

एआई एसेट्स होल्डिंग लिमिटेड
(पूर्व में एयर इंडिया एसेट्स होल्डिंग लिमिटेड)
AI ASSETS HOLDING LIMITED
(Formerly Air India Assets Holding Limited)

Walk-In Interview for the post of Manager- Personnel & Administration-on Contract

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi -110001 is a Public Sector Undertaking 100% owned by the Government of India. It was incorporated in January 2018 as a Special Purpose Vehicle (SPV) for the purpose of acquiring from Air India Limited (due to its disinvestment), i) shares held in identified Air India subsidiaries, ii) non-core non-operational assets, iii) identified immovable properties and pay-off the identified loans of Air India Limited from refinancing by raising fresh debt and through monetization proceeds from sale/disposal of such identified assets of Air India Limited and Air India's identified subsidiaries.
2. AIAHL invites applications from the 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.	Manager - Personnel & Administration – on Contract	01	Delhi	Total Monthly Salary & Allowances of Rs.100,000/- (CTC) i. Salary-Rs.85,000/- plus ii. Allowances-Rs.15,000 (Out of Pocket taxable allowances fuel transport & telephone) iii. <u>Applicable Employers Contribution</u> to EPFO on the Salary Amount iv. <u>Annual increment</u> @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. **Qualification**: Master of Business Administration (MBA) full time or its equivalent Post Graduate master's degree (2 years course) or MBA part time or 1 year PG Diploma with specialization in Personnel Management/Human Resources/IR.
 - b. **Experience**: Should have experience in Personnel / Human Resources Management; i.e., Hiring/engaging/management of human / manpower resources; actively worked on setting up/adapting the human resources and personnel policies and schemes; handled personnel project management planning, strategizing and execution; Personnel policies monitoring, framing, analysis, planning and budgeting for manpower resources and suggesting costs monitoring and control measures;; upkeep and retention of skilled manpower; handled personnel and human resources related contractual, legal, statutory and regulatory compliances and management.

Contd on page 2

..2..

Central/State/ Public Sector Enterprises

- Candidate having degree of Full time MBA or its equivalent Post Graduate master's degree (2 years course) should have post qualification 05 years working experience, out of 05 years, the candidate should have 02 years working experience at the level of E-2 or equivalent and above in HR/Personnel Deptt.
- Candidate having degree of Part time MBA should have post qualification 10 years working experience, out of 10 years, the candidate should have 05 years working experience at the level of E-2 or equivalent and above in HR/Personnel Deptt.
- Candidates having 01 year PG Diploma in Personnel/HR/IR should have minimum 15 years post qualification working experience, out of 15 years, the candidate should have 10 years working experience at the level of E-2 or equivalent and above in HR/Personnel Deptt.

Private Sector

- Candidate having degree of Full time MBA or its equivalent Post Graduate master's degree (2 years course) should have post qualification 05 years working experience, out of 05 years, the candidate should have 02 years working experience at the Senior Officer/Middle Managerial position in Personnel/HR Deptt of reputed company.
- Candidate having degree of Part time MBA should have post qualification 10 years working experience, out of 10 years, the candidate should have 05 years working experience at the Senior Officer/Middle Managerial position in Personnel/HR Deptt of reputed company.
- Candidates having 01 year PG Diploma in Personnel/HR/IR should have post qualification 15 years working experience, out of 15 years, the candidate should have 10 years working experience at the Senior Officer/Middle Managerial position in Personnel/HR Deptt of reputed company.

c. **Age:** Maximum **62 years as on 1st Sep, 2022.**

d. **Job Description:**

- To Manage all the Personnel / Human resources management activities;
- Assist in framing Personnel and Human Resource policies and planning tools, set and implement personnel mission and objectives for larger goal of company's overall objectives;
- Arrange recruiting required manpower against the set Standard Force, framing and developing criteria for hiring with the desired skills, Training and Succession Planning considering the laid down DPE, regulatory, statutory and related parameters;
- Execution of the Personnel and human resources management plan;
- Assist in framing and updating personnel and administrative policies, training/skill upgradation and control;
- Tendering/hiring of manpower resources and 3rd party outsourcing services

Contd on page 3

..3..

- vii. Annual Maintenance Contract, Domain/email Management, Procurement of Office Stationery
- viii. Personnel planning and budgeting, costs monitoring of manpower;
- ix. Handle companies Statutory & regulatory HR compliances and management reporting, etc.,
- x. Assist the Top Management and its team in setting strategic personnel / HR policies.
- xi. Any other jobs/activities assigned from time to time by the top management of the company.

e. **Selection procedure:**

Interested candidates who fulfill the eligibility criteria, are required to report for Walk-in Interview as per details given below:

Place of Walk-in Interview	Time & Date	Venue
Delhi	1030 hour to 1300 hour on 10.10.2022	AI Assets Holding Limited 2 nd Floor, Air India Reservation Building, Safdarjung Airport, New Delhi – 110003.

NOTE: If the candidates are not found suitable for any position, AIAHL may conduct walk-in Interview after every two weeks. The position and 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.ncs.gov.in. Interested Candidates may keep visiting these websites regularly.

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

- i) A duly filled in Application Form in the prescribed format, which is available on Websites of www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in and www.ncs.gov.in
- ii) A recent passport size photograph pasted in the space provided in the Application Format.
- 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 along with original certificates at the time of Walk – in Interview, the candidature will not be accepted.
- iv) **Applicants servicing in Government/Semi-Government/Public Sector Undertakings should submit NOC certifying working in E-2 or applicable grade for the past 02 years from their present employer prior to interview.**
- 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.**

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

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.

- f. **Term 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 by another two (2) years,** based on the annual performance review reports of the candidate.

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.

Applications that are incomplete will not be entertained.

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

Canvassing in any form will disqualify the candidate

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

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

APPLICATION FORM-AIAHL

Name of the post applied for **MANAGER- PERSONNEL & ADMINISTRATION-on Contract**

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 **01st September, 2022** Years/Months/Days).....

6. 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.

7. Positions held in support of the total requisite experience of 05 years at managerial level/present Grade:

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

*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

ii) Departmental Enquiry

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

ii) Departmental Enquiry

Yes	No
-----	----

9. Whether SC/ST/OBC/GEN

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.