



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

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

Date: 18.10.2023

**ENGAGEMENT ADVERTISEMENT NO. 10 OF 2023**

**Engagement of personnel at AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) as Assistant (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 at airports. 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 (Security)** on Fixed Term Basis for a period of **three years on PAN India basis**, as per the details given below: -

S. No	Name of Post	Total Number of Vacancies	Place of Posting	Last date of submission of Application
1	Assistant (Security)	436	<b>On PAN India Basis</b> (Chennai, Kolkata, Goa, Kozhikode, Varanasi, Srinagar, Vadodara, Tirupati, Vizag, Madurai, Trichy, Raipur, Ranchi, Bhubaneswar, Port Blair, Agartala, Gwalior, Amritsar, Leh, Dehradun, Pune, Indore, Surat)	15.11.2023

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.”**

Reservations wherever allowed, are applicable as per rules.

30% of vacancies may vary as per operational requirements.

## **APPLICATION FEE:**

Rs. 500/- (Rs. Five Hundred only) for General/OBC Candidates

Rs. 100/- (Rs. Two hundred fifty only) for SC/ ST, EWS & Women candidates

\*Subject to submission of valid certificate issued by appropriate authority.

## **Important Dates:**

<b>Event</b>	<b>Date</b>
Opening date for online Application	20.10.2023
Last date for online Application	15.11.2023

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 the post of Assistant (Security) as on 01.10.2023 shall be as follows: -**

- (a) **Essential Qualification:** 12<sup>th</sup> from any recognized Board /University/ Institution, with 60% marks for General and 55% for SC/ST candidates.
- (b) Ability to read/ speak English, Hindi and / or conversant with local language.
- (c) **Age Limit:** Age as on 01.10.2023 should not be more than 27 years.
- (d) **Job profile:** Job profile will include assistance of operational works at Airport, assistance to passenger's baggage handling, loading and unloading of baggage or other multi-tasking operational work activities assigned time to time. The work involves lifting of baggage from conveyor belt and x-ray machine, so the candidates not willing to perform such work may not need to apply.

## **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.

1. **Upper age limit as on 01.10.2023**

Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relation 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.

2. **Pay and Allowances**

a) **The selected candidates will be offered the post of Assistant (Security) and the remuneration for the Position will be consolidated pay as follows:-**

<b><u>PERIOD</u></b>	<b><u>EMOLUMENTS (INCLUSIVE OF ALL)</u></b>
First Year	Rs. 21,500/- Fixed
Second Year	Rs. 22,000/- Fixed
Third Year	Rs. 22,500/- Fixed

**In addition to above:** TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to actual fare by Ordinary Public Bus or Train fare of Sleeper Class.

**Leaves:** Privilege Leave – 18 in a year + 12 Half Pay Leave + 9 CL + 2 RH

**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, if/as applicable.

### 3. **Important Instructions**

- 3.1 Candidates are required to submit their application form latest by 15.11.2023 within the prescribed and attached Performa, through Online Mode only. In case of any difficulty, please contact on email ID - [hr.recruitment@aaiclas.aero](mailto:hr.recruitment@aaiclas.aero) or may contract at helpdesk number **011-24667713**.
- 3.2 The date of interaction will be intimated to the candidates on their registered email ID's through circular on AAICLAS website.
- 3.3 Shortlisted Candidates meeting the eligibility criteria as on 01.10.2023, will be called for personal interaction.
- 3.4 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.
- 3.5 To view the detailed advertisement please go to the AAICLAS website [www.aaiclas.aero](http://www.aaiclas.aero) into the career option.
- 3.6 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 is to 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.
- 3.7 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.
- 3.8 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 i.e. [www.aaiclas.aero](http://www.aaiclas.aero).
- 3.9 Candidates who fulfil the eligibility criteria would be required to appear for interaction on the date, time and venue/mode which will be informed through E-mail on the registered Email 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.
- 3.10 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.

- 3.11 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.
- 3.12 Period of Contract i.e. 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.
- 3.13 The applicant must ensure that they fulfil all the eligibility criteria, as on 01.10.2023 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.
- 3.14 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.
- 3.15 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 interaction 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 interaction process etc.
- 3.16 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/her contract at other station, as per the need of the company, which shall be binding on all candidates.
- 3.17 The candidates not found suitable for security department can be removed from job by foreclosing the contract.
- 3.18 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process, in part or full, if need so arises, without issuing any 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.
- Only single application will be accepted from individual candidates & candidate can apply for single location only.
  - The candidates who have higher percentage of marks at 12<sup>th</sup> level will be called first for the interaction.

- 3.19 The Prescribed format of Application is available online under the career page of AAICLAS official Website.
- 3.20 In case of any query, aspirants may write to AAICLAS helpdesk at [hr.recruitment@aaiclas.aero](mailto: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 is not resolved the candidates may contract at helpdesk number 011-24667713.
- 3.21 Notice period for resignation is **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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of AAICLAS in all matters regarding eligibility, other interaction and selection would be final and binding on all candidates. No representation or correspondence will be 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](http://www.aaiclas.aero) from time to time and not through post.

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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](mailto: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
		Signature of the Registering Officer	

**FORMAT OF APPLICATION – Advt. No. 10 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
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POSITION APPLIED FOR: **Assistant (Security)**

1. Full Name: (In BLOCK letters)

<i>First</i>	<i>Middle</i>	<i>Surname</i>
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: _____
Mobile No.: _____ Alternate Mobile No./Telephone No.: _____		
Email ID: _____		
6. Opted Station: _____		

7. Gender: Male / Female  
 8. Marital Status: Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)

9. Nationality: \_\_\_\_\_ 10. Religion: \_\_\_\_\_

11. Mother Tongue: \_\_\_\_\_ 12. PAN No.: \_\_\_\_\_

13. (a) Aadhar Card No.: \_\_\_\_\_ (b) Passport No. \_\_\_\_\_

14. 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"



15. 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)				
Any other (Pl. specify)				
Any other (Pl. specify)				

16. Work Experience (if any):

Organization	Post Held	Period of Service		Nature of Job
		From	To	

17. 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.

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

Name	Designation	Company	Relationship

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 **abovestatement**. I am aware that in case I have given wrong information or suppressed any material fact orfactual 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: \_\_\_\_\_