



CONCOR AIR LIMITED

(A wholly owned subsidiary of Container Corporation of India Ltd, a "Navratna CPSE" under Ministry of Railways, Government of India)

2nd Floor, Heavy cargo Building, International Air Cargo Complex, CSIA, Sahar Road, Andheri East, Mumbai – 400099 (Maharashtra)

Tel: 022-66859841/40, Email: admin@concorair.in, Website: www.concorindia.com

ENGAGEMENT OF EXPERIENCED PROFESSIONAL ON FIXED TERM CONTRACT BASIS

CONCOR Air Limited (CAL) is a wholly owned subsidiary of Container Corporation of India Ltd, a Navratna Company of Govt. of India under Ministry of Railways. CAL has been created to Operate and Manage Air cargo facility on Pan India Basis.

To meet the growing business requirements, CAL requires the following post to be filled on **Fixed Term Contract basis** initially for a period of 3 years which may be extended further (Including 3 years of Bond) as deemed fit by CAL.

Sr. No.	Name of the Post	Number of Vacancies	Qualification	Post Qualification Experience & Age Limit as on 31.08.2016	CTC (in Rs. Per month)	Bond Amount (For 03 years)
1	Company Secretary	1 (One) Place of Posting:- Mumbai	CS plus CA (CS from Institute of Company Secretaries of India and CA from Institute of Chartered Accountant of India)	Minimum 3 years of Post Qualification Experience as CS in any reputed organization. Max Age Limit: 32 years	50,000/- Consolidated Total payment	3 Lakh

All the necessary relevant information pertaining to this recruitment process like selection process, general instructions, important dates and format of application etc. is available at CONCOR's website www.concorindia.com. For any queries regarding this recruitment please send E-mail to admin@concorair.in or contact at 022-66859841/40 on all working days from 10.00 AM to 06.00 PM (Monday to Saturday).



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SELECTION PROCESS

INITIAL SCREENING

Candidates are requested to fill in the Application Form (to be downloaded from website www.concorindia.com) complete in all respects. The complete Application Form has to be

submitted at the Venue of the Interview for the initial screening. Then the preliminary screening of the Application will be done and candidates will be shortlisted for appearing in the Interview.

INTERVIEW

In the second stage, the Personal Interview will be conducted. Based on the credentials and performance in the personal interview the candidates will be shortlisted and the offer of engagement shall be issued to the suitable candidate in the order of merit.

Please also note:

- The candidates are required to carry all the supporting documents (marks sheet, degree, caste certificate, disability certificate, domicile certificate etc.) in original alongwith one set of photocopy at the venue for verification.
- CAL may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.
- If required, the interview will be rolled over to next day and in such a case, the candidate has to make his/ her own arrangement for stay. No compensation will be payable in this regard.

GENERAL INSTRUCTIONS

1. The appointment is purely on Fixed Tenure Basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/ permanent employment in CONCOR Air Ltd/CONCOR.
2. Only Indian Nationals are eligible to apply.
3. The incumbent is liable to be transferred/ posted in any office of CONCOR Air Ltd. at the discretion of CAL/CONCOR. The selected candidate should be able to join at the earliest.
4. Those working in Govt. / PSUs may apply through proper channel/ submit NOC at the time of Interview or should submit proper relieving letter from present employer in the event of selection in CAL.
5. The cut-off date for age and experience will be 31.08.2016.
6. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
7. Teaching experience and training period (Induction) will not be counted as experience.
8. CAL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
9. Please note that no TA/ DA shall be paid to any candidate for giving interview in CAL.
10. No correspondence will be entertained from the candidates not selected/ interviewed.
11. Candidates should ensure that they full fill the eligibility criteria prescribed for the post they have applied in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.

12. Any corrigendum/clarifications on this advertisement, if necessary, shall be released in leading newspaper wherein the advertisement is published by CAL.
13. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Mumbai only.
14. CAL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
15. Age is relaxable in case of SC/ST/OBC/ Ex-servicemen/Person with disability (PWD) as per Govt. of India rules applicable to the Corporation.
16. For any queries regarding this recruitment please send E-mail to admin@concorair.in or contact at 022-66859841/40 on all working days from 10.00 AM to 06.00 PM (Monday to Saturday).
17. Candidates can download the Application form available on www.concorindia.com .

IMPORTANT DATES & INFORMATION

Date of Publication of Advertisement	10.09.2016
Date & Time of Walk in Interview	26.09.2016 from 10:00 Hrs onwards
Venue of the Walk in Interview	CONCOR Air Ltd, Santacruz Air Cargo Terminal, CTS No 20185, Near Milan Subway Bus Stop, Western Express Highway, Villeparle (East), Mumbai – 400099.

FORMAT OF APPLICATION

Advertisement No. CAL/01/2016	<div style="border: 1px solid black; border-radius: 15px; background-color: #4F81BD; color: white; padding: 10px; display: inline-block;"> PASTE A RECENT PHOTOGRAPH </div>
POST APPLIED FOR:	
TOTAL POST QUALIFICATION WORK EXPERIENCE	
HIGHEST QUALIFICATION	
1. NAME (in Capital)	
2. FATHER's/MOTHER's/HUSBAND's NAME	
3. GENDER	

4. DATE OF BIRTH (DD/MM/YYYY)	
5. AGE (AS ON 31.08.2016)	
6. ADDRESS (PERMANENT):	
7. ADDRESS FOR CORRESPONDENCE	
8. TELEPHONE/ MOBILE NO.	
9. E-MAIL ID	
10. CATEGORY (Gen/ SC/ ST/ OBC/ PWD) Please enclose certificate/s if other than Gen Category	

11. EDUCATIONAL QUALIFICATIONS

S. No.	Qualification (from 10 th class onwards)	% of marks obtained	Year of passing	Name of School/ College	Affiliated Institute/ University

12. PARTICULARS OF EXPERIENCE:

S. No.	Name & Address of employer	Post Held	Period (From – Till)	Job Description/ Responsibility Area

Additional information if any which you would like to mention in support of your suitability for the post:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature of the candidate