

## Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref No. :- AAAL/PERS/2024/958

Date:- 14.08.2024

### Sub: Advertisement

Alliance Air invites applications from Indian Nationals for filling up the following post:-

| <b>Sr .Manager (Airport Operations, Administration)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number of Posts</b>                                  | <b>01 (One)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Place of Posting</b>                                 | <b>Delhi</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Qualification and Skills</b>                         | <ul style="list-style-type: none"> <li>• <b>Experience:</b> Extensive experience in airport operations or a related field, with a proven track record of managing operations across multiple locations.</li> <li>• <b>Leadership Skills:</b> Strong leadership and team management abilities, with experience leading large, geographically dispersed teams.</li> <li>• <b>Strategic Thinking:</b> Ability to develop and implement strategic plans and initiatives on a national scale.</li> <li>• <b>Analytical Skills:</b> Excellent analytical and problem-solving skills, with the ability to make data-driven decisions.</li> <li>• <b>Communication Skills:</b> Effective communication and interpersonal skills, capable of interacting with various stakeholders and managing relationships.</li> <li>• <b>Knowledge:</b> In-depth knowledge of aviation regulations, safety standards, and airport operations best practices in India.</li> <li>• <b>Education:</b> Graduate from recognized university.</li> </ul> |
| <b>Experience</b>                                       | Should have 15 years of working experience in operational areas of an Airline, out of which three years with an Airline airport operations administration department in particular is a must.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job Responsibility (In brief)</b>                    | The role would require a strategic and high-level management approach to ensure cohesive operations across multiple airports, coordination and communication among various stakeholders, Taking approvals from Competent authority, Meeting and Coordinating with DGCA officials, Knowledge of ground operations manuals is must, consistent adherence to regulations and standards, Knowledge of Tendering Process is must, Involvement in Procurement process of necessary items used for Airport Operations, Knowledge of making of SOP's is must, Visit stations for Auditing and Auditing of Ground Handler, 24/7 strong monitoring of operations across all network of Alliance Air, Arranging and managing relevant trainings for all station Managers and ground handling staff in line as per DGCA guidelines, Knowledge of Closing of DGCA audit findings, Updating manuals along with compliance of IOSA standards as per all applicable DGCA                                                                      |

regulations, Attending meetings with various stakeholders, Creating presentation for HOD, Maintaining various reports on monthly and annual basis and maintaining comprehensive data for the entire network on a daily basis, Knowledge of managing airport space requirement and their contracts with airport operators / regulators, Maintaining and sharing reports with ministry on daily basis, Coordinating with station managers, ground handlers and other agencies to ensure smooth flight operations, Negotiation on new ground handling contracts, Knowledge of Handling of charter flight operations etc

**Key Responsibilities:**

**Strategic Oversight, Operational Management:**

- **Oversight of Multiple Airports:** Manage and coordinate daily operations across multiple airports to ensure efficiency, safety, and compliance with regulatory requirements.
- **Performance Monitoring:** Regularly assess and monitor the performance of each airport, identifying areas for improvement and implementing corrective actions.

**Leadership and Team Management:**

- **Regional Leadership:** Lead and manage a team of airport managers and operations staff across various locations, providing direction and support.
- **Talent Development:** Identify key talent and potential future leaders within the operations team, facilitating training and career development opportunities.

**Safety and Compliance:**

- **Regulatory Compliance:** Ensure compliance with all national aviation regulations, safety standards, and security requirements across all airports.
- **Audits:** Conduct regular audits and inspections at various airports to ensure adherence to safety protocols and procedures.

**Coordination and Collaboration:**

- **Stakeholder Engagement:** Engage with key stakeholders including airport authorities, regulatory bodies, ground handling agents, and other airlines to coordinate operations and address any issues.
- **Cross-Functional Collaboration:** Work closely with other departments such as flight operations, maintenance, and customer service to ensure cohesive and aligned operations.

**Financial Management:**

- **Cost Optimization:** Identify and implement cost-saving initiatives and operational efficiencies on a national scale.

**Reporting and Analysis:**

- **National Performance Reporting:** Prepare and present comprehensive reports on the performance of airport operations across India, highlighting key metrics, achievements, and areas for improvement.
- **Data-Driven Decisions:** Utilize data and analytics to drive decision-making and strategic planning for airport operations.

**Innovation and Technology: Technology Adoption and Continuous Improvement.**

|                                |                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Age</b>                     | Maximum Age 50 Years (as on 01.08.2024)<br>(Upper age limit is relaxable by 5 years for SC/ST & 3 Years for OBC candidates.<br>Ex service man will be given age relaxation as per rules. |
| <b>Salary &amp; Emoluments</b> | INR 65,000/- per month Approx (all inclusive)                                                                                                                                            |

- Can be transferred to any other location within India due Operational requirement.
- Reservations of SC/ST/OBC & EWS candidates will be as per Government Directives.

### **FIXED TERM EMPLOYMENT AGREEMENT:**

All the Selected candidates will be appointed for on a Fixed Term Employment Agreement. The Fixed Term Employment Agreement is extendable subject to satisfactory performance.

### **Benefits – Free / Concessional Air Passages**

The Employee will be entitled to Concessional air passages/free air passages, for self and his/her declared family on **Alliance Air Network only** each passage year as per company policy. The applicable taxes, levy, charges etc. shall be paid by the employee.

In addition, the above post also carries other benefits such as Provident Fund, Gratuity etc. as per rules.

### **How to Apply**

Candidate who wish to apply, are advised to log on to Careers page of Website [www.allianceair.in](http://www.allianceair.in), download and fill in the Application Format and send the filled-in application along with the CV by Post / Speed post / courier at following address in an envelope that must be super scribed with the post.

|                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Post Applied For</b> _____</p> <p><b>Alliance Air</b><br/> <b>Personnel Department</b><br/> <b>Alliance Bhawan,</b><br/> <b>Domestic Terminal -1, I.G.I Airport,</b><br/> <b>New Delhi – 110037</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**The last date of receipt of applications is 1700 hrs on 25.08.2024 on the above address.**

### **Applications received after the last date will not be entertained.**

Applications received late / incomplete / mutilated or without any of the supporting documents with regard to eligibility criteria, Demand Draft (if applicable), will be rejected. Alliance Air will not be responsible for any postal delay / loss of any document during transit.

Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel.

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

Canvassing in any form will disqualify the candidates.

### **Candidates are required to submit following with application: -**

- i) A duly filled in Application Form in the prescribed format which is available on Career Page of Website: [www.allianceair.in](http://www.allianceair.in)
- ii) A recent passport size 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, salary etc will be required to be submitted with application. Original certificates will be required at the time of Interview.
- iv) A Demand Draft for an amount of **Rs. 1500/- (Rupees One Thousand Five Hundred only)** payable to **Alliance Air Aviation Limited**, payable at New Delhi (**Not Applicable for SC/ ST Candidates**).
- v) **Applicable for SC / ST / OBC/ EWS Candidates ONLY:** Caste Certificate in the prescribed proforma issued by the appropriate authority. Candidates belonging to OBC Category will be required to attach the Caste Certificate

in the proforma meant for Central Government employment. "Candidates belonging to OBC category, the category certificate should be 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 Government of India. Please also note that the validity of "Non - Creamy layer" Certificate should not be older than 06 (Six) months from the date of eligibility criteria."

Candidates belonging to EWS category will be required to attach Income & Assets Certificate as per the attached annexure.

- vi) Curriculum vitae (CV)

**TA.DA Reimbursement to SC / ST candidates**

Candidates belonging to Scheduled Caste/Scheduled Tribe categories will be entitled for reimbursement of second class return rail/bus fare from the nearest railway station i.e. from the address given in the application to Delhi / New Delhi on production of railway receipt/ticket, as per rules at the time of Interview only.

\*\*\*\*\*

**Alliance Air Aviation Limited**  
(A wholly owned subsidiary of AIAHL)

Paste a recent  
Passport  
size photograph  
  
(Please do not)

**FORMAT OF APPLICATION**

Post Applied For \_\_\_\_\_

- I. a/Name: \_\_\_\_\_  
 b/Father's Name: \_\_\_\_\_  
 c/Address: \_\_\_\_\_  
 \_\_\_\_\_

Pin Code \_\_\_\_\_

**d/Contact Details:**

- i) Telephone Nos.: \_\_\_\_\_  
 ii) Mobile No.: \_\_\_\_\_  
 iii) E-mail id: \_\_\_\_\_

e/ Date of Birth: \_\_\_\_\_

f/ Age (As on 01.06.2024) \_\_\_\_\_ (Years) \_\_\_\_\_ (Months)  
 \_\_\_\_\_ (Days) g/ Nationality: \_\_\_\_\_

h/ Religion: \_\_\_\_\_

- II. Category you belong to: (Please )
- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>GEN</b>               | <b>SC</b>                | <b>ST</b>                | <b>OBC</b>               | <b>EWS</b>               |

In case of OBC the certificate should be in the prescribed proforma for employment under Centre government.

**State to which Belong** \_\_\_\_\_

Serial number of the certificate in the Central List of OBC.: \_\_\_\_\_

- III. Bank Draft No. \_\_\_\_\_ & Bank Draft Date: \_\_\_\_\_ Bank Draft drawn on: \_\_\_\_\_ (Not applicable in case of ST/SC Candidates)

IV. Educational/Professional Qualifications: (10+2 onwards)

| Exam. Passed | University/Board | Year of Passing | Subjects | %age of Marks |
|--------------|------------------|-----------------|----------|---------------|
|              |                  |                 |          |               |
|              |                  |                 |          |               |
|              |                  |                 |          |               |
|              |                  |                 |          |               |

**V. Have you ever been employed?**

(Please .If yes ,give details):

YES

NO

**VI. Experience(Starting form present Employer)**

| Organization | Designation | Period |    | Details of job assignment | Last Salary Drawn | Reason for leaving |
|--------------|-------------|--------|----|---------------------------|-------------------|--------------------|
|              |             | From   | To |                           |                   |                    |
|              |             |        |    |                           |                   |                    |
|              |             |        |    |                           |                   |                    |
|              |             |        |    |                           |                   |                    |
|              |             |        |    |                           |                   |                    |

**VII. Passport Details**

**Number:**\_\_\_\_\_

Date of Issue:\_\_\_\_\_

**Date of Expiry:**\_\_\_\_\_

Any other information:

**I hereby declare that the above information is correct to the best of my knowledge and belief .I undertake that if I have suppressed any factual information, my candidature will be rejected.**

Date:

SIGNATUREOFCANDIDATE

## OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS/ ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Smt / Kum \_ Daughter of Shri / Smt. \_ of Village / Town District / Division \_ in the \_\_ State, belongs to the

Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.

(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Smt / Kum. and / or her family ordinarily reside(s) in the District / Division of State. This is also to certify

that she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.13/15

Dated :

NOTE:

District Magistrate / Deputy Commissioner, etc.

Seal

a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiarys Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

(v) Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government.

\*\*\*\*\*

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

---

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.