

एआईएसेट्सहोल्डिंगलिमिटेड
(पूर्वमेंएयरइंडियाएसेट्सहोल्डिंगलिमिटेड)
AI ASSETS HOLDING LIMITED
(Formerly AIR INDIA ASSETS HOLDING LIMITED)

**Advertisement for Walk – in Interview for the Post of
Officer Admin-Medical Cell (On Contract)**

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its Corporate Office at 2nd Floor, Air India Reservation Building, Airports Authority of India (AAI) Office Complex, 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 has been mandated to coordinate with CGHS for providing medical facilities and manage Medical Cell for post transaction scrutiny and verification of claims of hospitalization of AI retirees.
3. 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 basis)
1.	Officer - Administration Medical Cell	01	Delhi	Total Monthly Salary & Allowances of Rs.65,000/ i. Salary - Rs.57,000/- + ii. Allowances - Rs.7,500/- (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

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

a) Qualification:

Graduate Degree having studied subject such as Personnel Management/Human Resource
OR

Bachelor of Business Administration – BBA with specialization in Personnel/HR/IR)

b) Experience:

Central/State/Public Sector Enterprises

- i. Candidates should have post qualification working experience of minimum 05 years, out of 05 years, the candidate should have 02 years working experience at the level of E-1 and above.

Private Sector

- ii. Candidates working in Private Sector should have post qualification working experience of minimum 05 years, out of 05 years, the candidate should have 02 years working experience as Officer in Admin Deptt.

Age: Maximum 45 years as on 1st October, 2023.

5. Job Description: The post carries the duties and responsibilities:

- i. Registration of beneficiaries under CGHS
- ii. Beneficiary verification under CGHS
- iii. Addition/deletion of beneficiary under CGHS
- iv. Updation of the details of beneficiaries with CGHS/NHA portal
- v. Record Keeping
- vi. Grievance Handling regarding claim settlement
- vii. Timely submission of Life Certificate to CGHS
- viii. Close liaison with CGHS/UTIITSL
- ix. Any other jobs/activities assigned from time to time by the top management.

6. How to Apply:-

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	Submission of Application Form and Checking of Testimonials - 1030 hour on 10.11.2023 Interview to be held at 1400 hrs on 10.11.2023	AI Assets Holding Limited 2 nd Floor, Air India Reservation Building, Airports Authority of India (AAI) Office Complex, Safdarjung Airport, New Delhi – 110 003.

NOTE: If the candidates are not found suitable for the post of Officer – Admin, Medical Cell, AIAHL may conduct walk-in Interview after every two weeks. The date of Walk in Interview will be notified on the websites www.aiahl.in, www.aiesl.in, www.allianceair.in, www.aiasl.in, www.civilaviation.gov.in and www.ncs.gov.in. Interested candidates may keep visiting these websites regularly.

7. 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.aiah.in, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.civilaviation.gov.in and 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, it will be rejected along with original certificates.
- iv) **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.
- v) If the candidate is working in private sector, he/she is required to submit a certificate from existing employer **certifying the current position, date of holding the charge of current position and total working experience in the company etc.**
- 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.

8. Selection procedure: Selection procedure involves Walk – in interview of the candidates who prima facie meets eligibility criteria.

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.

9. Term of Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of **ONE (01) year**. 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.

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

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

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APPLICATION FORM-AIAHL

Name of the post applied for – **Officer Administration-Medical Cell**

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 **01.10.2023** (**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) |
|----------|----------------|---------------------------------|------------------------|----------------------------------------------------------------|
| <b>1</b> | <b>2</b>       | <b>3</b>                        | <b>4</b>               | <b>5</b>                                                       |
|          |                |                                 |                        |                                                                |
|          |                |                                 |                        |                                                                |
|          |                |                                 |                        |                                                                |
|          |                |                                 |                        |                                                                |
|          |                |                                 |                        |                                                                |

\*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 4(b)i & 4(b)ii of advertisement:

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

\*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 5 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 thereof

i) Civil/Criminal

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

ii) Departmental Enquiry

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

9. Whether SC/ST/OBC/GEN

|    |    |     |     |
|----|----|-----|-----|
| SC | ST | OBC | GEN |
|----|----|-----|-----|

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 foot notes or on a separate attachment.