



**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(A 100% subsidiary of Airports Authority of India)**

No. AAICLAS/HR/CHQ/Rectt/Security/2023

Date: 18.07.2023

ENGAGEMENT ADVERTISEMENT NO. 09 OF 2023

Engagement of Internal personnel of AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) as Assistant Manager Security on 3 Years Term Engagement Contract.

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 airports within the country and outside the country. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires **Assistant Manager (Security)** on Fixed Term Basis for a period of three years on PAN India basis, as per the details given below:-

S . N o	Name of Post	Total Number of Vacancies	Place of Posting	Last date of submission of Application	Mode Of Interview				
1	Assistant Manager (Security)	20 <table border="1"><tr><td>Instructor</td><td>15</td></tr><tr><td>Auditor</td><td>5</td></tr></table>	Instructor	15	Auditor	5	On PAN INDIA BASIS	28.07.2023	Link will be shared for online interaction through circular or Email
Instructor	15								
Auditor	5								

15 Candidates will be nominated for Instructor Course and 5 Candidates will be nominated for Auditor Course.

Reservations wherever allowed, are applicable as per rules.

The candidates can be transferred to any location within India due to operational or administrative requirements at the discretion of AAICLAS Management, which shall be binding.

“The Candidates who are not willing to serve on All India Basis need not to apply.”

All the above number of positions may be changed with the sole discretion of AAICLAS Management. The engagement shall be made in phased manner as per requirement. AAICLAS Management reserves the right for change/cancellation of part or full advertisement/number of positions/venue/procedure/date /time of interaction etc. In case of requirement of manpower at any other new stations, the selected/panel candidates may be allowed to join at the respective locations, as per the requirement of the company. The decision of the AAICLAS Management shall be final and binding under all circumstances. AAICLAS reserves the right to increase or decrease or scrap these positions/advertisements in part or full, depending upon the present/future requirements or due to any other administrative issue.

The eligibility criteria for all posts as on 01.07.2023 shall be as follows: -

1. Assistant Manager (Security):

- (a) **Essential Qualification:** Graduation of 3 years duration from any recognized Board /University/ Institution
- (b) (i) Possess valid BCAS Basic AVSEC (13days) certificate, (ii) Possess valid BCAS Screener Certification (Standalone or ILHBS), (iii) Valid Dangerous Goods Certification will be preferable. (iv) Ability to read/ speak English, Hindi and / or conversant with local language.
- (c) **Desirable:** Leadership quality and presentation skills.
- (d) **Age Limit:** Age as on 01.07.2023 should not be more than 50 years.
- (e) **Experience:** Minimum 5 years of Experience with any Airport/ Airlines / Airport Operator and with atleast 3 years of experience with AAICLAS.
- (f) **Job profile:** Imparting AVSEC Training etc., in addition to other security / safety related functions and assignments, as per the need of the company.

GENERAL CONDITIONS

(i) Nationality / Citizenship

Candidate must be a citizen of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying the post. Candidates must necessarily produce the relevant documents pertaining to nationality, age, educational qualifications, preferential qualifications, experience etc. in original along with a photocopy thereof in support of their identity and eligibility at the joining.

(ii) Tenure

The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years (further extendable on need/performance basis). The period of one year (for all positions) 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 (on need & performance basis). Selected candidates will have to join the station of engagement, then only the engagement will come into force.

2. Upper age limit as on 01.07.2023

Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relaxation of 3 years to OBC (Non-Creamy Layer) shall be considered. All relaxations shall be subject to submission of valid certificate issued by appropriate government authority.

The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

3. Pay and Allowances

a) **Initially, the selected candidates will be offered the post of Assistant Manager Security (Trainee) and the remuneration for the Position will be as follows:-**

For Assistant Manager Security (Trainee):

<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
Rs.45,000/- Fixed

b) Selected candidates will be nominated for the Instructor/ Auditor Certification. After the successful passing of the requisite BCAS certified Instructor/ Auditor certification, the designation of Assistant Manager Security (Trainee) will be promoted to Assistant Manager Security (Instructor)/ Assistant Manager Security (Auditor) and the following remunerations will be paid:-

For Assistant Manager Security (Instructor/ Auditor):

<u>PERIOD</u>	<u>EMOLUMENTS (INCLUSIVE OF ALL)</u>
First Year	Rs.60,000/- Fixed
Second Year	Rs.65,000/- Fixed
Third Year	Rs.70,000/- Fixed

Only during the first attempt, all the instructor certification trainings will be arranged by AAICLAS at its own expenses. All arrangements e.g. travelling etc. for undergoing training shall also be made by AAICLAS, as per the entitlement of the candidate/ personnel. In case during first attempt candidate not qualify the above examination, than for the second attempt all the training costs including the TA/DA & accommodation charges etc. shall be borne by the candidate himself/herself and only the nomination shall be made by the company that too in case the candidate be ready for the same otherwise his/ her nomination for Assistant Manager (Security) will stand cancelled and shall be re-designated as Security Screener.

Also, if the candidate fails during the second attempt for the above course the position of Assistant Manager Security (Trainee) will stand cancelled and shall be re- designated as Security Screener.

For candidates those who are already drawing higher pay than the remuneration, the pay protection may be considered with 3% additional increment, additional amount (Difference) of above emoluments shall be paid as Special Pay.

In addition to above: PF Contribution shall be equivalent to the basic of Rs.15000/-. TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to AC II tier rail fare. Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave (sick leave) + 9 CL + 2 RH.TA/DA will be provided to the selected candidate for journey period to the place of posting.

Medical Insurance: A maximum of Rs.10, 000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

Gratuity, as per Gratuity Act, as applicable.

At the time of reporting, selected candidates have to provide a surety bond of Rs.1,00,000/-, on non-judicial stamp paper of Rs.100/- (duly attested by Oath Commissioner) as an Oath regarding security deposit, that in case of non-completion of full period of training/stipend/engagement of contract i.e. 3 years he/she shall refund Rs.1,00,000/- to AAICLAS and in case of his failure to do so, AAICLAS may recover the same from Sureties (who shall sign on the surety bond) and in case of litigations, the jurisdiction shall only be Delhi/New Delhi. In case of litigations, the security deposit shall be recovered with cost & penalty, as per rules.

c) Selection Procedure

Candidates are required to submit their application form latest by 28.07.2023 with in the prescribed and attached Performa, through Online Mode only. In case of any difficulty, please contact on email ID hr.recruitment@aaiclas.aero or may contract at helpdesk number 011-24667715.

Total 60 Candidates will be called for Online interaction out of which 20 candidates will be selected.

The date of interaction will be intimated to the candidates on there registered email ID's / through circular on AAICLAS website.

4. Important Instructions

- 4.1 Shortlisted Candidates meeting the eligibility criteria as on 01.07.2023, will be called for personal interaction.
- 4.2 PLEASE MAKE NOTE OF IT THAT ALL COMMUNICATIONS BY AAICLAS SHALL ONLY & ONLY BE MADE ON THE REGISTERED e-mail ID OF THE CANDIDATES AND NOT BY POST. So, keep checking the email ID to be informed to AAICLAS for the purpose.
- 4.3 To view the detailed advertisement please go to the AAICLAS Website www.aaiclas.aero into the career option.
- 4.4 Please ensure that in case at any stage it be found that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.

- 4.5 Valid E-Mail ID: The E-Mail ID entered in the application form should remain active until the engagement process is completed. No change under any circumstances in the e-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on registered e-mail id only.
- 4.6 In case of any change or amendment or updation or deletion (in part or full) either with regard to the number of position; cadre; remuneration; criteria; eligibility etc., (either prior to or post publication) the same shall only be updated/uploaded on the official website of AAICLAS www.aaiclas.aero.
- 4.7 Candidates who fulfil the eligibility criteria would be required to appear for Walk-in interaction on the date, time and venue/mode as is given above or to be informed through call letter on the registered e mail ID of eligible candidate. Further, they will bring all the original certificates/mark sheets/experience certificate/professional qualification certificates/ training certificates/Aadhar Card/ PAN Card/ Category Certificate (if applicable) / other documents (if any) etc. along with one set of self-attested copy of each document, if be selected. The self-attested copy of each documents to be submitted with AAICLAS office as and when be asked to do so.
- 4.8 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. The period of one year (for all positions) will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension and/or fresh contract at the sole discretion of the Management of AAICLAS. Selected candidates will have to join the station of engagement, then only the engagement will come into force.
- 4.9 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.
- 4.10 Period of Contract: Fixed Term Contract (FTC) for a period of three years further extendable purely on need of the company as well as performance of the candidates.
- (a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS only subject to satisfactory performance.
- (b) The Contract could be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance. The job is transferable to any station.
- 4.11 The applicant must ensure that they fulfil all the eligibility criteria, as on 01.07.2023 and that the particulars furnished by him/her in the application are correct in all respects. At any stage of the Selection Process, if the particulars furnished by the applicants in the application or testimonials attached/provided are found to be incorrect / false, or not meeting with the eligibility criteria prescribed for the position, the candidature is liable to be rejected and, if engaged, engagement will be terminated, without giving any notice or reasons therefor.

- 4.12 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as DISQUALIFICATION.
- 4.13 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to any of the above position(s) etc. shall be final and binding on all the candidates. Merely fulfilling the minimum qualifications, experience and job requirement will not vest any right on candidates for being called for tests/selection process etc. The Management of AAICLAS may evolve its own procedure for short-listing/selection of candidates.No correspondence will be entertained from candidates found ineligible or not called for test/selection process etc.
- 4.14 This particular contract is initially for a period of 3 years and in case of closure of any AAICLAS station (due to any reason), the individual has to complete his/hercontract at other station, as per the need of the company, which shall be binding on all candidates/selectees.
- 4.15 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process, in part or full, if need so arises, without issuingany further notice or assigning any reason whatsoever. The decision of the AAICLAS Management will be final and no appeal will be entertained in this regard.
- 4.16 The Prescribed format of Application is available online under the career page ofAAICLAS official Website.
- 4.17 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No and the name of the position applied for etc. in the heading of the subject matter/ e-mail. Further in case the query isnot resolved the candidates may contract at helpdesk number 011-24667715.
- 4.18 Notice period for resignation: minimum 3 months. Those persons who shall resign with immediate effect, no experience letter/verification etc. shall be issued and they will also have to deposit 3 months salary in lieu of non-serving of notice period.

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 candidaturewill stand cancelled. If any of these shortcomings is / are detected even afterappointment, 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 willbe entertained by AAICLAS in this regard.

ANNOUNCEMENTS

All further announcements/ details/communication pertaining to this process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time and not through post.

-sd-
Joint General Manager (HR)
For Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd. AAICLAS
Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
hr.chq@aaiclas.aero

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For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not- Eligible(E/NE)	Remarks
Token / slip issued at the time of registration to be attached with Application		Signature of the Registering Officer	

FORMAT OF APPLICATION – Advt. No. 09 of 2023

To,

The Joint General Manager (HR)
AAI Cargo Logistics & Allied Services Company Limited
AAICLAS Complex,
Delhi Flying Club Road, Safdarjung Airport
NEW DELHI-110 003

Paste Recent colour Photograph & sign across

POSITION APPLIED FOR: _____

1. Full Name: (In BLOCK letters)

First

Middle

Surname

2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY)

4. Place and State of Birth: _____

5. Address for correspondence: _____

State: _____

Pin Code: _____

Permanent Address:

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

Name	Designation	Company	Relationship

18. Signature of Reporting Officer/Station In-Charge/Cargo In-Charge.

Signature: _____

Name: _____

Designation: _____

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: _____