

## Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref No. :- AAAL/PERS/2022/761

Date:-15.07.2022

### Sub: Advertisement

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

<b>Senior Legal Personnel (Senior Manager to Senior AGM Level)</b>	
<b>Number of Posts</b>	1
<b>Place of Posting</b>	Delhi
<b>Qualification</b>	Bachelor of Laws (LL.B) / Master of Laws (LL.M)
<b>Experience</b>	Should have minimum 07 years of experience in handling Legal cases / Labour matters. The experience should be post qualification.
<b>Job Responsibilities (in brief)</b>	<p>Review and provide legal advice on all legal documents such as MOUs, Contracts, and tender documents of the Company.</p> <p>Review and draft/vet contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.</p> <p>Review all contracts or any other documentation and assess legal implications that need to be brought to the senior management's attention.</p> <p>As needed, provide guidance on contract matters to project managers or other operational staff Develop and implement procedures for contract management and administration in compliance in accordance with the policy.</p> <p>Reviewing / vetting / coordinating with Legal agencies regarding Company's contracts / agreements with various external and internal vendors.</p> <p>Filing replies to Parliamentary questions after obtaining approval from CEO</p> <p>Addressing RTIs</p> <p>Prepare, review and modify contractual instruments to assist and support various business activities.</p> <p>Review, maintain and handle all ongoing court cases and advice management accordingly.</p> <p>Review progress of outstanding litigation and liaise with and manage external lawyers.</p> <p>Liaise with relevant departments to ensure that where legal risks have been identified and appropriate courses of action have been taken.</p> <p>Provide legal protection and risk management advice to management especially on contract management.</p> <p>Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.</p> <p>Review and advise management on legal implications of internal policies and procedures.</p> <p>Identify local needs and develop efficient resource smart solutions including developing network of outside counsel.</p> <p>Formulate and maintain legal compliance as per the statutory requirement of the Company. Continuously monitor compliance with statutory obligations and advise management accordingly.</p> <p>Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.</p> <p>Provide time bound information to RTI applicant as and when sought vide their application / request details on behalf of Alliance Air Aviation Limited.</p> <p>Fulfilling All Company's statutory requirement as Compliance Officer.</p> <p>Any other duties as and when assigned by the Company.</p>
<b>Age</b>	Maximum Age 55 Years (as on 15.07.2022)
<b>Salary &amp; Emoluments</b>	Salary shall be commensurate as per relevant experience

- Can be transferred to any other location within India due Operational requirement.
- Reservations of SC/ST/OBC & EWS candidates will be as per Government Directives.

## **FIXED TERM EMPLOYMENT AGREEMENT:**

All the Selected candidates will be appointed on a Fixed Term Employment Agreement. The Fixed Term Employment Agreement is extendable subject to satisfactory performance.

## **Benefits – Free / Concessional Air Passages**

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

In addition the above post also carries 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 Careers page of Website [www.allianceair.in](http://www.allianceair.in), download and fill in the Application Format, and send the filled-in application along with the CV by Post / Speed post / courier at following address in an envelope that must be super scribed with the post.

<p style="text-align: center;"><b>Post Applied For _____</b> <b>Alliance Air</b> <b>Personnel Department</b> <b>Alliance Bhawan,</b> <b>Domestic Terminal -1, I.G.I Airport,</b> <b>New Delhi – 110037</b></p>
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**The last date of receipt of applications is 1700 hrs on 29<sup>th</sup> July, 2022 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](http://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.

### **COVID-19 GUIDELINES FOR INTERVIEW**

In the present context of Covid-19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the interview and follow the guidelines as listed under:

- (a) All candidates should strictly follow the extant ICMR guidelines prior to attending for interview.
- (b) All candidates attending the Interview shall wear appropriate face masks properly covering their nose, mouth, chin etc and carry personal hand sanitizer. The candidates shall remove the mask at gates for identification. **Those candidates without face masks shall not be permitted to attend the Interview.** All candidates seeking entry into the venue have to stand in the queues at the Gates, entrances etc. so that social distancing as per norms can be ensured.
- (c) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.
- (d) Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the interview. They shall not be permitted for further process.
- (e) All candidates shall bring their own water bottles / other refreshments and avoid sharing of personal items.
- (f) All candidates shall bring their own stationery items and avoid sharing of such items.

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**FORMAT OF APPLICATION**

Paste a recent  
Passport size  
photograph

(Please do not  
staple)

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 15.07.2022) \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

g/ Nationality: \_\_\_\_\_

h/ Religion: \_\_\_\_\_

II. Category you belong to:

(Please ✓)

GEN

SC

ST

OBC

EWS

In case of OBC the certificate should be in the prescribed proforma for employment under Centre government.

State to which Belong \_\_\_\_\_

Serial number of the certificate in the Central List of OBC . : \_\_\_\_\_

III. Bank Draft No. \_\_\_\_\_ & Bank Draft Date: \_\_\_\_\_ Bank Draft drawn

on: \_\_\_\_\_ (Not applicable in case of ST /SC Candidates)

**IV. Educational / Professional Qualifications: (10+2 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			

The experience should be post qualification.

**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 undertake 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 Stipendary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.

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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 \_\_\_\_\_



\*Note1: 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.