [www.centaurohotels.com](http://www.centaurohotels.com)
- ii) A recent passport size photograph pasted in the space provided in the Application Format.

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- iii) 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.
- iv) 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 Manager and above on the company's letter head.**
- v) The Demand Draft for an amount of Rs.500/- (Rupees Five Hundred only) drawn in favour of **AI Assets Holding Limited, payable at New Delhi.**

**10. Any applicant not meeting the aforesaid requirements shall not be considered.**

Canvassing in any form will disqualify the candidate.

Management reserves the right to change in above schedule/conditions, based on requirements.

## **APPLICATION FORM-AIAHL**

**Name of the post applied for MANAGER-LEGAL & CORPORATE**

(a) Applicant's Name: \_\_\_\_\_

(b) Address for communication: \_\_\_\_\_  
\_\_\_\_\_

1. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_

2. Mobile No. \_\_\_\_\_

3. E-Mail Id \_\_\_\_\_

4. Date of Birth (**DD/MM/YY**),

Age as on the date of release of notification (**Years/Months/Days**)

5. 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.

6. Positions held (in support of the total requisite experience of 5 years at managerial level/present grade/02 years at Middle/Lower management level)

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

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

If yes, the details thereof

i) Civil /Criminal

Yes	No

ii) Departmental Enquiry

(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

Yes	No

ii) Departmental Enquiry

9. Whether SC/ST/OBC/GEN/OTHERS

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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 be suitably explained i.e. in footnotes or on a separate attachment.