

AI ASSETS HOLDING LIMITED

(Formerly known as AIR INDIA ASSETS HOLDING LIMITED)

Sub: Advertisement for the post of Officer- Personnel & Administration -OPA

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.	Officer Personnel, & Administration -OPA	01	Delhi	Total Monthly Salary & Allowances of Rs.65,000 i. Salary -Rs.57,500/- + ii. Allowances -Rs.7,500 (Out of Pocket taxable allowances fuel transport & telephone) iii. Applicable Employers Contribution to EPFO on the Salary Amount iv. Annual increment @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:** Graduate Degree having studied subjects such as Personnel Management/Human Resources Or Bachelor of Business Administration-BBA or equivalent (with specialization in Personnel/HR/IR)
 - b. **Experience:** Should have minimum 5 years' post qualification experience in Personnel / 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; office administration and establishment works.
 - c. 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 Officer level or equivalent position as per details below:-
 - Candidates from Central/State/ Public Sector Enterprises working at the level of E-1 and above.

d. **Age:** Maximum 45 years as on 1st Oct, 2021.

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

- i. Carrying out all the Personnel & Human resources, management activities under supervision of Ch. of Pers. & Admn/Manager-P&A/any other officer appointed by the Management;
- ii. Assist in executing/implementing company's personnel missions and objectives for larger goal of company's overall plans Personnel and Human Resource policies and planning tools;
- iii. Arrange 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. Execution of the Personnel /human resources management plan;
- v. Assist in updating personnel and administrative policies and control;
- vi. Tendering/hiring of manpower resources and 3rd party outsourcing services
- vii. Personnel planning, training and budgeting, costs monitoring;
- viii. Assist the Ch. of Pers. & Admn/Manager-P&A and team in setting strategic objectives and developments/training for human resources
- ix. Any other jobs/activities assigned from time to time by the top management (MPA/CPA/CEO/Board) of the company.

The position would report to the Chief of Personnel & Admin.(CPA) through Manager-Personnel & Admin.

f. **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.

g. **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 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.

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 envelope that must be super scribed with the post:

Post Applied for
Officer Personnel & Administration –OPA

To,
Company Secretary,
AI Assets Holding Limited (AIAHL),
Room no. 208, 2nd Floor, AI Reservation Building, Safdarjung Airport, New Delhi-110003

The last date of receipt of application is 1700 hours on 7th 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 www.aiahl.in and on 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) 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

Name of the post applied for Officer-Personnel & Administration-OPA-AIAHL

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 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 5 years at managerial level/present grade/02 years at Asstt. Officer/Officer or equivalent position as per details below)

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

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.