

**AI ASSETS HOLDING LIMITED**  
(Formerly known as AIR INDIA ASSETS HOLDING LIMITED)

**Sub: Advertisement for the post of Chief of Personnel & Administration -CPA**

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 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 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 candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	<b>Chief of <u>Personnel &amp; Administration -CPA</u></b>	01	Delhi	<b>Total Monthly Salary &amp; Allowances of Rs.150,000</b> i. <b>Salary</b> -Rs.1,20,000/- + ii. <b>Allowances</b> -Rs.30,000 (Out of Pocket taxable allowances fuel transport & telephone) iii. <b>Applicable Employers Contribution</b> to EPFO on the Salary Amount iv. <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. **Qualification:** Masters of Business Administration (MBA full time from B School/Premiere institute preferred) with specialization in Personnel/HR/IR or its equivalent Post Graduate Masters Degree (2 years course) /Diploma with core subjects like Personnel Management/Human Resources/IR. The candidates having Legal qualifications Bachelor of Law (LLB) shall be preferred.
  - b. **Experience:** Should have minimum 10 years' post qualification experience in Personnel and Human Resources Management; 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 / human resources related contractual legal and statutory and regulatory compliances and management.

The candidate with working experience of having worked in a Government/PSU organization working experience environment, will be given preference. Out of 10 years' experience 02 years should be in senior position as per details given below:-

- Candidates from Central/State/ Public Sector Enterprises working at the level of E-6 or equivalent level and above.
- Candidates from Private Sector listed companies who are working not more than 3 levels below CEO / Head of Institution.

c. **Age: Maximum 60 years as on 1<sup>st</sup> Oct, 2021.**

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

- i. Overall In-charge of all the Personnel / Human resources, management activities;
- ii. Framing Personnel / Human Resource policies and planning tools, set and implement personnel mission and objectives for larger goal of company's overall plans;
- iii. Recruiting required manpower, framing and developing criteria for hiring with the desired skillset, considering the laid down DPE, regulatory, statutory and related compliance parameters ;
- iv. Personnel / human resources management, planning, strategizing and execution;
- v. Personnel and administrative training/skill upgradation -framing of and monitoring policies and programs;
- vi. Identify and finalizing contractual arrangements/agreement for the areas/activities for hiring of manpower resources and 3<sup>rd</sup> party outsourcing services and award of such activities
- vii. Personnel planning ,budgeting and costs monitoring of manpower;
- viii. handle companies contractual legal and statutory & regulatory HR compliances and management reporting, etc
- ix. assist the Board in setting strategies for personnel /HR policies.
- x. Any other jobs/activities assigned from time to time by the top management (CEO/Board) of the company.

The position would report to the CEO and to the Board of the company.

e. **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.**

f. **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, subject to candidate's age not exceeding 65 years,** based on the annual performance report 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.

#### 4. How to Apply:-

Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application by Post/Speed post/courier at following address in an envelopethat must be super scribed with the post applied for:

**Post Applied for**  
**Chief of Personnel & Administration -CPA**  
To,  
Company Secretary,  
AI Assets Holding Limited (AIAHL),  
Room no. 208, 2<sup>nd</sup> Floor, AI Reservation Building, Safdarjung Airport, New Delhi-110003

**The last date of receipt of application is 1700 hours on 7<sup>th</sup> December, 2021 on the above address. Applications received after the last date will not be entertained.**

**Any extension in the last date for submission of the applications receipt in AIAHL shall be notified only on the AIAHL & AI websites.**

Applications received late/incomplete/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 servicing in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.

Canvassing in any form will disqualify the candidate

**Any application not meeting the aforesaid requirements shall not be considered.**

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

**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 Website of [aiahl.in](http://aiahl.in) and on [www.airindia.in](http://www.airindia.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. will be required to be submitted with the application. 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 listed company, he/she is required to submit a certificate from the existing employer that the post held by him/her is not more than 3 levels below the post of CEO.
- 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.**

## APPLICATION FORM-AIAHL

Name of the post applied for Chief of Personnel & Administration -CPA



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 01<sup>st</sup> Oct, 2021 (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 10 years at managerial level/present grade/02 years at senior management level)

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

: 2:

8. Certificate from the existing employer that the post held is not more than three (3) level below the post of CEO, is required to be attached.

9. (a) Whether any penalty/punishment was awarded to the applicant during the last 10years.

If yes, the details thereof      i) Civil /Criminal  
ii) Departmental Enquiry

Yes	No
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(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
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10. Whether SC/ST/OBC/GEN/OTHERS

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.