

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for the post of
Head of IT Dept (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.	Head of IT Department	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) **Age:** Maximum age should not exceed 63 years as on the release of notification/advertisement.
- b) **Qualification:** B.E (Electronics OR Computer Science OR Information and Technology OR Electrical or Electronic Télécommunications) from recognized Institute.
- c) **Experience:**
 - i. **Central/State/Public Sector Enterprises**

Minimum total experience of 25 years, working in PSU, hands on experience of IT and IT related issues. The Candidate should have worked in the grade of E-8 for at least 2 years and worked as Head of IT for at least 1 year.

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 for at least 5 years and worked as Head of IT for at least 1 Year in a company of repute.

Functional Role and Responsibilities:

The Head of IT Deptt should have in-depth technical knowledge to help the company manage its systems efficiently. The candidate will be responsible for developing and implementing corporate IT strategies in order to meet corporate financial and operational needs. The Head of IT is responsible for developing and implementing IT strategies that align with the company's goals.

The post carries the following duties and responsibilities:-

- i. Head of IT will be overall incharge of IT Department of AIAHL and its subsidiaries
- ii. Review of requirements related to IT
- iii. Coordination with subsidiaries regarding IT issues
- iv. Functions related to disinvestment of subsidiaries
- v. Collaborating with senior management to identify technology needs and opportunities.
- vi. Developing a long-term IT roadmap to support business growth and innovation.
- vii. Establishing IT policies and objectives that promote efficiency and security.
- viii. Defining project scope, goals, and deliverables in collaboration with stakeholders.
- ix. Developing detailed project plans, timelines, and resource allocation.
- x. Monitoring and controlling project progress to ensure timely and successful delivery.

The position would report to the CMD, AIAHL. The tenure of contract will be of 2 Yrs which may be extended by 1 year if required with the approval of appointing authority.

4. How to Apply:-

Candidates who wish to apply are advised to download and print the advertisement and Application Format from the [Website www.aiahl.in](http://www.aiahl.in), www.allianceair.in, www.aiesl.in, www.iasl.in, www.nsc.gov.in, www.centaurhotels.com and www.civilaviation.gov.in fill it and send the application by Post/Speed Post/courier at the following address in an envelope that must be super scribed as under:

Post Applied for
Head of IT
To
Manager Personnel & admin,
AI Assets Holding Limited (AIAHL),
Room no. 204, 2nd Floor, AI Admin Building, Safdarjung Airport,
New Delhi-110003

The last date of receipt of application is 1700 hours on 03.04.2025 on the above address. Applications that are incomplete/received after the last date will not be entertained. Any extension in the last date for receipt of the applications shall be notified on the websites www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.centaurhotels.com

Applications that are 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 serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer at the time of interview.

5 Selection procedure: It will be an open selection and a duly constituted Selection Committee will conduct personal interviews of short-listed candidates.

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.

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

6 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, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.centaurhotels.com, www.civilaviation.gov.in. and www.nsc.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, the application will be rejected. Original certificates will be required at the time of Interview.

- iv) If the candidate is working in private sector, he/she is required to submit a **certificate from existing employer certifying that the employee concern is working in the capacity of General Manager and above on the company's letter head.**
- 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.**

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

Canvassing in any form will disqualify the candidate Management reserves the right to change in above schedule/conditions, based on requirements.

APPLICATION FORM-AIAHL

Name of the post applied for Head of IT

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 the date of release of notification/advertisement. (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
1	2	3	4	5	6	6
				From	To	

*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

Yes	No
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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

Yes	No
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ii) Departmental Enquiry

Yes	No
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9. Whether SC/ST/OBC/GEN

SC	ST	OBC	GEN
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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.