

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

Advertisement of the Post of Officer Finance & Accounts

1. Air India 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.NO	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company)
1.	Officer-Finance & Accounts	01	Delhi	Total Monthly Salary & Allowances of Rs.65,000 (CTC) i. Salary - Rs. 57,500/- + ii. Allowances - Rs. 7,500/- (Out of Pocket taxable allowances fuel transport & telephone) iii. Applicable Employers Contribution to EPFO on the Salary Amount iv. 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 62 years as on 1st September, 2022.**
- b. **Qualification:** Chartered Accountant (Inter) from the Institute of Chartered Accountants of India OR Cost Accountant (Inter) from Institute of Cost Accountants of India OR Commerce Graduate (B.Com.)
- c. **Experience:** Should have experience in maintenance of Accounts, Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing and Taxation matters, Working Capital Management, Financial Planning etc. The candidate should have working knowledge of a computerized accounting software such as Tally ERP accounting package. Candidate would be preferred having work experience of having worked on the preparation of financial statements accounting compliant to the Ind AS, Govt. grant accounting and the Companies Act requirements. The candidate working in a Government/PSU organization will be given preference.

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Central/State/ Public Sector Enterprises

- Candidate having Chartered Accountant (Inter) from the Institute of Chartered Accountants of India OR Cost Accountant (Inter) qualification should have post qualification working experience of minimum 05 years, out of 05 years, 02 years should be working at the level of E-1 and above.
- Candidates having B.Com. degree should have post qualification working experience of minimum 10 years, out of 10 years, 05 years should be working at the level of E-1 and above.

Private Sector

- Candidates having Chartered Accountant (Inter) from the Institute of Chartered Accountants of India OR Cost Accountant (Inter) qualification, should have post qualification working experience of minimum 05 years, out of 05 years, 02 years should be working as Officer or above in Finance Department of a company.
- Candidates having B.Com. degree should have post qualification working experience of minimum 10 years, out of 10 years, 05 years should be working as officer or above in Finance Department of a company.

4. Job Description: The post carries the following duties and responsibilities as under :-

- i. Accounting of all the financial activities of the Company compliant to the Ind AS & Companies Act and other regulatory such as SEBI (LODR) requirements
- ii. Ensure accounting of all the expenditures and revenue accounting activities
- iii. Processing of all debts servicing expenses, ensure reporting and monitoring the timely disbursement to for the listed debts.
- iv. Ensure payroll and vendor/customer bills processing and their accounting
- v. Ensure timely revenue billings, accounting and collections accounting, receivables monitoring and control and reporting
- vi. Regular periodic deposit of the statutory dues, return filing and reporting with zero tolerance for statutory compliances
- vii. Preparation of Annual/Half Yearly-Limited Review(LR)/Periodic financial statements and their analysis reporting to senior management
- viii. Coordinating with the Statutory auditors and the Govt. auditors for transaction/half yearly LR/annual audits
- ix. Communicating with the GOI for ensuring timely pre-funding of GOI grants for ensuring timely interest servicing and other related obligations
- x. Coordinate with the other functionaries and ensuring accounting of assets and their monetization/rental proceeds to be recorded/accounted and reported
- xi. Handling of direct and indirect Taxation matters
- xii. Any other matter as may be assigned by the Dy. CFO/CFO/management from time to time.

The position would report to the Chief Financial Officer through Dy. CFO and Manager-Finance & Accounts of the company.

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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 nd Floor, Air India Reservation Building, Safdarjung Airport, New Delhi – 110 003.

NOTE: If the candidates are not found suitable for the position, 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 and 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 , www.allianceair.in , www.aiesl.in, www.aiasl.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 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 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.

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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 annually by another two (2) years,** based on the annual performance review reports 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 without assigning any reason, and/or in the event of unsatisfactory performance.

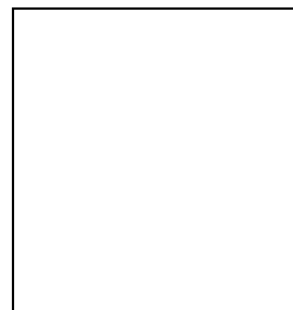
Incomplete Applications /mutilated or without any of the supporting documents with regard to eligibility criteria, will not be accepted. Canvassing in any form will disqualify the candidate.

Any candidate not meeting the aforesaid eligibility criteria 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-Finance & Accounts**



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 **01st 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

Yes	No
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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
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ii) Departmental Enquiry

9. Whether SC/ST/OBC/GEN/OTHERS

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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.