

AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED
[A 100% Subsidiary of Airports Authority of India]

ENGAGEMENT OF CHIEF MANAGER (COMMERCIAL) AND CHIEF MANAGER (MARKETING) ON FIXED TERM CONTRACT BASIS

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 dynamic, energetic and passionate Executives in the field of Commercial and Marketing as per the details given below:

S.No.	Name of Post	No of Vacancies	Place of Posting	Salary & Emoluments
1.	Chief Manager (Commercial)	01	CHQ, New Delhi	Negotiable
2.	Chief Manager (Marketing)	01	CHQ, New Delhi	

- In addition to above, a panel will also be formed for future requirement;
- Can be transferred to any other location within India due to operational requirements;

JOB DESCRIPTION AND RESPONSIBILITIES OF CHIEF MANAGER (COMMERCIAL) AND CHIEF MANAGER (MARKETING)

The job description and responsibilities /Scope of Work for Chief Manager (Commercial) /Chief Manager (Marketing) is as under:

- ❖ To undertake market research and analysis to develop a plan towards making various AAICLAS cargo terminals into a commercially viable entity;
- ❖ To review and assess the potential of existing or proposed AAICLAS airports to maximize its commercial outcome;
- ❖ To evolve a strategy for making the AAICLAS activities and strength which include management of Cargo Activities at new AAICLAS Airports;
- ❖ To market AAICLAS services with airlines operators, stakeholders, ground handling agencies including representatives of various stakeholders so as to enhance the usage of AAICLAS cargo terminals including e-channels;
- ❖ To liaise with International Agencies such ICAO, ACI, IATA, ICFAI for overall image makeover and marketing's strength of the AAICLAS;

- ❖ To present AAICLAS effectively and consistently at various networking events, conferences, exhibitions to enhance and strengthen the AAICLAS profile and to actualize all other business opportunities;
- ❖ To review and develop strategies to improve AAICLAS services offerings to achieve higher benchmarking and rankings such as IATA, CAI and ICAO ASQ;
- ❖ To review and assess the potential to develop other verticals for AAICLAS /logistics related new business opportunities through entering into strategic partnerships within and outside India which are in tune with global trends;
- ❖ To assess the risks to the business of AAICLAS in undertaking any new commercial opportunities;
- ❖ To gauge and review with other concerned stakeholders to ensure that their needs are met to achieve the excellent rating and suggest future improvements in services for the cargo and other related services;
- ❖ To liaise with concerned departments within Government Agencies/AAI/PGA's in order to ensure that cargo needs are met and that service requirements are fully communicated throughout the organization;
- ❖ To engage in any such activities required towards marketing of AAICLAS services with or at any Civil Aviation related forum;
- ❖ Initiate, direct and control all sales and marketing, branding, operations;
- ❖ To undertake the value drivers of the business and identify profitable opportunities in the business to enhance the revenue of AAICLAS;
- ❖ Identify business partners across various verticals of the company for future growth
- ❖ Working closely with key customers (existing and new), thereby improving turnover and profitability;

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 40 and 50 years as on **01.02.2019**.

3. Education Qualification

Two years full time post graduate degree in Management (MBA with specialisation in Marketing / Logistics / Supply 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 Managerial capacity in the Marketing, Logistics and Supply Chain industry or any relevant Service Industry, in an organization having minimum turnover of INR100 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 General Manager (Rs.51300-73000/-) (Pre-revised) OR one level below General Manager Grade/Pay scale i.e in the scale of pay of Rs. 43200-66000 (Pre-revised) 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 (37,400-67000) (Pre-revised) with grade pay of Rs. 10000/- or Rs.8900/- 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 a yearly basis for more 2 years.

2. Remuneration: Negotiable

SELECTION PROCEDURE

Selection will be based on Interaction.

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 ***14th February, 2019*** to the following email id: **recruitment-aaiclas@aai.aero**. **In case of any query please call: 011-24632950 Extn. 3660.**
- b) The applicants are advised to specify the subject line of e-mail as "Application of Mr. / Ms. for the position of Chief Manager (Commercial) or Chief Manager (Marketing) of AAICLAS".

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 shortlisting 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.

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;
- 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. Attending interview, no reimbursement shall be made and candidates have to bear travelling expenses by their own;
 - l. No request for change of Date/Time and Venue of Interview will be entertained;

ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on AAICLAS authorised website <http://www.aaiclas-ecom.org> 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 1st 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

