**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED**

**AAICLAS COMPLEX, DELHI FLYING CLUB ROAD**

**SAFDARJUNG AIRPORT, NEW DELHI-110 003**

**HIRING OF RETIRED EXECUTIVE FOR OBTAINING AUTHORISED ECONOMIC OPERATOR (AEO) STATUS FOR AAICLAS ON FIXED TERM CONTRACT BASIS**

Applications are invited from the willing qualified and experienced **Retired Executives** at the level of Sr. Manager to General Manager **(Not more than 63 years as on 15.01.2019)** for engagement in AAI Cargo Logistics & Allied Services Company Limited (AAICLAS) at New Delhi as **Consultant (AEO) on Fixed Term Contract basis for a period of 02 Months extendable by 01 Month.**  The detailed profile and other requirements of the job is given below:

1. **QUALIFICATIONS & EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Discipline | Age | Eligibility Criteria |
| 1. | Retired Executive | Not more than 63 years as on 15.01.2019 | The candidate should be a Retired Executive (Senior Manager to General Manager Level) from Airports Authority of India (AAI)/other PSUs, Central Government/State Government |

1. **PERIOD OF ENGAGEMENT**
   1. The duration of engagement of Retired Executive as Consultant (AEO) shall be for **(02) TWO MONTHS EXTENDABLE BY (01) ONE MONTH**;

**3. SCOPE OF WORK**

The overall responsibility of the Consultant (AEO) shall be to ensure that AEO – LO status is obtained by AAICLAS within 60 days of his appointment. He shall act as Point of Contact / Nodal Officer for AEO programme on behalf of AAICLAS.

**4. DUTIES OF CONSULTANT (CEO)**

4.1 To advise AAICLAS on required SOPs for Cargo Operations, required for grant of AEO-LO status;

4.2 To ensure satisfactory replies are provided to the Customs, with prior approval of AAICLAS, for processing of AEO-LO application;

4.3. To liaison with the Government Departments, Customs and/or their authorized officials

4.4 To coordinate inspection of AAICLAS Cargo Terminals on pan India basis, as and when required by Customs

4.5 To coordinate between all the departments of AAICLAS for legal, financial, safety, security and other requirements for grant of AEO-LO status

4.6 To advise AAICLAS on Security Related Training and Threat Awareness of its employees

4.7 To advise AAICLAS on Policies of HR/IT/Security/Operations from AEO perspective

4.8 To ensure proper record keeping of all the records needed by Customs for grant of AEO-LO status

4.9 To prepare security plan documenting the policies, processes and procedures being followed by AAICLAS for ensuring the safety and security of the cargo at its terminals

4.10 To advise AAICLAS on the statutory compliances required to be fulfilled for grant of AEO-LO status

4.11 To ensure error-free complete submission of application on behalf of AAICLAS

4.12 To ensure integrity and confidentiality of information/documents of AAICLAS received by him for filing with Customs

4.13 To provide weekly report to CEO/COO on the status of the AEO-LO application

4.14 To ensure complete compliance by AAICLAS as per Customs circular No.33/2016 dated 22.7.2016 & Customs circular No.13/2018 dated 17.1.2018.

The list is not exhaustive and are an indication of the work that is required for completion of the requirements of AEO-LO status. Any other work required during the course of the process shall be included in the duties of Consultant, from time to time.

**5. TERMS & CONDITIONS OF FIXED TERM CONTRACT**

5.1 The remuneration would be in terms of AAI CHRM Circular 13/2015 dated 24th September 2015, he shall be treated at rank of GM/JGM/DGM for computation of Honorarium and TA/DA benefits

5.2 He will be paid fixed monthly honorarium as admissible as per the Circular cited at 5.1 above.

5.3 He will be entitled to Conveyance reimbursement and telephone bill as admissible under 5.1 subject to submission of bills.

5.4 He will not be eligible for any other perks and allowances other that mentioned herein above

5.5 He shall report to Chief Executive Officer (CEO)/Chief Operating Officer (COO)-AAICLAS.

5.6 He shall complete the assignment within the stipulated period as assigned by CEO/ COO.

5.7 He shall be eligible for 02 days leave on pro-rata basis

5.8 He will be not be entitled to any benefit like Provident/Benevolent Fund, Group Insurance or any other kind of compensation available to employees of AAICLAS.

5.10 He shall be entitled to TA/DA for travel outside Delhi, if be required, in connection with official work, subject to approval of Competent authority as per his entitlement.

5.11 The Fixed Term Contract with AAICLAS may be terminated by either by him or AAICLAS by providing (01) one month prior written notice or payment of honorarium in lieu of said notice period or part thereof.

5.12 This being a Job Contract, the obtaining of AEO in favour of AAICLAS would be the sole aim of Consultant (AEO) who should strive hard to obtain the same at the shortest possible time

**6. ELIGIBILITY CONDITIONS / REQUIREMENT:**

6.1 At least a Graduate from any recognized University in India.

6.2 The Consultant should be well versed with the operations of International and Domestic Air Cargo with at-least 10 years of experience

6.3 He should be well versed with the Customs Rules and Regulations especially pertaining to the roles/responsibilities of Custodian/Terminal Operator

6.4 He should be well versed with the documentation and procedural aspects of International Cargo Clearance and Handling

6.5 He should have thorough knowledge of details, guidelines, benefits and application procedure of AEO Program

6.6 He should have excellent client base for whom he has worked successfully getting them AEO certification.

6.7 Experience in getting AEO status of the Airport Operator/Custodian /International Air Cargo Terminal Operator would be preferred

6.8 Exposure to the working of Foreign Cargo Terminals and Customs Clearance Procedures will be preferred

6.9 The consultant should have a good liaison with Customs Departments

6.10 The Consultant should preferably have experience of working/executing projects with Govt Organizations, pertaining to Air Cargo Operations.

**7. PERFORMANCE REVIEW**

The Performance will be subject to monthly review by the company and he shall have to maintain the quality of work to the highest professional standards. The decision of the company with respect to the quality of service provided by him will be final and company shall be under no obligation to award an increase following a performance review or otherwise.

**8. SELECTION CRITERION:** The selection of Consultant (AEO) will be done based on Interview.

Interested applicants meeting the eligibility criteria **as on 15.01.2019**, are advised to send their duly filled in Application Form ***latest by 5th February 2019 ­­­­­­­­­­­­­­­­­­­­*** to the **‘Chief Executive Officer’, AAI Cargo Logistics & Allied Services Company Limited, AAICLAS Bhawan, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003** along with the following documents:

1. Date of Birth, Educational Qualification Documents (self-attested);
2. Experience Certificate (self-attested)
3. One (01) recent passport size photographs.

**“Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at AAICLAS, New Delhi should be mentioned on the top of the Envelope”.**

**FORMAT FOR APPLICATION (FOR RETIRED EXECUTIVE)**

|  |
| --- |
| Passport Size Photograph |

1. Post Applied For : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of Birth/ Age on 15.01.2019 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date of Retirement : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Designated Post of Retirement : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Address for Communication : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact No. (Mobile) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact No. (Landline) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Academic Qualifications (In reverse order , starting from latest)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Degree | Year | | Stream/Subjects | University | Class/Division |
|  |  | From | To |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Relevant Experience
2. Year-wise tasks / highlights of similar nature carried out during the last 10 years with all details including position, pay scales, stations served etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Organization | Post Held with Pay Scale | Year | | Responsibility Handled | Remarks |
|  |  |  | From | To |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Area of Experience in AAI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c)Specialization held in AAI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Last pay drawn, Vigilance Certificate/Disciplinary Clearance Certificate from previous employer and Pension Drawn to be enclosed along with the application form.

**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 above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_