



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(A 100% subsidiary of Airports Authority of India)
AAICLAS Complex, Corporate Hqtr. Delhi Flying Club Road,
Safdarjung Airport, New Delhi – 110003.

No. AAICLAS/HR/CHQ/Rectt./CS/2025/

Date: 16.09.2025

ADVERTISEMENT NO. 03/2025

Engagement of Company Secretary on Fixed Term Contract basis in AAI Cargo Logistics & Allied Services Company Ltd. (AAICLAS), CHQ Delhi.

AAI Cargo Logistics & Allied Services Company Ltd. (AAICLAS) is a 100% subsidiary of the Airports Authority of India. AAICLAS invites applications for the post of Company Secretary “on fixed-term contract basis” for a period of 3 years, on a consolidated remuneration basis. The selected candidate will be posted at AAICLAS Corporate Headquarter, Delhi.

AGE LIMIT

- The maximum age limit for the post of company secretary is **45 years as on 01.09.2025**.

REMUNERATION

- The year-wise consolidated pay shall be as per details given below:

PERIOD	CONSOLIDATED PAY (INCLUSIVE OF ALL)
During First Year	Rs. 90,000/- (Fixed Per Month)
During Second Year	Rs. 97,500/- (Fixed Per Month)
During Third Year	Rs. 1,05,000/- (Fixed Per Month)

In addition to above, the following additional benefit will also be provided:

PF Contribution: For non-exempt employees, the PF Contribution shall be equivalent to the ceiling wage of Rs.15,000/- i.e., Rs.1800 p.m. as per prevailing EPF Act.

TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to two tier rail fare.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave (sick leave) + 9 CL + 2 RH.

Medical Insurance: A maximum of Rs. 10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

Gratuity, if any, as per Gratuity Act or applicable rules.

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CONTRACT APPOINTMENT:

- The engagement will be for a period of 3 years on a fixed-term contract basis.
- The contract of appointment may be terminated by either side by giving **30 days' notice** or by paying the contractual remuneration of one month in lieu of the notice period.

QUALIFICATIONS:

- The candidate should be a Graduate and a member of **Institute of Company Secretaries of India**.
- **Percentage of Marks:** Minimum 60% marks or equivalent for Bachelor's Degree and minimum pass marks for CS.
- Degree/Membership examination should be from a recognized/deemed University.
- Preference will be given to the candidate having working experience in Govt. Organization as Company Secretary as on **01.09.2025**.

JOB PROFILE:

- Timely submission of various information and forms on the website of Ministry of Civil Aviation (MoCA), Compilation and submission of PE survey data, furnishing of necessary data to DPE/MoCA, coordination with various Directorates of AAI/AAICLAS, conducting of Board and its Committee(s) Meetings, other various Compliances as per the provisions of DPE guidelines and the Companies Act, 2013, getting approvals from the Board of Directors of AAICLAS, issuance of board approvals. Any other work/duties assigned/decided by the AAICLAS Management.

EXPERIENCE:

- The candidate should have minimum 2 years (post qualification) experience as Company Secretary in a Company having minimum paid up capital minimum of Rs. 10 Crore as on **01.09.2025**.
- The candidate should have knowledge regarding compliance of Companies Act, Corporate Laws Conducting of Board Meeting(s) and performing functions of Company Secretary, as given under section 205 of the Companies Act, 2013.

CONDITIONS:

- Prescribed qualification are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- The experience is post-qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
- Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of engagement, will be liable for rejection.
- The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of

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offer, if not, next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so, requested before the expiry of last date. However, the final decision will be of AAICLAS Board.

- The candidates shall have to appear for interview at their own cost.

SELECTION:

- Shortlisted candidate will be called for interview, for which the date, time and venue will be informed to the candidates in due course, on the e-mail to be provided by the candidate in his/her application form.
- Selection will be done by a Committee, to be constituted by the Competent Authority.
- The selected candidate has also to assist the senior officer(s) of AAICLAS, in addition to his/her normal duties.
- Management reserves the right to assess fitness or otherwise of the selected candidate.

HOW TO APPLY

- Before applying, candidate should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
- Eligible candidates **have to apply in prescribed format through offline mode only**. It is advisable that the candidate have valid email ID in order to facilitate faster communication.
- Application neatly typed on A-4 size paper in **prescribed format attached at Annexure-I below**, should be sent to **HR Section, AAICLAS Complex, Corporate Headquarter, Flying Club Road, Safdarjung Airport, New Delhi - 110003**, along with self-attested copies of all the documents i.e. Experience Certificate(s), Educational/Professional Qualification Certificate & Marksheets plus self-attested copy of Certificate and Marksheets of Company Secretary Qualification, Aadhar Card, PAN Card etc. latest by **03.10.2025**.
- Application duly signed by the candidate, with passport size photograph affix and accompanied by copy of above said document must be sent in a sealed envelope through Speed-Post, superscribing **“Application for engagement of Company Secretary on fixed-term contract basis in AAICLAS vide Advt. No. 03/2025”**.
- **Note: Any application received without copy of complete documents/signature/photograph, will be summarily rejected.**
- Before submitting the application, candidates should ensure that all the details are correct and properly filled. Only duly signed application will be considered.

MISCELLANEOUS:

- After scrutinization of the applications received, as per the eligibility criteria, the shortlisted candidates, who will be called for interview, should come along with all the relevant certificates/testimonial, in originals for verification purposes only. Non-bringing of original documents for verification purposes, will lead to rejection of candidature at any stage during the process of engagement.
- AAICLAS shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire engagement process and journey.

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VENUE, TIME & DATE OF INTERVIEW:

- Venue, Time and Date of interview for the above post, will be informed separately via email only. AAICLAS cannot be held responsible for filing wrong e-mail ID by the Applicant in his/her application Format.

LAST DATE:

- The last date for submitting/sending the Application Form along with all requisite documents at AAICLAS CHQ, Delhi is **03.10.2025**.

-sd-

Jt. General Manager (HR)

For Chief Executive Officer

AAI Cargo Logistics & Allied Services Company Ltd.

AAICLAS Complex, CHQ, Delhi Flying Club Road

Safdarjung Airport, New Delhi – 110003

hr.recruitment@aaiclas.aero



एएआई कार्गो लोजिस्टिक्स एण्ड एलाइड सर्विसेज कंपनी लिमिटेड
AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(100% एएआई सहायक / 100% AAI Subsidiary)

APPLICATION FOR THE POST OF COMPANY SECRETARY
(ON FIXED-TERM CONTRACT BASIS)

Paste Self Attested
Recent Passport size
Photograph

All fields are mandatory. Please read the detailed advertisement posted on the AAICLAS Website prior to filling up the form.

1	Name (IN BLOCK LETTERS)	
2	Gender	
3	Father's Name	
4	Mother's Name	
5	Date of Birth & Age as on 01.09.2025	
6	State of Domicile and Nationality	
7	Email Id	

All correspondence to the candidates will be made via e-mail on the e - mail ID provided by the candidate in the application form only. No other method of communication will be adopted.

8.	Contact/Current Residential Address	Permanent Address
9.	Contact Number(s)	
10.	Religion	

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15. **PROFESSIONAL EXPERIENCE:** from the First Job/ Rank onwards to Current Job/ Rank (chronological order): (use separate sheets, if required)

S. No.	Designation / Rank	Organization/Company	Central Govt/ PSU/ Private	Period of working		Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give complete details for the experience profile like Date, Month & Year)

16. Pen picture details (To be typed in about 500 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper)

- (i) Detailed Picture of the current position held.
- (ii) Pen picture of Professional Experience, Achievements & Significant Contribution in the field.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Date: _____

Place: _____

Signature of Candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose/ fill up the aforesaid details (including detail sought at sl. no. 16 above) the application form will be summarily rejected.



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No. AAICLAS/HR/CHQ/Rectt/SS(F)/Leh/2025

Date: 17.09.2025

Advertisement No. 04/2025

Advertisement for Local Recruitment at Leh for the post of Security Screener (Fresher) in AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) on Fixed Term Engagement Contract

AAICLAS has been set up as a fully owned cargo subsidiary of the Airports Authority of India to manage the development of air cargo business airports within the country and outside the country. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires **Security Screeners** on Fixed Term Basis for a period of **three years at Leh Airport**, as per the details given below: -

Sl. No.	Name of Post	Number of Vacancy	Place of Posting	Date of Walk-in Interview	Venue of Interview
1.	Security Screener (Fresher)	06*	Leh	30.09.2025 from 10:00 AM onward	Conference Hall, Near Office of Airport Director, KBR Airport, Leh

The indicated number of vacancies are tentative and may be changed with the sole discretion of AAICLAS Management. The engagement shall be made as per requirement. AAICLAS Management reserves the right for change/cancellation of part or full advertisement/number of vacancies/venue/procedure/date/times of interaction etc. In case of requirement of manpower at any other new stations, the selected/panel candidates may be allowed to join at the respective locations, as per the requirement of the company. The decision of the AAICLAS Management shall be final and binding under all circumstances. AAICLAS reserves the right to increase or decrease or scrap these positions/advertisements in part or full, depending upon the present/future requirements or due to any other administrative issue.

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▪ **ELIGIBILITY CRITERIA:**

Essential Educational Qualifications: Graduation from any recognized Board /University/ Institution, with minimum 60% marks for General/OBC/EWS and 55% marks for SC/ST candidates. Ability to read & speak English, Hindi and/ or conversant with local language.

▪ **Age limit:** Age should not be more than 27 years as on date 01.09.2025.

▪ **Job Profile:** The selected candidates will carry out Screening of Cargo & In-line Hold Baggage of technical or other means which are included to identify and/or carryout other Security functions at Airport & Cargo Complexes.

▪ **Pay and Allowances:**

The selected candidates will be offered the post of Security Screener (Fresher) initially. After successful completion of required trainings, the post will be changed to Security Screener (Certified) and the remuneration for the new Position will be as consolidated pay as follows:

PERIOD	EMOLUMENTS (INCLUSIVE OF ALL)
First Year	Rs. 30,000/- Fixed Per Month
Second Year	Rs. 32,000/- Fixed Per Month
Third Year	Rs. 34,000/- Fixed Per Month

In addition to above: The TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to three tier AC rail fare.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave (sick leave) + 9 CL + 2 RH

Brief details of Pay & Allowances for Security Screener (Fresher):

- i. All the provisionally selected & joined candidates, being fresher, will initially be given a **stipend of Rs. 15,000/- per month**. Thereafter on successful passing of all the requisite training examinations (for which, fee and TA/DA will be paid by AAICLAS only for 1st attempt), the stipend will be converted to full monthly remuneration as mentioned above.
- ii. During stipend period only one casual leave per month shall be applicable, on pro-rata basis. The contract of three years shall be started after passing of all certification examinations and not from the date of joining on stipend.
- iii. The consolidated monthly remuneration after passing of all required certification examinations shall be Rs. 30,000/- per month (inclusive of all) during first year; Rs. 32,000/- during second year and Rs. 34,000/- during third year.
- iv. The PF Contribution shall be equivalent to the ceiling wage of Rs.15,000/- i.e., Rs.1800 p.m. as per prevailing EPF Act.
- v. Medical Insurance: A maximum of Rs.10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof, in case he/she is not getting medical benefits from any other source
- vi. Gratuity, as per Gratuity Act, wherever applicable.

Details of Training After Reporting/Joining for Security Screener (Fresher):

Only during the first attempt, all the following trainings to be arranged by AAICLAS at its expenses. All arrangements e.g. travelling etc. for undergoing training shall also be made by AAICLAS, as per the entitlement of the candidate/personnel: -

Sl. No.	Training/OJT	Tentative Duration of Training	Remarks
01	AVSEC Induction course	05 days	Conducted at BCAS approved ASTIs of Airport Operator/ Airline.
02	At Airport/RA	03 Months	Complete 3 months in civil aviation security operations before appearing for BASIC AVSEC.
03	AVSEC BASIC Course	14 days	Conducted at BCAS approved ASTIs of Airport Operator/ Airline.
04	At Airport	01 month	Complete minimum 40 hours OJT on Security Equipment under guidance.
05	Screener's pre-certification course (RA or ILHBS)	03 days	Conducted at approved ASTI of Airport Operator.
06	Testing & Certification of Screener (Standalone) (RA or ILHBS)	02 days	Conducted by BCAS.

All the above trainings shall be completed and maximum two attempts to be given to each candidate for qualifying these examinations. In case during first attempt, the candidate does not qualify the above examinations, the monthly stipend of Rs.15,000/- shall be reduced to Rs.10,000/- per month and in case during second attempt, the same candidate again does not be able to qualify the above trainings/examinations, his/her fixed term contract shall be terminated, without any further notice etc. Further, in case the candidate/provisionally selected candidate remains fail during first attempt of trainings, then for second attempt all the training costs (for the second attempt of trainings) including the TA/DA & accommodation charges etc. shall be borne by the candidate himself/herself and only the nomination shall be made by the company that too in case the candidate be ready for the same otherwise his/her fixed term contract shall be treated as closed/cancel/void for all purposes.

SELECTION PROCEDURE:

- The candidates shall require to fill the Application Form available at 'Annexure-I' below and bring the same after filling it at the venue of the interview alongwith all the requisite documents (with originals) i.e. Educational Qualification/Aadhar/PAN/Experience Certificate (if any)/Police Clearance Certificate (PCC) and any other document.
- After due verification of all the documents and the details fill in the Application Form, the eligible candidates will proceed to attend the interview before the Interview Committee.
- The shortlisted candidates, on the basis of merit as per the marks secured in the interview and as per the requirement of the Organization, shall be issued offer of engagement.

1. **GENERAL CONDITIONS:**

1.1 **Nationality / Citizenship:** Candidate must be a citizen of India. Please note that the eligibility criteria specified herein are the basic criteria for applying the post. Candidates must necessarily produce the relevant documents pertaining to Age, Educational Qualifications, Cast Certificate, Experience Certificate (if any), PAN Card, Aadhar Card etc. in original along with a photocopy thereof in support of their identity and eligibility at the time of joining.

1.2 **Upper age limit as on 01.09.2025** - Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relaxation of 3 years to OBC (Non-Creamy Layer) shall be considered. Age relaxation of 5 years to candidates belonging to Ex- Serviceman category. All relaxations shall be subject to submission of valid certificate issued by appropriate government authority. The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

1.3 Reservation, wherever applicable, shall be as per Central Govt. Rules.

1.4 Please make note of it that all communications by AAICLAS pertains to this recruitment drive shall only & only be made on the e-mail ID provided by the candidates and not by post. So, keep checking the email ID to be informed to AAICLAS for the purpose.

1.5 In case at any stage, it finds that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.

1.6 In case of any change or amendment or updation or deletion (in part or full) either with regard to the number of position; cadre; remuneration; criteria; eligibility etc., the same shall only be updated/uploaded on the official website of AAICLAS i.e. www.aaiclas.aero.

1.7 The applicant must ensure that they fulfil all the eligibility criteria, **as on 01.09.2025**, and that the particulars furnished by him/her in the application are correct in all respects. At any stage of the Selection Process, if the particulars furnished by the applicants in the application or testimonials attached/provided are found to be incorrect / false, or not meeting with the eligibility criteria prescribed for the position, the candidature is liable to be rejected and, if engaged, engagement will be terminated, without giving any notice or reasons therefor.

1.8 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to any of the above position(s) etc. shall be final and binding on all the candidates. Merely fulfilling the minimum qualifications, experience and job requirement will not vest any right on candidates for being called for tests/selection process etc.

1.9 In case any candidate is already working with any Government Department/ PSU/Autonomous Body, they have to produce a NOC from their present employer.

1.10 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as Disqualification.

1.11 This particular contract is initially for a period of 3 years and in case of closure of this AAICLAS station (due to any reason), the individual has to complete his/her contract at other station, as per the need of the company. AAICLAS will not bear any liability on account of service bond/salary/leave salary/pension contribution etc. if any, of previous employment of any candidate working in Central/ State Government/ Autonomous Body/ Public Sector Undertaking.

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1.12 AAICLAS reserves the right to restrict/ enlarge/ cancel the engagement in this selections process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever.

1.13 Any modifications related to recruitment of posts mentioned in this advertisement will be published on AAICLAS website i.e. www.aaiclas.aero.

1.14 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No and the name of the position applied for etc. in the heading of the subject matter/ e-mail.

1.15 Period of Contract i.e. Fixed Term Contract (FTC) for a period of three years further extendable purely on need of the company as well as performance of the candidates.

(a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS only subject to satisfactory performance.

(b) The Contract could be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance. The job is transferable to any station.

1.16 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No. and the name of the position applied for alongwith Station name etc. in the heading of the subject matter of e-mail. Further in case the query is not resolved the candidates may contact at helpdesk number **011-24667781**.

2. IMPORTANT INSTRUCTIONS:

2.1 The selection will be made according to the merit list which will be prepared on the basis of marks secured by the candidates in interview. Mere appearing in the interview do not reserve any right for selection.

2.2 After selection, the candidates have to provide surety bond of Rs. 1,50,000/-, on non-judicial stamp paper of Rs.100/- (duly notarized) that in case of non-completion of period of engagement of contract i.e. 3 years after completion of training as per above schedule, he/she shall refund Rs.1,50,000/- to AAICLAS.

2.3 The E-Mail ID provided by the candidates should remain active until the engagement process is completed. No change under any circumstances in the E-Mail ID will be allowed once provided. All correspondence regarding this recruitment shall be made on registered E- Mail ID only.

2.4 Candidates who fulfil the eligibility criteria would be required to appear for Walk-in interview on the date, time and venue given above. Further, candidate will require to bring all the original certificates/mark sheets/experience certificate (if any)/professional qualification certificates/Aadhar Card/ PAN Card/ Caste Category Certificate (if applicable)/any other documents (if any) etc. along with one set of self-attested copy of each document at the time of joining, if selected for appointment. The self-attested copy of each document to be submitted with AAICLAS office as and when be asked to do so.

2.5 **Notice period for resignation will be minimum of 3 months.** Those persons who wants to resign with immediate effect, no experience letter/verification etc. shall be issued and they will also have to deposit 3 month's salary in lieu of non-serving of notice period.

2.6 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. **The period of one year will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension and/or fresh contract at the sole discretion of the Management of AAICLAS.**

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2.7 After selection and posting, if any candidate at any point of time during the contract found suspicious in view of the security concern at the duty point, the decision of the AAICLAS Management will be final and binding on the concerned candidate.

2.8 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.

DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of AAICLAS in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by AAICLAS in this regard.

ANNOUNCEMENTS

All further announcements/ details/communication pertaining to this recruitment process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time and not through post.

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Jt. General Manager (HR)
For Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd.
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
Email: hr.recruitment@aaiclas.aero

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not Eligible (E/NE)	Remarks
		Signature of the Registering Officer	

FORMAT OF APPLICATION – Advt. No. 04 of 2025

To,

The Joint General Manager (HR)

AAI Cargo Logistics & Allied Services Company Limited

AAILCAS Complex,

Delhi Flying Club Road, Safdarjung Airport

NEW DELHI – 110 003

Paste Recent
colour

Photograph &
sign across

Position Applied For: **Security Screener (Fresher)**

1. Full Name: (In BLOCK letters)

First Middle Surname

2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY)

4. Place and State of Birth: _____

5. Address for Correspondence: _____

State _____ Pin Code: _____

Permanent Address:

State: _____ Pin Code: _____

Mobile No.: _____ Alternate Mobile No. /Telephone No.: _____

Email ID: _____

6. Opted Station: **Leh**

7. Gender: Male / Female

[Mark '✓']

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8. Marital Status: Mark '✓' in appropriate box.

Unmarried	Married	Divorce	Widow (or)

9. Nationality: _____ 10. Religion: _____

11. Mother Tongue: _____ 12. PAN No. : _____

13. (a) Aadhar Card No.: _____ (b) Passport No. _____

14. a) Whether SC / ST / OBC / GENERAL (ALSO MENTION SUB-CASTE) (Indicate

Category to which you belong by marking '✓' in the appropriate box.

Name of Sub-Caste	SC	ST	OBC	General

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish current Certificate including the “Non-Creamy layer clause” OBC community should be as per the Central List of OBCs published by the Government of India [As per format in Annexure ‘B’]

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attached copies of relevant documents)

c) Whether from Police Services : Yes / No (Furnish details

d) Whether working in any Govt. : Yes / No
Semi-Govt./Public Sector Undertaking
or autonomous body, If “Yes”, enclose
“No Objection Certificate”

15. Education Qualification : (Matriculation /SSC onwards)

Examination (s) Passed e.g. BA/BSc/B.Com/12 th etc./ Any other qualifications	Name of the University / Institution	Date, Months & Year of Passing	Duration	Percentage of marks (Class/Division)

16. Work Experience (If any):

Organization	Post Held	Period of Service		Nature of Job
		From	To	

17. i (a) Is any case pending against you with the police or court? Yes No
 (b) If yes, furnish full details on a separate sheet of paper

ii (a) Where you ever arrested? Yes No
 (b) If yes, furnish full details.

18. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

19. Declaration: **I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place: _____

(Signature of Applicant)

Date: _____



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(A 100% subsidiary of Airports Authority of India)
AAICLAS Complex, Corporate Hqtr. Delhi Flying Club Road,
Safdarjung Airport, New Delhi – 110003.

No. AAICLAS/HR/CHQ/Rectt/Asstt(S)/Leh/2025

Date: 17.09.2025

ADVERTISEMENT NO. 05 OF 2025

**Advertisement for Local Recruitment at Leh for the post of Assistant (Security) in
AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) on Fixed Term
Engagement Contract**

AAICLAS has been set up as a fully owned cargo subsidiary of the Airports Authority of India to manage the development of air cargo business at airports. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires **Assistant (Security)** on Fixed Term Contract for a period of **three years at Leh Airport**, as per the details given below: -

Sl. No.	Name of Post	Number of Vacancy	Place of Posting	Date of Walk-in Interview	Venue of Interview
1.	Assistant (Security)	06*	Leh	01.10.2025 from 10:00 AM onward	Conference Hall, Near Office of Airport Director, KBR Airport, Leh

The indicated number of vacancies are tentative and may be changed with the sole discretion of AAICLAS Management. The engagement shall be made as per requirement. AAICLAS Management reserves the right for change/cancellation of part or full advertisement/number of vacancies/venue/procedure/date/times of interaction etc. In case of requirement of manpower at any other new stations, the selected/panel candidates may be allowed to join at the respective locations, as per the requirement of the company. The decision of the AAICLAS Management shall be final and binding under all circumstances. AAICLAS reserves the right to increase or decrease or scrap these positions/advertisements in part or full, depending upon the present/future requirements or due to any other administrative issue.

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▪ **ELIGIBILITY CRITERIA:**

Essential Educational Qualifications: 12th from any recognized Board /University/ Institution, with minimum 60% marks for General and 55% for SC/ST candidates. Ability to read & speak English, Hindi and/ or conversant with local language.

▪ **Age limit:** Age should not be more than 27 years as on date **01.09.2025**.

▪ **Job Profile:** The selected candidates will provide assistance in operational works at Airport, assistance to passenger's baggage handling, loading and unloading of baggage or other multi-tasking operational work activities assigned time to time. The work involves lifting of baggage from conveyor belt and x-ray machine, so the candidates not willing to perform such work may not need to apply.

▪ **Pay and Allowances:**

The selected candidates will be offered the post of Assistant (Security) and the remuneration for the Position will be consolidated pay as follows:-

PERIOD	EMOLUMENTS (INCLUSIVE OF ALL)
First Year	Rs. 21,500/- Fixed
Second Year	Rs. 22,000/- Fixed
Third Year	Rs. 22,500/- Fixed

In addition to above: TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to actual fare by Ordinary Public Bus or Train fare of Sleeper Class.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave + 9 CL + 2 RH

Medical Insurance: A maximum of Rs.10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

Gratuity, as per Gratuity Act, if/as applicable.

SELECTION PROCEDURE:

- The candidates shall require to fill the Application Form available at 'Annexure-I' below and bring the same after filling it at the venue of the interview alongwith all the requisite documents (with originals) i.e. Educational Qualification/Aadhar/PAN/Experience Certificate (if any)/Police Clearance Certificate (PCC) and any other document.
- After due verification of the documents and the details fill in the Application Form, the eligible candidates will proceed to attend the interview before the Interview Committee.
- The shortlisted candidates, on the basis of merit as per the marks secured in the interview, shall be issued offer of engagement.

1. GENERAL CONDITIONS:

1.1 **Nationality / Citizenship:** Candidate must be a citizen of India. Please note that the eligibility criteria specified herein are the basic criteria for applying the post. Candidates must necessarily produce the relevant documents pertaining to Age, Educational Qualifications, Cast Certificate, Experience Certificate (if any), PAN Card, Aadhar Card etc. in original along with a photocopy thereof in support of their identity and eligibility at the time of joining.

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1.2 **Upper age limit as on 01.09.2025** - Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relaxation of 3 years to OBC (Non-Creamy Layer) shall be considered. Age relaxation of 5 years to candidates belonging to Ex- Serviceman category. All relaxations shall be subject to submission of valid certificate issued by appropriate government authority. The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

1.3 Reservation, wherever applicable, shall be as per Central Govt. Rules.

1.4 Please make note of it that all communications by AAICLAS pertains to this recruitment drive shall only & only be made on the e-mail ID provided by the candidates, and not by post. So, keep checking the email ID to be informed to AAICLAS for the purpose.

1.5 In case at any stage, it founds that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.

1.6 In case of any change or amendment or updation or deletion (in part or full) either with regard to the number of position; cadre; remuneration; criteria; eligibility etc., the same shall only be updated/uploaded on the official website of AAICLAS i.e. www.aaiclas.aero.

1.7 The applicant must ensure that they fulfil all the eligibility criteria, **as on 01.09.2025**, and that the particulars furnished by him/her in the application are correct in all respects. At any stage of the Selection Process, if the particulars furnished by the applicants in the application or testimonials attached/provided are found to be incorrect / false, or not meeting with the eligibility criteria prescribed for the position, the candidature is liable to be rejected and, if engaged, engagement will be terminated, without giving any notice or reasons therefor.

1.8 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to any of the above position(s) etc. shall be final and binding on all the candidates. Merely fulfilling the minimum qualifications, experience and job requirement will not vest any right on candidates for being called for tests/selection process etc.

1.9 In case any candidate is already working with any Government Department/ PSU/Autonomous Body, they have to produce a NOC from their present employer.

1.10 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as Disqualification.

1.11 This particular contract is initially for a period of 3 years and in case of closure of this AAICLAS station (due to any reason), the individual has to complete his/her contract at other station, as per the need of the company. AAICLAS will not bear any liability on account of service bond/salary/leave salary/pension contribution etc. if any, of previous employment of any candidate working in Central/ State Government/ Autonomous Body/ Public Sector Undertaking.

1.12 AAICLAS reserves the right to restrict/ enlarge/ cancel the engagement in this selections process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever.

1.13 Any modifications related to recruitment of posts mentioned in this advertisement will be published on AAICLAS website i.e. www.aaiclas.aero.

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1.14 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No and the name of the position applied for etc. in the heading of the subject matter/ e-mail.

1.15 Period of Contract i.e. Fixed Term Contract (FTC) for a period of three years further extendable purely on need of the company as well as performance of the candidates.

(a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS only subject to satisfactory performance.

(b) The Contract could be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance. The job is transferable to any station.

1.16 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No./Circular No. and the name of the position applied for alongwith Station name etc. in the heading of the subject matter of e-mail. Further in case the query is not resolved the candidates may contract at helpdesk number **011-24667781**.

2. IMPORTANT INSTRUCTIONS:

2.1 The selection will be made according to the merit list which will be prepared on the basis of marks secured by the candidates in interview. Mere appearing in the interview do not reserve any right for selection.

2.2 The E-Mail ID provided by the candidates should remain active until the engagement process is completed. No change under any circumstances in the E-Mail ID will be allowed once provided. All correspondence regarding this recruitment shall be made on registered E- Mail ID only.

2.3 Candidates who fulfil the eligibility criteria would be required to appear for Walk-in interview on the date, time and venue given above. Further, candidate will require to bring all the original certificates/mark sheets/experience letter (if any)/professional qualification certificates/Aadhar Card/ PAN Card/ Caste Category Certificate (if applicable)/any other documents (if any) etc. along with one set of self-attested copy of each document at the time of joining, if selected for appointment. The self-attested copy of each document to be submitted with AAICLAS office as and when be asked to do so.

2.4 **Notice period for resignation will be minimum of 3 months.** Those persons who wants to resign with immediate effect, no experience letter/verification etc. shall be issued and they will also have to deposit 3 month's salary in lieu of non-serving of notice period.

2.5 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. **The period of one year will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension and/or fresh contract at the sole discretion of the Management of AAICLAS.**

2.6 After selection and posting, if any candidate at any point of time during the contract found suspicious in view of the security concern at the duty point, the decision of the AAICLAS Management will be final and binding on the concerned candidate.

2.7 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.

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DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of AAICLAS in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by AAICLAS in this regard.

ANNOUNCEMENTS

All further announcements/ details/communication pertaining to this recruitment process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time and not through post.

-sd-

Jt. General Manager (HR)
For Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd.
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
Email: hr.recruitment@aaiclas.aero

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not Eligible (E/NE)	Remarks
		Signature of the Registering Officer	

FORMAT OF APPLICATION – Advt. No. 05 of 2025

To,

The Joint General Manager (HR)

AAI Cargo Logistics & Allied Services Company Limited

AAILCAS Complex,

Delhi Flying Club Road, Safdarjung Airport

NEW DELHI – 110 003

Paste Recent
colour
Photograph &
sign across

Position Applied For: **Assistant (Security)**

1. Full Name: (In BLOCK letters)

First Middle Surname

2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY)

4. Place and State of Birth: _____

5. Address for Correspondence: _____

State _____ Pin Code: _____

Permanent Address:

State: _____ Pin Code: _____

Mobile No.: _____ Alternate Mobile No. /Telephone No.: _____

Email ID: _____

6. Opted Station: **Leh**

7. Gender: Male / Female

[Mark '✓']

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8. Marital Status: Mark '✓' in appropriate box.

Unmarried	Married	Divorce	Widow (or)

9. Nationality: _____ 10. Religion: _____

11. Mother Tongue: _____ 12. PAN No. : _____

13. (a) Aadhar Card No.: _____ (b) Passport No. _____

14. a) Whether SC / ST / OBC / GENERAL (ALSO MENTION SUB-CASTE) (Indicate Category to which you belong by marking '✓' in the appropriate box.

Name of Sub-Caste	SC	ST	OBC	General

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish current Certificate including the “Non-Creamy layer clause” OBC community should be as per the Central List of OBCs published by the Government of India [As per format in Annexure ‘B’]

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attached copies of relevant documents)

c) Whether from Police Services : Yes / No (Furnish details

d) Whether working in any Govt. : Yes / No
Semi-Govt./Public Sector Undertaking or autonomous body, If “Yes”, enclose “No Objection Certificate”

15. Education Qualification : (Matriculation /SSC onwards)

Examination (s) Passed e.g. 12 th / 10 th / Any other qualification (if any)	Name of the University / Institution	Date, Months & Year of Passing	Duration	Percentage of marks (Class/Division)

16. Work Experience (If any):

Organization	Post Held	Period of Service		Nature of Job
		From	To	

17. i (a) Is any case pending against you with the police or court? Yes No
 (b) If yes, furnish full details on a separate sheet of paper

ii (a) Where you ever arrested? Yes No
 (b) If yes, furnish full details.

18. Relatives working in AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

19. Declaration: **I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place: _____

(Signature of Applicant)

Date: _____