

**APPOINTMENT OF CHIEF EXECUTIVE OFFICER (CEO)**  
**AAI Cargo Logistics & Allied Services Company Limited (AAICLAS)**  
**(A 100% owned subsidiary of AAI)**

**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 30 plus airports including potential airports within the country and outside the country. The vision of the company is to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires a dynamic, energetic and passionate CEO preferably within the age group of 45 to 55 years. The detail profile and other requirements of the job is given below:

**JOB DESCRIPTION AND RESPONSIBILITIES**

As CEO he/she is accountable to its Board of Directors and Government and is responsible for the efficient functioning of the Company for achieving its objectives and performance parameters. The indicative scope of work is as under:

- (a) Forge AAICLAS's business strategy and business plan to achieve the vision of the company
- (b) Effectively manage the transition of business undertaking from the parent company to the new company
- (c) Initiate, direct and control all sales and marketing, branding, operations, human resources and financial activities;
- (d) To liaise with international agencies such as ICAO, ACI, IATA, CANSO etc., for overall image makeover and marketing's strength of the organization;
- (e) To review and develop strategies to improve AAICLAS's product offerings and services to enable AAICLAS to achieve higher bench marking and ranking such as IATA, ACI & ICAO;
- (f) To collate and analyse business data pertaining to various commercial activities of AAI and to make plan for optimal use of the resources available in different airports;
- (g) To explore and innovate new business opportunities which are in tune with global trends;
- (h) To undertake the value drivers of the business and identify profitable opportunities in the business to enhance the revenue of AAICLAS;
- (i) Leverage the vast network of AAI Airports to drive air cargo growth in the country and develop the organization as the leading Air Cargo Logistics Operator in the country.
- (j) Ensure all regulatory and statutory guidelines are adhered to at all times across functions.

- (k) Develop strategic business relationship with airlines, cargo operators and other business stakeholders in cargo and ground handling activity.
- (l) Accountable to the Board for the financial management and reporting, including forecasts and budgets of the Company and/or Group;
- (m) Make reports to the Board periodically on its financial positions, key performance indicators, market conditions and business development from time to time;
- (n) Identify business partners across various verticals of the company for future growth
- (o) Ensure that all directives issued by the Board of Directors are followed with particular attention to the Company's budget;
- (p) Properly represent the Company in all matters involving clients, legal authorities, the general public, government agencies and furthermore, promptly inform the Board of Directors of any matters that could have a substantial impact on the Company;
- (q) Delegate responsibility to Senior Management team commensurate to their roles and responsibility

The above are only indicative list of responsibilities of CEO and may change from time to time as per the Directions of the Board

### **DESIRABLE SKILLS**

- (a) Ability to work collaboratively with others to provide a high quality service;
- (b) Project Management Skills
- (c) IT Skills
- (d) Financial background or any experience of business development or of merger, acquisition, if any;

### **ELIGIBILITY CRITERIA**

#### **1. Nationality / Citizenship**

Candidate must be either a citizen of India or person of Indian Origin working overseas.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility.

#### **2. Age Limit**

The candidate must be of age between 45 and 55 years as on 01.01.2017 i.e. the candidate should be born not before 01.01.1962 and not later than 01.01.1972 both dates inclusive. For Departmental candidate's age restrictions will not apply.

### **3. Education Qualification**

Two years full time post graduate degree in Management (MBA with specialisation in Marketing/Logistics/Chain Management/Foreign Trade) from any reputed University/Institution/Board recognised by Government of India/Government Regulatory body or holding membership of Institute of Chartered Accountants.

### **4. Experience**

#### **Private Sector**

The candidate must have minimum 15 years post qualification experience in the executive capacity in the Logistics and Supply Chain industry or any relevant Service Industry with minimum 1 year at CXO level, in an organization having minimum turnover of INR 100 crores.

Experience in Air Cargo and Ground Handling industry or airline will be given additional weightage.

**Officers of PSUs:** Candidate should on the date of vacancy be working at the rank of Executive Director (Rs.62000-80000/-) OR one level below ED Grade/Pay scale i.e. in the scale of pay of Rs. 51300-73000 of Schedule "A" PSU.

**Officers of Central Government /All India Services:** Candidates serving in Government/ quasi Government offices having similar experience and 5 years regular service in the Pay Band-4(37,400-67000) with grade pay of Rs. 8900 or level 13A under 7<sup>th</sup> Pay Commission will be considered.

It may be noted that Board of AAICLAS may alter or modify any of the above eligibility criteria, if, it so feels necessary to select the right candidate or may cancel the whole selection process at any stage including up to the appointment of the candidate.

## **TENURE & REMUNERATION**

### **1. Tenure**

Appointment will be on "Contractual Basis" for 3 years on and further extendable for another 2 years; further extendable by another 02 years on mutually agreeable terms and conditions.

2. **Remuneration:** Negotiable

**SELECTION PROCEDURE**

Selection will be through an interactive interview with the Top Management of AAICLAS.

**APPLICATION GUIDELINES**

1. **Application Procedure**

- a) All candidates who meet the eligibility criteria are advised to send their resumes (as per the format defined in Annexure I) latest by **27.02.2017** to the email id: [edcargo@aai.aero](mailto:edcargo@aai.aero)
- b) The applicants are advised to specify the subject line of e-mail as "Application of Mr. / Ms. .... for the position of CEO of AAICLAS".
- c) Applicants are also advised to caption/ name the file in the following format – "AAICLASCEO "Candidate Name" for easy identification.

**d) PROBABLE SCHEDULE OF SELECTION**

Date of Publication	2 <sup>nd</sup> February 2017
Newspapers	Employment News, Times of India, Hindustan Times, The Hindu
Last Date for receipt of application	27 <sup>th</sup> February 2017
Proposed Date of Interview	First week of March 2017

**DOCUMENTS TO BE BROUGHT DURING INTERACTION**

The following documents in original, together with a self-attested photocopy, in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview, failing which the candidate may not be permitted to appear for the Interview. Non-submission of requisite documents by the candidate at the time of Interview will debar his/ her candidature from further participation in the recruitment process.

- a) Printout of the valid Interview Call Letter

- b) Photo Identify Proof such as Passport/ Aadhaar/e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card
- c) Work Experience: If declared in the resume, documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Pay or Salary Slips should be produced by the candidates in order to verify the date of joining, designation at the time of joining date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.
- d) Candidates serving in Government / quasi Government offices/ Public Sector Undertakings are required to produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- e) Any other relevant documents in support of eligibility
- f) Candidates will not be allowed to appear for the Interview if he/she fails to produce the relevant eligibility documents as mentioned above.
- g) In case of non-receipt of hard copies of application with required documents by the aforesaid date, their candidature will not be considered for short listing and Interview.

### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified, but he/ she will also be liable to be dismissed from the services of AAICLAS at any time, even after being selected and after joining AAICLAS in service.

### **GENERAL ELIGIBILITY**

The appointment of the selected candidate will be subject to following:

#### **Medical fitness**

The selected candidate must be declared medically fit by a doctor or a panel of doctors approved by AAICLAS.

### **Character verification**

The selected candidate will be subjected to verification of their character and antecedents.

### **Security Clearance**

Since the job entails working at the airport, the appointment of the selected candidate will be subject to final security clearance from Government security agencies.

## **GENERAL INSTRUCTIONS**

- a. Candidates should satisfy themselves about their eligibility for the post applied for.
- b. Candidates serving in Govt./ Quasi Government offices, Public Sector Undertakings, are advised to submit 'No Objection Certificate' from their employer at the time of Interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- c. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- d. Candidates are advised in their own interest to send their resumes to the mentioned address much before the closing date and not to wait till the last date.
- e. AAICLAS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of AAICLAS.
- f. 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.
- g. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. Call Letters/ Interview date advices etc.
- h. Decisions of AAICLAS in all matters regarding eligibility, conduct of Interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by AAICLAS in this regard.
- i. Appointment of selected candidate is subject to his/ her being declared

medically fit as per the requirement of AAICLAS. Such appointment will also be subject to the service and conduct rules of AAICLAS for such post in AAICLAS, in force at the time of joining AAICLAS.

- j. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in New Delhi and courts/ tribunals/ forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
- k. Candidates called for Final Interview will be paid Airfare (Economy Class)/ I-AC railway fare on production of actual bills.

### **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on AAICLAS authorised website <http://www.aiclas-ecom.org> OR <http://www.aai.aero> from time to time.

### **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 tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by AAICLAS in this regard.

Sd/-  
HRM DEPARTMENT  
AAICLAS

## **Annexure 1**

### **Structure of Resume to be attached to the application**

**Full Name:** (First Name) (Second Name) (Surname or Family name)

**Age** as on 1<sup>st</sup> January 2017 (in Years and month)

**Complete address** where currently residing including contact details

### **Experience Details:**

Give experience of each company worked in for last 15 years starting with the last company serving. Those who have not worked for last six months or more, will need to give complete details of what they have been doing till date. If you have been working in one company where you have moved up the ladder, give details of each position held separately

1. Name of the Company currently working
2. Period of Assignment in dd/mm/yy format. Indicate joining and leaving date clearly
3. Position held in that organization and reporting authority
4. Detailed responsibility profile
5. Achievement in the said position (give concrete information and not verbose statement)
6. Consolidated package
7. Reason for considering leaving that organization

### **Educational Qualification** (Starting from highest to lowest)

- ✓ Degree or equivalent qualification obtained
- ✓ University or Recognized Institute from where passed
- ✓ Year of passing
- ✓ %age of passing or Grade point average score

### **Other non-degree courses done which are relevant for the current position**

### **Achievement and awards won during the academic or professional career**

**Complete name, address and contact details of two references, who must have been senior to your position wherever you worked**