

**एआई एसेट्स होल्डिंग लिमिटेड**  
**(पूर्व में एयर इंडिया एसेट्स होल्डिंग लिमिटेड)**  
**AI ASSETS HOLDING LIMITED**  
**(Formerly Air India Assets Holding Limited)**

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**Sub: Advertisement for the post of Officer-Properties & Civil Works**

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1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi -110001 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:

S.N O.	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	OFFICER - Properties & Civil Works	01	Delhi	<b>Total Monthly Salary &amp; Allowances of Rs.65,000 (CTC)</b> i. <b>Salary</b> - Rs. 57,500/- + ii. <b>Allowances</b> - Rs. 7,500/- (Out of Pocket taxable allowances fuel transport & telephone) iii. <b>Applicable Employers Contribution to EPFO</b> on the Salary Amount iv. <b>Annual increment @3% p.a.</b> 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) **Age:** Maximum 62 years as on 1<sup>st</sup> September, 2022
  - b) **Qualification:** Bachelor's degree (B.E. / B. Tech in Civil Engineering) OR 03 years Diploma in Civil Engineering. Candidates holding Master of Business Administration (MBA)/ Post Graduate Degree/Diploma in Management (2 years OR 01 year course full time or part time) having studied subjects such as assets management/real estate/civil engineering, will be given preference.
  - c) **Experience:** Should have experience in Properties and Real estate Management; Land/properties acquisition or monetization/disposal; actively worked on successful real estate projects schemes; handled properties project management planning, strategizing and execution; properties monitoring,

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tendering, procurement, planning and budgeting, costs monitoring; upkeep and maintenance of properties; handled properties/real estate related contractual legal and statutory and regulatory compliances and management. Candidate working in a Government/PSU organization will be given preference.

**Central/State/ Public Sector Enterprises**

- Candidates having degree of B.E./B.Tech. should have post qualification 05 years working experience, out of 05 years, the candidate should have 02 years working experience at the level of E-1 or above in Civil Engineering Deptt.
- Candidates having 03 years Diploma in Civil Engineering should have minimum 10 years post qualification working experience, out of 10 years, the candidate should have 05 years working experience at the level of E-1 or above in Civil Engineering Deptt.

**Private Sector**

- Candidates having degree of B.E./B.Tech. degree should have minimum 05 years post qualification working experience, out of 05 years, the candidate should have 02 years working experience at the level of Officer or above in Civil Engineering Deptt. of a company.
- Candidates having 03 years Diploma in Civil Engineering, the candidate should have minimum 10 years post qualification working experience, out of 10 years, the candidate should have 05 years working experience at the level of Officer or above in Civil Engineering Deptt of a company.

4. **Job Description:** The post carries the following duties and responsibilities as assigned by management; illustrative list given below though not limited to the following:

- i. Properties and Real estate management activities;
- ii. Assist in Land/properties transfer/acquisition/leasing;
- iii. Handle and keep records of all the Land/properties monetization/disposal matters;
- iv. Assist in properties management execution plans;
- v. Ensure proper and adequate properties monitoring records and inspections/ physical control;
- vi. Assist in Tendering/procurement of properties ownership and management related services
- vii. Coordinate Assets planning and budgeting, costs monitoring of properties;
- viii. Assist in acquiring/engaging and deploying manpower/3<sup>rd</sup> party outsourcing resources for effective upkeep and maintenance of own/leased properties;
- ix. Assist in properties/real estate contractual legal and statutory & regulatory compliances and management, etc
- x. Any other jobs/activities assigned from time to time by the CPO and/or top management (CEO/Board) of the company.

The position would report to the Ch. of Properties & Monetization through Manager-Properties of the company.

**Contd on page no 3**

5. **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	1030 hour to 1300 hour on 10.10.2022	AI Assets Holding Limited 2 <sup>nd</sup> Floor, Air India Reservation Building, Safdarjung Airport, New Delhi – 110003.

**NOTE: If the candidates are not found suitable for any position, 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](http://www.aiahl.in), [www.aiesl.in](http://www.aiesl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiasl.in](http://www.aiasl.in) and [www.ncs.gov.in](http://www.ncs.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 Websites of [www.aiahl.in](http://www.aiahl.in), [www.allianceair.in](http://www.allianceair.in), [www.aiesl.in](http://www.aiesl.in), [www.aiasl.in](http://www.aiasl.in) and [www.ncs.gov.in](http://www.ncs.gov.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 etc. In case copies of required documents/certificates are not submitted with the application along with original certificates at the time of Walk – in Interview, the candidature will not be accepted.
- iv) **Applicants servicing in Government/Semi-Government/Public Sector Undertakings should submit NOC certifying working in E-1 or applicable grade for the past 02 years from their present employer prior to interview.**
- v) 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.**

**Reservation for the SC/ST/OBC/EWS shall be applicable as per the Govt. directives.**

The Selected candidate will be required to undergo a Pre- Employment Medical Examination. The Candidates 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.

6. **Term of Fixed Term Employment Contract:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **three (3) years, extendable by another two (2) years,** 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.

**Applications that are incomplete will not be entertained.**

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

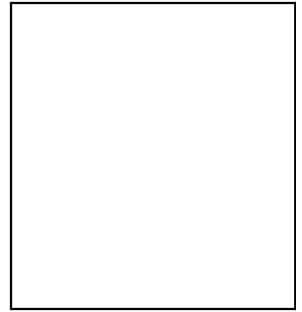
Canvassing in any form will disqualify the candidate

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

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

**APPLICATION FORM– AIAHL**

Name of the post applied for **Officer- Properties & Civil Works**



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> September, 2022** (Years/Months/Days).....

6. Educational/Professional Qualifications:

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

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

7. Positions held (in support of the total requisite experience)

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

8.(a) Whether any penalty/punishment was awarded to the applicant during the last 5 years.

If yes, the details thereof      i) Civil /Criminal  
ii) Departmental Enquiry

Yes	No
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(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  
ii) Departmental Enquiry

Yes	No
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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, **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.