

एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

**Sub: Advertisement for Walk – in Interview the Post of
Officer-Finance –Medical Cell (On Contract)**

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at 2nd Floor, AI Admin Building, 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 has been mandated to coordinate with CGHS for providing medical facilities and manage Medical Cell for post transaction scrutiny and verification of claims of hospitalization of AI retirees.
3. AIAHL calls the eligible candidates for Walk in Interview 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 -Medical Cell	01	Delhi	Total Monthly Salary & Allowances of Rs.65,000 i. Salary- Rs.57,500/- + ii. Allowances- Rs. 7,500/- (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

4. The eligibility criteria and other details are as under:
 - a) **Age:** Age: Maximum 62 years as on the date of release of notification/advertisement
 - 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.)

Contd on page 2

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:**

Central/State/ Public Sector Enterprises

Candidate working in Central/State/Public Sector Enterprises and 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.

OR

Candidates having B.Com. degree should have post qualification working experience of minimum 15 years, out of 15 years, 10 years should be working at the level of E-1 and above.

Private Sector

Candidates working in Private Sector and 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 in Finance Department.

OR

Candidates having B.Com. degree should have post qualification working experience of minimum 15 years, out of 15 years, 10 years should be working as Officer in Finance Deptt.

Preference will be given to the candidate who is having working experience in TPA or Medical Department as Finance Officer and have experience in settlement and verification of IPD/Hospitalization claims.

Contd on page 3

5. Job Description:

- Before passing for payment, bills are required to be verified.
- Bills to be checked with predetermined rates.
- Arithmetic accuracy 100%
- Follow the in-built process in the System and complete payment action
- Full scrutiny of bills by the Medical Officer beyond a fixed threshold amount
- Deposit the amount received from new retirees.
- Grievance redressal
- Day to day claim settlement
- Fund required to be transferred to UTITSL linked to Parent-Child account
- To verify rates charged by hospitals vis-à-vis CGHS rates
- To facilitate audit of medical claims as and when conducted by Govt Auditors
- Payment of Annual Subscription to CGHS
- Receipt of Subscription from New retirees

6. 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.centaurohotels.com, www.nsc.gov.in, 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
Officer – Finance (Medical Cell)**
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.centaurohotels.com

Contd on page 4

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

AIAHL 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 and also submit NOC from their present employer at the time of interview.**

7. Candidates are required to submit following documents with the application:-

- i) A recent passport size photograph pasted in the space provided in the
- ii) 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, the application will be rejected. Original certificates will be required at the time of Interview.
- iv) If the candidate is working in private sector, he/she is required to submit a **certificate from existing employer certifying that the employee concern is working in the capacity of Officer and above on the company's letter head.**
- 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.**

8. 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.

APPLICATION FORM- AIAHL

Name of the post applied for **Officer-Finance Medical Cell**



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 the date of release of notification/advertisement (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

: 2:

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

(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

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.