

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

Ref No.: AAAL/PERS/2024/953

Dated: 12th August, 2024

Sub: Advertisement

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

S.NO.	CATEGORY	NO OF VACANCIES	PLACE OF POSTING	SALARY & EMOLUMENTS The Gross salary Per month
1	Chief Financial Officer	1	New Delhi	Rs. 2,00,000/-

Chief Financial Officer

Eligibility Criteria

- a. **Educational Qualification:** Qualified Chartered Accountant from the Institute of Chartered Accountants of India or The Cost Accountant from the Institute of Cost Accountants of India. The Qualified Chartered Accountant/ Cost Accountant should be a member of the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India.
- b. **Experience:** Minimum 15 Years post qualification work experience in maintenance of Accounts, Budget/Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance such as Compliance under Companies Act, GST, PT, TDS, PF, ESIC, Gratuity, DGFT etc., Auditing and Taxation matters, Working Capital Management, Payroll, Financial Planning and Forecasting, Internal Finance Control and also in various areas of Financial Management. Should have experience of working in ERP such as SAP for automation and financial processing. Out of the total 15 years, 03 years experience should be at senior managerial level (GM and above) in Aviation Industry.
- c. **Age :** Maximum 55 years (As on 12.08.2024)
(Reservations of SC/ST/OBC & EWS candidates will be as per Government Directives.)

The Experience should be post qualification only.

Preference will be given to candidates working in airline/PSUs and having at least 3 years of experience at the E6 level or above.

Monthly Emoluments: Consolidated salary of Rs. 2,00,000/- (all inclusive) per month for a period of 3 years with an annual increment of Rs.3,500/- after completion of one year. Apart from salary, he / she will be eligible to get fuel expense reimbursement of 90 litres per month and Mobile Phone monthly reimbursement of upto Rs. 900/- or based on actual whichever is less.

Description of the Job Functions:-

- i) Duties and Responsibilities as overall in charge of all the financial activities of the Company viz. Expenditure Accounting, Revenue on PAN India basis.
- ii) Statutory Compliance w.r.t GST, PT, TDS, PF, ESIC, Gratuity, DGFT etc.
- iii) Facilitating/ Completing Statutory Audit/ CAG Audit/Cost Audit/ Audit/ Internal Audit/Tax Audit within the time limits stipulated by law.
- iv) Implementing Internal Financial Control on PAN India basis.
- v) Execution/ Implementation of Risk Management policy.
- vi) Working Capital Management, Financial Planning and Forecasting.
- vii) Preparing Reports as and when required by Higher Authority i.e CEO/Board.
- viii) Ensuring Compliance of Audit Committee Meetings.
- ix) Compliance with DPE Guidelines (as applicable to PSU/CPSE).
- x) Coordinating with outside Authorities such as DPE/Ministry of Civil Aviation/GST/Income Tax or any other authorities.
- xi) Taking note of observations of Internal Auditors, Statutory Auditors, and Comptroller & Auditor General of India and taking corrective action thereafter from time to time.
- xii) Working on IATA platform, GeM, TReDS.
- xiii) Timely Reconciliations, MIS etc.
- xiv) Physical verification of fixed Assets.
- xv) Preparations of Quarterly/Half Yearly/ Annual Accounts of the Company.
- xvi) Any other allied job related to Finance.

FIXED TERM EMPLOYMENT AGREEMENT:

The selected candidate will be appointed on a Fixed Term Employment Agreement for the period of 3 years. The tenure may also be extended further for 2 years with revised or same remuneration based on the performance of the candidate/incumbent. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory performance.

Selection Procedure:

- i) The selection of candidates shall be by way of screening/short-listing of the applications received for the post. It will be followed by personal interview. Due weightage, will be given to the candidate's academic qualifications and post qualification work experience. Company reserves the right to shortlist requisite number of candidates based on additional qualifications and experience and only the shortlisted candidates will be called for interview.

- ii) The final selection will be on the basis of rank list drawn, based on the total marks secured in the interview conducted at Alliance Air Aviation Limited premise.
- iii) Short listed candidates shall be required to attend the interview from premises at New Delhi. The timing and address will be shared to shortlisted candidates.

BENEFITS – FREE / CONCESSIONAL AIR PASSAGES

The Employee will be entitled to air passages for self and his/her declared family on Alliance Air network. The applicable taxes, levy, charges etc. shall be paid by the employee.

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

HOW TO APPLY:

Candidates who wish to apply are advised to log on to Career page of Website: www.allianceair.in, Download & fill in the Application by post/Speed post/ courier at following address in an envelope that must be super scribed with the post.

**Post Applied for Chief Financial Officer
Alliance Air
Personnel Department
Alliance Bhawan,
Domestic Terminal-, I.G. I Airport New Delhi-
110037**

The last date of receipt of applications is 1700 hrs on 02.09.2024 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
- 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.

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Paste a recent
Passport size
photograph

(Please do not
staple)

FORMAT OF APPLICATION

Post Applied for Chief Financial Officer

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 12.08.2024) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:
(Please)

GEN

SC

ST

OBC

EWS

(In case of OBC, candidates would be required to produce OBC certificate in the prescribed proforma issued by the appropriate authority for Central Government employment)

III. Bank Draft No. _____ & Bank Draft Date _____
Drawn on: _____ (Not applicable in case of SC/ST Candidates)

IV. Educational/Professional Qualifications: (10+2 and 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 understand that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF CANDIDATE

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

District Magistrate / Deputy Commissioner, etc.
Seal

Dated : _____

NOTE:

- 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 1st 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 _____



*Note 1: 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.