

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for the post of
Chief of Personnel & Administration

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1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at 2nd Floor, AI Admin Building, Safdarjung Airport, New Delhi -110003 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 iv) monetization from sale/disposal of identified assets, v) manage the four subsidiaries of AIAHL.
2. AIAHL invites applications from the eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	Chief of Personnel & Administration	01	Delhi	Total Monthly Salary & Allowances of Rs.1,50,000/- i. Salary -Rs.1,20,000/- + ii. Allowances -Rs.30,000/- (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:** MBA in Human Resource Management or Post Graduate Diploma from institute of repute in Human Resource Management or Master of Science in HR. In addition, the candidate having legal qualification, Bachelor of Law (LL.B.) shall be preferred.

- b. **Experience:** 10 Years post qualification experience in related functions and 2 years should be in senior position as per details given below:
- Candidates from Central/State PSE working at the level of E-6 and above.
 - Candidates from Private sector listed companies working not more than 2 level below CEO/Head of Institution.
- c. **Age:** Maximum 62 years as on the date of notification
- d. **Job Description:** The post carries the duties and responsibilities
- i. Overall In-charge of all the Personnel / Human resources, management activities;
 - ii. Framing Personnel / Human Resource policies and planning tools, set and implement personnel mission and objectives for larger goal of company's overall plans;
 - iii. Performance Management, HR Management System;
 - iv. HR Strategy and Compliances;
 - v. Organizational behavior, Labour laws & internal policies, HR Analytics;
 - vi. Advice senior Management on HR matters, providing Data driven insight;
 - vii. Recruiting required manpower, framing and developing criteria for hiring with the desired skillset, considering the laid down DPE, regulatory, statutory and related compliance parameters;
 - viii. Personnel / human resources management, planning, strategizing and execution;
 - ix. Personnel and administrative training/skill upgradation - framing of HR Policies and monitoring policies/programs;
 - x. Identify and finalizing contractual arrangements/agreement for the areas/activities for hiring of manpower resources and 3rd party outsourcing services and award of such activities;
 - xi. Personnel planning, budgeting and costs monitoring of manpower;
 - xii. Handle companies contractual legal and statutory & regulatory HR compliances and management reporting etc;
 - xiii. Assist the Board in setting strategies for Personnel/HR policies;
 - xiv. Coordination with subsidiary companies of AIAHL and introduce similar rules and regulation;
 - xv. Any other jobs/activities assigned from time to time.

The position would report to the CMD of the company.

- e. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria.

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.

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

- f. **Fixed Term Employment Contract:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **three (3) years, extendable annually by another two (2) years, subject to candidate's age not exceeding 65 years,** based on the annual performance report of the candidate/incumbent.

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.

a. How to Apply:-

Candidates who wish to apply are advised to print the Application Form attached below, fill it and send the application by Post/Speed post/courier at following address in an envelope that must be super scribed with the post applied for:

<p>Post Applied for Chief of Personnel & Administration To Manager (HR & Admn) AI Assets Holding Limited (AIAHL), Room no. 204, 2nd Floor, AI Reservation Building, Safdarjung Airport, New Delhi-110003</p>

The last date of receipt of application is 1700 hours on 09.02.2026 on the above address. Applications received after the last date will not be entertained

Any extension in the last date for submission of the applications receipt in AIAHL shall be notified only on the website AIAHL & its subsidiary companies.

Applications received late/incomplete/mutilated or without any of the supporting documents with regard to eligibility criteria, will be rejected. AIAHL will not be responsible for any postal delay/loss of any document during transit.

Applicants servicing in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.

Canvassing in any form will disqualify the candidate.

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

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

Candidates 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
- 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. will be required to be submitted with the application. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.
- iv) And any other document required as per eligibility criteria for the post of Chief of Personnel and Administration.

APPLICATION FORM-AIAHL

Name of the post applied for Chief of Personnel & Administration

(a) Applicant's Name: _____

(b) Address for communication: _____

1. Telephone No: Office.....Residence.....

2. Mobile No. _____

3. E-Mail Id _____

4. Date of Birth (**DD/MM/YY**), Age as on the date of Notification (**Years/Months/Days**)

5. 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.

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

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

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

: 2:

7. In case of Private Sector candidate, certificate from the employer that the post held is not more than two (2) level below the post of CEO, at least for the period of two years is required to be attached.
8. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof i) Civil /Criminal

Yes	No
Yes	No

ii) Departmental Enquiry

- (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
Yes	No

ii) Departmental Enquiry

10. 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.