



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED
[A 100% Subsidiary of Airports Authority of India]
AAICLAS COMPLEX, DELHI FLYING CLUB ROAD
SAFDARJUNG AIRPORT, NEW DELHI-110 003

**ENGAGEMENT OF MULTITASKER AT VARIOUS AAICLAS OFFICES ON FIXED TERM
CONTRACT BASIS**

AAI Cargo Logistics & Allied Services Company Limited (AAICLAS) India is looking for bright and energetic Indian Nationals to join us as **Multitaskers** on a Fixed Term Contract basis for a period of one year at different AAICLAS Offices all over India.

Name of Airport	Multitasker
Surat	07
Bhopal	07
Kolkata	20
Srinagar	15
Madurai	18
Tirupati	18
Vadodara	18
Raipur	18
Udaipur	18
Ranchi	18
Vishakhapatnam	18
Indore	18
Amritsar	18
Mangalore	18
Bhubneshwar	18
Agartala	18
Port Blair	18

Consideration of SC/ST/OBC Candidates will be as per Government Directives on reservation of Posts.

1. ELIGIBILITY CRITERIA AS ON 15.11.2019:

1.1 Educational Qualifications (Essential):

Minimum class 10th/ Matriculation qualified with ability to speak in Hindi, English and conversant with local language.

Experience (Essential):

Must have Minimum 01 year of experience at airport in the areas of Baggage and Cargo Loading & Unloading, Aircraft Cabin Cleaning Area with any Airlines or Ground Handling Agency at Indian Airports only;

1.2 Other Qualifications:

(a). Preference will be given to candidates experience with ILBS and BCAS approved GHA.

(b). Candidates having Baggage Handling Training Course/ Certificate from National Skill Development Corporation (NSDC) will be an added advantage.

1.3 Upper Age Limit as on 15.11.2019: Not above 45 years

1.4 Emoluments: Rs. 15,000/- to Rs.20,000/- per month plus applicable allowances & benefits such as OTA, Night Shift Allowance, Uniform, Stitching Charges etc.

2. SELECTION PROCEDURE:

Candidates who fulfil the eligibility criteria would be required to appear for Interview on the date, time and venue as informed by AAICLAS in due course of time.

3. HOW TO APPLY:

3.1 Candidates meeting the eligibility criteria as on 15.11.2019, are advised to send their duly filled in Application Form (available on the Company website www.aaiclas-ecom.org) latest by 9th December 2019 to the 'The Joint General Manager (HR), AAI Cargo Logistics & Allied Services Company Limited, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003' along with:

- a) Demand Draft of Rs.500/- in favour of 'AAI Cargo Logistics & Allied Services Company Limited' payable at 'New Delhi' (Not applicable for SC/ST/Ex-Servicemen/Female candidates)**

- b) Self-attested copies of all Certificates/Testimonials in support of Date of Birth, Educational Qualification;
- c) Caste Certificate (for SC/ST/OBC Candidates) (self-attested)
- d) Discharge Certificate (for Ex-Servicemen) (self-attested)
- e) Experience Certificate (self-attested)
- f) Copies of Airport Entry Pass issued by BCAS, if any;
- g) Two (02) recent passport size photographs.
- h) Domicile Certificate, if any

Please note that No original certificate is to be submitted with the Application Form. Although, Candidates are required to bring all Original Certificates at the time of interview for verification purpose only.

- 3.2 Candidates meeting the eligibility criteria **as on 15.11.2019**, are required to appear for Interviews on the date, time and venue as informed by AAICLAS in due course of time along with all Original Certificates/Testimonials in support of Date of Birth, Educational Qualifications, Caste Certificate (for SC/ST/OBC Candidates), Experience Certificate and 02 passport size photographs. Please note that no original document is to be submitted with the Application Form. However, Candidates are required to bring all Original Certificates for verification purpose only.
- 3.3 Candidates belonging to OBC category should submit the certificate in the prescribed format including the "Non-Creamy layer clause" issued by the Competent Authority for employment under Government of India and should be as per the Central list of OBC's published by the Government of India. Please also note that the validity of the "Non-Creamy layer should not be older than Six (6) months from the date of the eligibility i.e. 01.06.2019 (Format of OBC certificate is attached as Annexure 'B').
- 3.4 A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- 3.5 Candidates are also required to submit along with the application, an A/c Payee Demand Draft for an amount of Rs. 500/- (Rupees Five Hundred only) in favour of **"AAI Cargo Logistics & Allied Services Company Ltd."**, payable at **NEW DELHI**, as non-refundable Application Fee (Not applicable for SC/ST/Ex-Servicemen/Female candidates). Please mention your Full Name, date of birth and Mobile number on the reverse of the Demand Draft.
- 3.6 Candidates working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must walk-in with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their present employer.

4. GENERAL CONDITIONS:

- 4.1 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of one year subject to their Medical Fitness, prescribed for the position. The period of one year 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. Selected candidates will have to join the station of engagement, then only the appointment will come into force.
- 4.2 Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
- 4.3 For the selection process, no reimbursement shall be made in this regard.
- 4.4 Period of Contract: Fixed Term Contract (FTC) for a period of one year.
- (a) The FTC will be renewable 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 in India.
- 4.5 Selected Candidates will be required to deposit an amount of Rs. 15,000/- (Rupees Fifteen Thousand) only as 'Security Deposit' for a period of 1 year and have to sign a Bond to serve the company for a period of 1 year. On completion of successful contract engagement of one year, the 'Security Deposit' will be refunded to the candidates. In case of failure of Contract Conditions of leaving the Company without notice and/or their engagement is terminated due to reasons attributable to them, the 'Security Deposit' will not be released and will be forfeited.
- 4.6 The applicant must ensure that they fulfil all the eligibility criteria, **as on 15th November 2019**, and that the particulars furnished by them 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 post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefor.

- 4.7 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.
- 4.8 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to the post 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 tests/selection process etc. No correspondence will be entertained from candidates found ineligible or not called for test/selection process.
- 4.9 AAICLAS reserves the right to modify/alter/restrict/enlarge/cancel the engagement/selections process, 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.
- 4.10 AAICLAS will not bear any liability on account of service bond/salary/leave salary /pension contribution etc. if any, of previous employment of any candidate working in Central/ State Government/Autonomous Body/ Public Sector Undertaking.
- 4.11 Prescribed format of Application is attached.

5. 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.

6. 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.

-----X-----X-----X-----X-----X-----

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not- Eligible(E/NE)	Remarks
Token / slip issued at the time of registration to be attached with Application		Signature of the Registering Officer	

FORMAT OF APPLICATION

To,

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

POSITION APPLIED FOR: **Multitasker** STATION: _____

1. Full Name: (In BLOCK letters)

First *Middle* *Surname*

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: _____

Telephone No: (Residence with STD Code): _____

Mobile No.: _____

Alternate Mobile No.: _____

Email ID: _____

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8. Nationality: _____

9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____

12. (a) Aadhar Card No.: _____

13. Height: (Bare feet in cms.) _____ 14. Weight: _____ Kgs.

15. 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”

16. 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)				
Graduation				
Any other (specify)				

17. Fluency in languages: Mark ‘X’ in an appropriate column.

Language	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Regional Language				
Others (Specify)				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

18. Work Experience (if any):

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

19. 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.

20. Particulars of Demand Draft issued:

(In favour of **AAI Cargo Logistics and Allied Services Company Ltd.** payable at **New Delhi**)

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs.500/-

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

Name	Designation	Company	Relationship

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 of applicant)

Date : _____

List of Documents(copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS / CERTIFICATES for verification only)

- Demand Draft (Not applicable for SC/ST/Ex-Servicemen/Female).
- 10th Std / Matriculation Mark-sheet & Passing Certificate
- No Objection Certificate from present employer, if applicable.
- Caste Certificate in case of SC / ST / OBC candidates
- Experience Certificate
- PAN Card Copy
- Background Check /Valid Passport
- Aadhar Card Copy
- Domicile Certificate, if any

ANNEXURE – ‘A’

Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that
Son ofof VillageDistrict
/ Divisionin theState
belong to the Community which is recognized as a Backward
Class under the Government of India, Ministry of Welfare Resolution No. 12011/68/93-
BCC(C), dated 10th September 1993 published in the Gazette of India Extra-Ordinary Part I,
Section I, dated 13th September 1993. Shriand/or his family
ordinarily reside(s) in the
.....
District/Division of theState.

This is also to certify that he/she does not belong to the person/sections (Creamy Layer)
mentioned in column 3 of the Schedule to the Government of India, Department of
Personnel and Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93.

Date :	Seal	District Magistrate Deputy Commissioner
etc.		

N.B. (a) The term ‘ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) Where, the certificates are issued by Gazetted Officers of the union Government or State Governments, they should be in the same form but countersigned by the District . Magistrate of Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

