

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

**Sub: Advertisement for the post of Officer-Properties & Civil Works-OPC**

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- Properties & Civil Works-OPC | 01               | Delhi            | <b>Total Monthly Salary &amp; Allowances of Rs.65,000</b><br>i. <b>Salary</b> -Rs.57,500/- +<br>ii. <b>Allowances</b> -Rs.7,500<br>(Out of Pocket taxable allowances fuel transport & telephone)<br>iii. <b>Applicable Employers Contribution</b> to EPFO on the Salary Amount<br>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:** Bachelor's degree (B.E. / B.tech ), preference for the candidates who have studied subjects such as assets management/real estate/civil engineering.
  - b. **Experience:** Should have minimum 5 years' post qualification experience in Properties and Real estate Management; Land/properties acquisition or monetization/disposal; actively worked on successful real estate projects schemes; handled properties project management planning, strategizing and execution; properties monitoring, tendering, procurement, planning and budgeting , costs monitoring,; upkeep and maintenance of properties; handled properties/real estate 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 5 years' experience 02 years should be in Officer or equivalent position as per details given below:-

- Candidates from Central/State/ Public Sector Enterprises working at the level of E-1 and above.

c. **Age: Maximum 45 years as on 1<sup>st</sup> Oct, 2021.**

d. **Job Description:** The post carries the duties and responsibilities as assigned by management; illustrative list given below though not limited to the following

- Properties and Real estate management activities;
- Assist in Land/properties transfer/acquisition/leasing;
- Handle and keep records of all the Land/properties monetization/disposal matters;
- Assist in properties management execution plans;
- Ensure proper and adequate properties monitoring records and inspections/physical control;
- Assist in Tendering/procurement of properties ownership and management related services
- Coordinate Assets planning and budgeting, costs monitoring of properties;
- Assist in acquiring/engaging and deploying manpower/3<sup>rd</sup> party outsourcing resources for effective upkeep and maintenance of own/leased properties;
- Assist in properties/real estate contractual legal and statutory & regulatory compliances and management, etc
- Any other jobs/activities assigned from time to time by the CPO and/or top management (CEO/Board) of the company.

The position would report to the Ch. of Properties & Monetization through Manager-Properties 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. **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:

|  |
|--|
| <p><b>Post Applied for</b></p> <p><b><u>Officer- Properties &amp; Civil Works -OPC</u></b></p> <p>To,</p> <p>Company Secretary,</p> <p>AI Assets Holding Limited (AIAHL),</p> <p>Room no. 208, 2<sup>nd</sup> Floor, AI Reservation Building, Safdarjung Airport, New Delhi-110003</p> |
|--|

**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.**

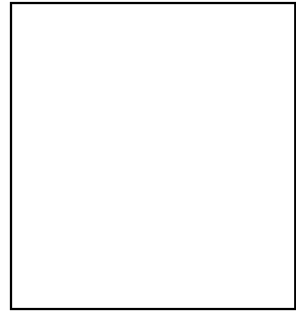
Management reserves the right to change in above schedule/conditions, based on requirements.

**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 [www.aiahl.in](http://www.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) 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 **Officer- Properties & Civil Works -OPC**



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 5 years at 02 years at Asstt officer/Officer level or equivalent position as per details below)

| 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.(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.