



एआए एअरपोर्ट सर्विसिस लिमिटेड
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.aiasl@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.aiasl@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**.