



**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.**  
**(A 100% subsidiary of Airports Authority of India)**

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

Date: 03.06.2025

**ADVERTISEMENT NO. 02 OF 2025**

**Engagement of personnel at AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) as Assistant (Security) on 3 Years 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 on PAN India basis**, as per the details given below: -

**NAME OF THE POST: ASSISTANT (SECURITY)**

Sl. No.	Airport/Place of Posting	No. of Vacancies						Last date of Online Application
		Gen.	OBC	SC	ST	EWS	Total	
1.	Patna	11	06	03	01	02	23	
2.	Vijayawada	12	06	03	01	02	24	
3.	Vadodara	06	02	01	-	-	09	
4.	Port Blair	03	-	-	-	-	03	
5.	Goa	24	14	07	03	05	53	
6.	Chennai	23	14	08	04	05	54	

**30.06.2025  
(upto 5 PM)  
1700 Hrs.**

**The above place of posting can be changed to any other location with in India due to operational or administrative requirements at the sole discretion of AAICLAS Management, which shall be binding. Indicated number of vacancies are tentative and can be increase or decrease as per the operational requirement.**

**“The Candidates who are not willing to serve on All India Basis need not to apply.”**

All the above number of positions 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 positions/venue/procedure/date /time 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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**The eligibility criteria for the post of Assistant (Security) as on 01.06.2025 shall be as follows: -**

- (a) **Essential Qualification:** 12<sup>th</sup> from any recognized Board /University/ Institution, with minimum 60% marks for General and 55% for SC/ST candidates.
- (b) While filling up the online form, candidates must enter the percentage of marks of 12<sup>th</sup> in numeric form only i.e., 60, 70, 80 etc. and not in CGPA grade or any other format.
- (c) Ability to read/ speak English, Hindi and / or conversant with local language.
- (d) **Age Limit:** Age as on 01.06.2025 should not be more than 27 years.
- (e) **Job profile:** Job profile will include assistance of 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.

## **IMPORTANT DETAILS**

### **APPLICATION FEE:**

Category	Application Fee
General and OBC Category	*Rs. 500/- (Rs. Five Hundred only)
(SC/ ST, EWS) & Women	*Rs. 100/- (Rs. One Hundred only)

\*Excluding of Bank Charges & Other Taxes

- i. Fees will be accepted through online net banking/credit cards/debit cards/UPI/Wallet etc.
- ii. Check the charges/commission applicable for selected mode of payment the same shall be borne by the candidate.
- iii. Fee once paid shall not be refunded under any circumstances.

### **IMPORTANT DATES:**

Event	Date
Opening date for online Application	09.06.2025 (From 10 AM) 1000 Hrs.
Last date for online Application	30.06.2025 (upto 5 PM) 1700 Hrs.

### **IMPORTANT INSTRUCTION:**

- Candidates are required to submit their application form latest by **30.06.2025 through Online Mode only. No application will be accepted after the last date as mentioned above.** Please note that the applications received through Speed post, Registered Post, Ordinary Post and Couriers will not be accepted, the forms submitted through online mode will only be accepted.
- The date of interaction will be intimated to the candidates on their registered email ID's through Circular on AAICLAS website i.e. [www.aaiclas.aero](http://www.aaiclas.aero).
- The candidates who had applied for the above post earlier under previous advertisements in AAICLAS in the last 3 years (from the date of advertisement), and has been resigned/terminated due to any reason, need not to apply again.

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## SELECTION PROCEDURE:

The eligible candidates have to fill online application form through the official website of AAICLAS ([www.aaiclas.aero](http://www.aaiclas.aero)) under “career” column against the Advt. for Engagement of Assistant (Security).

**Only the following to be attached with the online application form: -**

- Sr. Secondary (12<sup>th</sup>) Certificate & Mark Sheet
- Caste/Category Certificate (if any)
- Aadhar Card Copy
- Attach one recent passport size colored photograph on application form (max 20KB size)
- Application Fee (online)
- Scanned Signature (max 20KB size)

### **1. Pay and Allowances**

**a) 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.**

### **2. GENERAL CONDITIONS**

**2.1 Nationality / Citizenship:** Candidate must be a citizen of India. Please note that the eligibility criteria specified herein are the basic criteria for applying to the post. Candidates must necessarily produce the relevant documents pertaining to nationality, age, educational qualifications, preferential qualifications, experience etc. in original along with a photocopy thereof in support of their identity and eligibility at the joining.

**2.2 Upper age limit as on 01.06.2025:** 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.

**2.3** In case at any stage, it is found 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.

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- 2.4 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., (either post publication) the same shall only be updated/uploaded on the official website of AAICLAS i.e. [www.aaiclas.aero](http://www.aaiclas.aero).
- 2.5 The applicant must ensure that they fulfil all the eligibility criteria, **as on 01.06.2025**, 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.
- 2.6 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.
- 2.7 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.
- 2.8 This particular contract is initially for a period of 3 years and in case of closure of any AAICLAS station (due to any reason), the individual has to complete his/her contract at other station, as per the need of the company.
- 2.9 AAICLAS reserves the right to restrict/ enlarge/ cancel the engagement in this selection process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- 2.10 Any modifications related to recruitment of posts mentioned in this advertisement will be published on AAICLAS website i.e. [www.aaiclas.aero](http://www.aaiclas.aero).
- 2.11 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.
- 2.14 In case of any query, aspirants may write to AAICLAS helpdesk at [hr.recruitment@aaiclas.aero](mailto: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. Further in case the query is not resolved the candidates may contract at helpdesk number 011-24667781.

### **3. IMPORTANT INSTRUCTIONS**

- 3.1 The candidates who have higher percentage of marks in 12<sup>th</sup> Standard, will be called first for the online interaction and the selection will be made according to the merit list which will be prepared on the basis of marks secured in interview. Mere appearing in the interview do not reserve any right for selection.
- 3.2 Candidates are required to submit their application form latest by **30.06.2025** through Online Mode only at AAICLAS official website. In case of any difficulty, please contact through email at [hr.recruitment@aaiclas.aero](mailto:hr.recruitment@aaiclas.aero) or may contact at helpdesk number **011-24667781**.
- 3.3 The date of interaction will be intimated to the candidates on their registered email ID's through circular on AAICLAS website.

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- 3.4 Shortlisted Candidates meeting the eligibility criteria as on **01.06.2025**, will be called for personal interaction through online interview.
- 3.5 Please note that all communications by AAICLAS shall only be made on the registered e-mail id of the candidates and not by any other mode. Hence, keep checking the email account for any updation/information from AAICLAS related to this recruitment.
- 3.6 Please ensure that in case at any stage it be found that any wrong/false information is given by the candidate, the candidature of the said candidate is to 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.
- 3.7 The E-Mail ID entered in the application form should remain active until the engagement process is completed. No change under any circumstances in the E-Mail ID will be allowed once entered.
- 3.8 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., (either prior to or post publication) the same shall only be updated/uploaded on the official website of AAICLAS i.e. [www.aaiclas.aero](http://www.aaiclas.aero).
- 3.9 Candidates who fulfil the eligibility criteria would be required to appear for online interaction on the date, time and venue/mode which will be informed through E-mail on the registered Email ID of eligible candidates. Further, the candidates will require to bring all the original certificates/mark sheets/experience certificate/professional qualification certificates/ training certificates/Aadhar Card/ PAN Card/ Category Certificate (if applicable) / other documents (if any) etc. along with one set of self-attested copy of each document, if be selected.
- 3.10 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 (for all positions) 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. Selected candidates will have to join the station of engagement, then only the engagement will come into force.
- 3.11 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.
- 3.12 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 interaction process etc. The Management of AAICLAS may evolve its own procedure for short-listing/selection of candidates. No correspondence will be entertained from candidates found ineligible or not called for interaction process etc.
- 3.13 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.
- 3.14 AAICLAS reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever. The decision of the AAICLAS Management will be final and no appeal will be entertained in this regard.
- 3.15 Only single application will be accepted from individual candidates & candidate can apply for single location only.

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- 3.16 **Notice period for resignation will be minimum 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.
- 3.17 **The Prescribed format of Application is available online under the career page of AAICLAS official Website i.e. [www.aiclas.aero](http://www.aiclas.aero).**

## **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 interaction 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 process will only be published/ provided on AAICLAS authorized website [www.aiclas.aero](http://www.aiclas.aero) from time to time and not through post.

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