

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for walk-in Interview for the post of
Consultant Finance (On Contract)

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its Registered Office at 2nd Floor, AI Administration Building, Safdarjung Airport, New Delhi – 110 003, is a 100% Government of India PSU Company incorporated in January 2018 as a Special Purpose Vehicle (SPV) formed by the Govt. of India for the purpose of disinvestment of Air India Limited, incorporated mainly to acquire from Air India i) shares held in identified Air India subsidiaries, ii) non-core, non-operational assets, iii) identified immovable properties and pay-off the identified loans of Air India Limited from refinancing by raising fresh debt and through monetization proceeds from sale/disposal of such identified assets of Air India Limited and Air India's identified subsidiaries.
2. AIAHL invites applications from the eligible candidates for filling up the following post:

SNO	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	Consultant Finance	01	Delhi	Total Monthly Salary & Allowances of Rs.1,35,000/- i. Salary - Rs.1,20,000/- + ii. Allowances - Rs. 15,000/- (Out of Pocket taxable allowances fuel transport & telephone) iii. Annual increment 3% p.a. on the Salary Amount at i. above, subject to satisfactory annual performance appraisal reports

3. The eligibility criteria and other details are as under:

A. **Qualification**: Qualified Chartered Accountant from the Institute of Chartered Accountants of India Or CMA.

B. **Experience**:

i. Central/State/Public Sector Enterprises

Minimum total experience of 25 years, working in PSU, hand on experience in guiding computerized accounting system such as Tally, SAP and other ERP and should have worked in the grade of E – 8 and above.

ii. Private Sector

Those who are working in Private Sector to have minimum total experience of 25 years, and should have worked as General Manager & above. The candidate should have hand on experience in computerized accounting system such as Tally, SAP and other ERP.

C. Age: Maximum age should not exceed 63 years as on 1st April, 2024.

a. Reporting Framework

The reporting and workflow framework for all finance and accounts activities and tasks would be as follows:-

- i. Officer/Manager/Dy CFO to report and route their outputs through Consultant (Finance) for review for all day to day/periodic and compliances related activities/proposals of accounting and finance/taxation/GOI reporting matters,
- ii. Other Department's/functionaries proposals entailing financial implications shall also be reviewed by Consultant (Finance)
- iii. Consultant (Finance) to incorporate/record his views for required action/decision/approval of CFO.

D. Functional Role and Responsibilities: The post carries the duties and responsibilities as under :-

- i. Recording of day to day/periodic/ disinvestment related transactions accounting, improvements in system of accounting, creation/modification of sub-heads/heads
- ii. Periodic review of financial statements and reporting
- iii. Coordinating and responding to the Internal/Statutory/Govt. audit teams
- iv. Timely formulation and submission of GOI reporting for Grants/subsidy/budgetary statement
- v. Taxation – GST and Income tax and compliances/notices related matters including coordination with the tax advisors
- vi. Guiding on monetization and income accruals of transferred properties
- vii. Inter-company and subsidiaries transactions
- viii. Settlement of open disinvestment transactions
- ix. Assisting in framing/documentation of finance related agenda items and reporting to Board of Directors
- x. Formulation of Corporate documentation framework such as Delegation of Administrative and Financial powers
- xi. Any other tasks assigned by the company.

Selection procedure: Interested candidates who fulfill the eligibility criteria, are required to report for Walk-in Interview as per details given below:

Place of Walk-in Interview	Time & Date	Venue
Delhi	Interview to be held at 1430 hours on 21.06.2024. Submission of Application Form and checking of testimonials - 1030 to 1300 hour on 21.06.2024	AI Assets Holding Limited 2 nd Floor, AI Administration Building , Safdarjung Airport, New Delhi – 110 003.

NOTE: If the candidates are not found suitable for the post of Consultant Finance, AIAHL may conduct Walk-in Interview after every two weeks. The position and date of Walk in Interview will be notified on the websites www.aiahl.in, www.aiesl.in, www.allianceair.in, www.aiasl.in, www.nsc.gov.in and www.civilaviation.gov.in Interested Candidates may keep visiting these websites regularly.

Candidates appearing for Walk-in Interview are required to submit following documents with the application: -

- i) A duly filled in Application Form in the prescribed format, which is available on Website www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.nsc.gov.in and www.civilaviation.gov.in
- ii) A recent passport size color photograph pasted in the space provided in the Application Format.
- iii) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience etc. In case copies of required documents/certificates are not submitted with the application, it will be rejected.
- iv) **Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.**
- v) If the candidate is working in private sector, he/she is required to submit a certificate from the existing employer **certifying that the employee concern is working in the capacity of General Manager and above on the company's letter head.**
- vi) The Demand Draft for an amount of Rs.500/- (Rupees Five Hundred only) drawn in favour of **AI Assets Holding Limited, payable at New Delhi.**

The Selected candidate will be required to undergo a Pre- Employment Medical Examination. The Candidate will have to bear the cost of Pre-Employment Medical Examination and any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

- E. **Tenure of Fixed Term Employment Contract:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **Two (2) years, extendable by one (01) year, or 65 years of age whichever is earlier, subject to approval of appointing authority** based on the annual performance review reports of the candidate.

The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

Incomplete applications will not be entertained.

Applications that are mutilated or without any of the supporting documents with regard to eligibility criteria, will be rejected.

Canvassing in any form will disqualify the candidate.

Any applicant not meeting the aforesaid requirements shall not be considered.

Management reserves the right to change above schedule/conditions, based on requirements.

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APPLICATION FORM-AIAHL

Name of the post applied for - **Consultant Finance**

1.(a) Applicant's Name: \_\_\_\_\_

(b) Address for communication: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.Telephone No: Office \_\_\_\_\_Residence\_\_\_\_\_

3.Mobile No. \_\_\_\_\_

4.E-Mail Id \_\_\_\_\_

5.Date of Birth (DD/MM/YY), Age as on **01<sup>st</sup> April, 2024** (Years/Months/Days)

6.Educational/Professional Qualifications:

| Sl. No. | Qualification* | Name of Institution/ University | Duration of the Course | Whether Full-Time or otherwise<br>(Please mention, if applicable) |
|---------|----------------|---------------------------------|------------------------|-------------------------------------------------------------------|
| 1       | 2              | 3                               | 4                      | 5                                                                 |
|         |                |                                 |                        |                                                                   |
|         |                |                                 |                        |                                                                   |
|         |                |                                 |                        |                                                                   |
|         |                |                                 |                        |                                                                   |

\* Should be exactly as per Degree/ Diploma issued by the university.

2. Positions held in support of the total requisite experience as mentioned at point no 3(b)i & 3(b)ii of advertisement:

| Sl. No. | Complete Designation* | Name of the Organization | Pay Scale | Period |    | Brief Job Profile |
|---------|-----------------------|--------------------------|-----------|--------|----|-------------------|
|         |                       |                          |           | From   | To |                   |
| 1       | 2                     | 3                        | 4         | 5      | 6  |                   |
|         |                       |                          |           |        |    |                   |
|         |                       |                          |           |        |    |                   |
|         |                       |                          |           |        |    |                   |
|         |                       |                          |           |        |    |                   |
|         |                       |                          |           |        |    |                   |

\*The positions should be indicated in order of the most recent assignment

: 2 :

8.(a) Whether any penalty/punishment was awarded to the applicant during the last 7 years.

If yes, the details thereof i) Civil /Criminal

|     |    |
|-----|----|
| Yes | No |
|-----|----|

ii) Departmental Enquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof i) Civil /Criminal

|     |    |
|-----|----|
| Yes | No |
|-----|----|

ii) Departmental Enquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

9. Whether SC/ST/OBC/GEN/OTHERS

|  |
|--|
|  |
|--|

I certify that the details furnished above by me are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Note:

1. Please attach a write-up on your key achievements in the current/previous organization, **not exceeding 400 words**, in support of your candidature, for reference at the time of interview.

2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment.