

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for the post of
Manager Finance & Accounts (On Contract)

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its Corporate Office at 2nd Floor, Air India Reservation Building, Airports Authority of India (AAI) Office Complex, Safdarjung Airport, New Delhi – 110 003, 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.	Manager-Finance & Accounts-MFA	01	Delhi	Total Monthly Salary & Allowances of Rs.100,000 i. Salary -Rs.85,000/- + ii. Allowances -Rs.15,000/- (Out of Pocket taxable allowances fuel transport & telephone) iii. Annual increment @3% p.a. on the Salary Amount at i. above, subject to satisfactory annual performance appraisal reports NOTE: For those drawing pension benefits (if any) from their previous employment as per the applicable Govt of India rules will be subject to maximum salary/allowances of Rs 1,00,000/ per month

3. The eligibility criteria and other details are as under:

- a. **Age:** Maximum 62 years as on as the date of release of notification/ advertisement.
- b. **Qualification:** Qualified Chartered Accountant from the Institute of Chartered Accountants of India OR Cost Accountant from Institute of Cost Accountants of India. Should be a member of the Institute of Chartered Accounts of India or a member of the Institute of Cost and Works Accountants of India.
- c. **Skill/Ability:**
 - i. Hands – on experience in MS Excel
 - ii. Confident, self-driven and team player
 - iii. Good communication skills in Hindi and English
 - iv. Ability to work in team
 - v. Ability to handle long hours and work -stress
- d. **Experience:** Should have minimum 5 years' post qualification 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 expert knowledge of a computerized accounting software such as Tally ERP accounting package. Candidate with 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 with working experience of having worked in a Government/PSU working experience environment and those who have evidenced in their job profiles hands-on experience will be given preference for having handled accounting and finance related issues relating to debt/money market issues, analysis, accounting and compliances of regulators, such as SEBI, company law and accounting standards related requirements for debt arrangements of a debt listed entity.

Out of 5 years' experience 02 years should be in Senior Officer/middle managerial position as per details given below:-

Central/State Public Sector Enterprises

- Candidates from Central/State/ Public Sector Enterprises working at the level of E-2 or equivalent and above.

Private Sector

- Candidates having Chartered Accountant from the Institute of Chartered Accountants of India OR Cost Accountant qualification, should have post qualification working experience of minimum 05 years, out of 05 years, 02 years should be working as Senior Officer in Finance Department of a company.

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

- i) Accounting of all the financial activities of the Company compliant to the Ind AS & Companies Act and other statutory regulations such as SEBI (LODR).
- 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 party 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 DCFO/CFO/CEO/management from time to time.

The position would report to the Dy.CFO/CFO of the company.

5. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria.

The selected candidate will be required to undergo a Pre-Employment Medical Examination.

The Candidates 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.

Reservation for the SC/ST/OBC/EWS shall be applicable as per the Govt. directives.

6. **Tenure 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, and/or in the event of unsatisfactory performance.

7. **How to Apply:-**

Candidates who wish to apply are advised to download and print the advertisement and Application Format from the **Website www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.nsc.gov.in, www.centaurhotels.com and www.civilaviation.gov.in** fill it and send the application by Post/Speed Post/courier at the following address in an envelope that must be super scribed as under:

**Post Applied for
Manager Finance & Accounts**
To
Manager Personnel & admin,
AI Assets Holding Limited (AIAHL),
Room no. 204, 2nd Floor, AI Admin Building, Safdarjung Airport,
New Delhi-110003

The last date of receipt of application is 1700 hours on 15.04.2025 on the above address. Applications that are incomplete/received after the last date will not be entertained. Any extension in the last date for submission of the applications shall be notified on the **websites www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in and www.centaurhotels.com**

8. **Candidates appearing for 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 Website www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in, www.centaurhotels.com, www.nsc.gov.in and www.civilaviation.gov.in
- ii) A recent passport size color 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, it will be rejected along with original certificates.
- iv) **Applicants servicing in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.**
- v) If the candidate is working in private sector, he/she is required to submit a certificate from the existing employer **certifying that the employee concern is working in the company as Manager Finance & Accounts and above on the company's letter head.**
- vi) 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.**

9. **Incomplete applications will not be entertained.**

Applications that are mutilated or without any of the supporting documents with regard to eligibility criteria, will be rejected.

10. **Any applicant not meeting the aforesaid requirements shall not be considered.**

Canvassing in any form will disqualify the candidate

Management reserves the right to change in above schedule/conditions, based on requirements.

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**APPLICATION FORM- AIAHL**

Name of the post applied for **Manager-Finance & Accounts**

(a) Applicant's Name: \_\_\_\_\_

(b) Address for communication: \_\_\_\_\_

\_\_\_\_\_

1. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_

2. Mobile No. \_\_\_\_\_

3. E-Mail Id \_\_\_\_\_

4. Date of Birth (**DD/MM/YY**),

Age as on the date of release of notification/advertisement. (**Years/Months/Days**)

5. 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.

6. Positions held (in support of the total requisite experience of 5 years:

| Sl. No. | Complete Designation | Name of the Organization | Pay scale | Period | Brief Job Profile |
|---------|----------------------|--------------------------|-----------|--------|-------------------|
| 1       | 2                    | 3                        | 4         | 5      | 6                 |
|         |                      |                          |           | From   | To                |
|         |                      |                          |           |        |                   |
|         |                      |                          |           |        |                   |
|         |                      |                          |           |        |                   |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*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 |
|-----|----|

ii) Departmental Enquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(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 |
|-----|----|

ii) Departmental Enquiry

|     |    |
|-----|----|
| Yes | No |
|-----|----|

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

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.