

AI ASSETS HOLDING LIMITED

(Formerly Known as AIR INDIA ASSETS HOLDING LIMITED)

Sub: Advertisement for the post of Chief of Properties & Monetization Officer-CPO

1. AI Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi -110001 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. | Chief of Properties & Monetization Officer-CPO | 01 | Delhi | Total Monthly Salary & Allowances of Rs.150,000 i. Salary -Rs.1,20,000/- + ii. Allowances -Rs.30,000 (Out of Pocket taxable allowances fuel transport & telephone) iii. Applicable Employers Contribution to EPFO on the Salary Amount iv. Annual increment @3% p.a. on the Salary Amount at i. above, subject to satisfactory annual performance appraisal reports |

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

- a. **Qualification:** Bachelor's degree (B.E. / B.tech in Civil Engineering). Candidates holding Masters of Business Administration (MBA full time from B School/Premiere institute preferred)/Post Graduate, having studied subjects such as assets management/real estate/civil engineering, will be preferred.
- b. **Experience:** Should have minimum 10 years' post qualification experience in Properties and Real estate Management; Land/properties acquisition or monetization/disposal; actively worked on successful real estate projects schemes; handled properties project management planning, strategizing and execution; properties monitoring, tendering, procurement, planning and budgeting, costs monitoring,; upkeep and maintenance of properties; handled properties/real estate related contractual legal and statutory and regulatory compliances and management.

The candidate with working experience of having worked in a Government/PSU

organization working experience environment, will be given preference. Out of 10 years' experience 02 years should be in senior position as per details given below:-

- Candidates from Central/State/ Public Sector Enterprises working at the level of E-6 or equivalent level and above.
- Candidates from Private Sector listed companies who are working not more than 3 levels below CEO/ Head of Institution.

c. **Age: Maximum 60 years as on 1st Oct, 2021.**

d. **Job Description:** The post carries the duties and responsibilities

- i. Overall, In-charge of all the Properties and Real estate management activities;
- ii. Land/properties transfer/acquisition/leasing;
- iii. Land/properties monetization/disposal matters;
- iv. properties management planning, strategizing and execution;
- v. properties monitoring and physical control;
- vi. Tendering/procurement of properties ownership and management related services
- vii. Assets planning and budgeting, costs monitoring of properties;
- viii. Arrange effective upkeep and maintenance of own/leased properties outsourcing resources through acquiring/engaging and deploying manpower/3rd party
- ix. handle properties/real estate contractual legal and statutory & regulatory compliances and management, etc
- x. assist the Board in setting strategic properties of owned and leased properties monetization
- xi. Any other jobs/activities assigned from time to time by the top management (CEO/Board) of the company.

The position would report to the CEO and to the Board of the company.

e. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria. The selected candidate will have 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.

f. **Term 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, subject to candidate's age not exceeding 65 years**, based on annual performance 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.

4. How to Apply:-

Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application by Post/Speed post/courier at following address in an envelopethat must be super scribed with the post applied for:

| |
|--|
| <p>Post Applied for Chief of Properties & Monetization Officer-CPO To, Company Secretary, AI Assets Holding Limited(AIAHL), Room no. 208, 2nd Floor, AI Reservation Building, Safdarjung Airport, New Delhi-110003</p> |
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The last date of receipt of application is 1700 hours on 7th December, 2021 on the above address. Applications received after the last date will not be entertained.

Any extension in the last date for submission of the applications receipt in AIAHL shall be notified only on the AIAHL & AI websites.

Applications received late/incomplete/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 prior to interview.

Canvassing in any form will disqualify the candidate.

Any application not meeting the aforesaid requirements shall not be considered.

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

Candidates 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 of www.aiahl.in and on www.airindia.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 etc. will be required to be submitted with the application. 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 the existing employer that the post held by him/her is not more than 3 levels below the post of CEO.
- 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** .

APPLICATION FORM-AIAHL

Name of the post applied for Chief of Properties & Monetization Officer-CPO

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 01st Oct, 2021 (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 |
| | | | | |
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* Should be exactly as per Degree/ Diploma issued by the university.

7. Positions held (in support of the total requisite experience of 10 years at managerial level/present grade/02 years at senior management level)

| 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

: 2:

8. Certificate from the existing employer that the post held is not more than three (3) level below the post of CEO, is required to be attached.
9. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 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

10. 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.