

AI ASSETS HOLDING LIMITED
(Formerly known as AIR INDIA ASSETS HOLDING LIMITED)

Advertisement for the post of Company Secretary - on Contract

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 Public Sector Undertaking 100% owned by the Government of India. It was incorporated in January 2018 as a Special Purpose Vehicle (SPV) for the purpose of acquiring from Air India Limited (due to its disinvestment), 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 eligible Indian Citizens for filling up the following post:

S. NO	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company basis)
1.	Company Secretary – on Contract	01	Delhi	Total Monthly Salary & Allowances of Rs.1,00,000 i. Salary -Rs.85,000/- plus ii. Allowances -Rs.15,000 (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:** (i) Essential: Fellow/Associate Member of Institute of Company Secretaries of India (ICSI).
(ii) Desirable: LLB / Master in Business Law (MBL) from any reputed university.
 - b. **Experience:** A minimum of 7 years' experience as Company Secretary out of which a minimum of 2 years should be in a Listed company.
 - Candidates from Central/State/ Public Sector Enterprises working at the level of E-4 or equivalent and above.
 - Candidates from Public Limited Company only having paid up share capital of Rs. 10 Crore or more or Turnover of Rs. 500 crores or more in any of the last three financial years viz. 2018-19, 2019-20, 2020-21. (Kindly attach documentary proof thereof) Company Secretary for the past 07 years.

c. **Age:** Maximum **50 years as on 1st January, 2022.**

d. **Job Description:**

- i. Excellent knowledge of Company Law and its application including Secretarial Standards, various SEBI Regulations applicable to a listed company, DPE Guidelines as applicable to CPSE and other laws as applicable to a company under the companies Act, 2013 and relevant statutes.
- ii. Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholder and other Meetings of the Company & its subsidiaries. Passing Resolutions through Postal Ballot for Listed Companies as per Companies Act, 2013 and the Rules made there under.
- iii. Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report, Corporate Governance
- iv. Report as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, finalization, printing, mailing etc.
- v. Preparation and Filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA.
- vi. Preparing and Maintaining Secretarial Records of Company viz; Statutory Books and Registers.
- vii. Updation on new developments in various laws and regulations in the area of work of a CS.

The position would report to the Chairman & Managing Director of the company.

e. **Selection procedure:** Selection procedure involves personal interview of the shortlisted candidates who prima facie meet the eligibility criteria.

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

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 by another two (2) years,** based on the annual performance review reports of the candidate.

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 the following address in an envelope that must be super scribed as under:

<p>Post Applied for Company Secretary To Manager Personnel & admin, AI Assets Holding Limited (AIAHL), Room no. 205, 2nd Floor, Air India Reservation Building, Safdarjung Airport, New Delhi-110003</p>

The last date of receipt of application is 1700 hours 6th Apr' 2022 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.aiesl.in

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.

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 www.aiahl.in, www.aiesl.in and www.ncs.gov.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. 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) The candidate is required to bring experience certificate for working in company secretary Deptt for the past 07 years, post qualification. If the candidate is working in private sector, it should be specifically mentioned that the company is a listed firm and having share capital of Rs 10 crores or more or Turnover of Rs 500 crores or more in any last three financial years.
- 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 Company Secretary - on Contact

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 January, 2022** (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 of 07 years, post qualification, as Company Secretary or Company Secretary Deptt).

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. (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
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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
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ii) Departmental Enquiry

9. Whether SC/ST/OBC/GEN

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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.