



AI Engineering Services Limited

एआई इंजीनियरिंग सर्विसेज लिमिटेड

(A wholly owned subsidiary of AI Assets Holding Limited)

(एआई एसेट्स होल्डिंग लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी)

कॉर्पोरेट मुख्यालय: सीआरए बिल्डिंग, द्वितीय तल, सफदरजंग हवाई अड्डा, नई दिल्ली – 110003

HR DEPARTMENT

मानव संसाधन विभाग

Sub: Advertisement for the post of Chief Human Resources Officer

Ref. No. AIESL/HR-HQ/2026/442

Date: 24th July' 2026

AI Engineering Services Limited (AIESL), a wholly owned subsidiary of AI Assets Holding Limited, invites applications from eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	CONSOLIDATED MONTHLY SALARY
1.	CHIEF HUMAN RESOURCES OFFICER	01	DELHI	₹1,65,000/- (All-inclusive) with an annual increment of 3% on the salary components.

The eligibility criteria and other details are as under:

- a. **Qualification:** Full-time Master of Business Administration (MBA) with specialization in Personnel Management/Human Resource Management/Industrial Relations (IR); or

An equivalent full-time two-year Post Graduate Master's Degree in the relevant discipline from a recognized University/Institute.

- b. **Experience:** Should have a minimum of 20 years' post-qualification experience in Human Resource Management in a reputed organization, with exposure to manpower planning, recruitment and selection, industrial relations, employee relations, performance management, compensation and benefits, training and development, statutory compliance under labour laws, payroll administration, HR policy formulation, organizational development, SAP etc.

Candidates from Central/State Public Sector Enterprises (PSEs) should have worked at the E-7 level or above, with a minimum of two (02) years' experience in a Senior Management position.

Candidates from Private Sector listed companies should be working not more than two levels below the Chief Executive Officer (CEO)/Head of the Organisation.

- c. **Upper Age Limit as on 01st August, 2026:** The upper age limit shall be 48 years. However, the upper age limit is relaxable up to 62 years for serving/retired employees of Central/State Public Sector Undertakings (PSUs).
- d. **Job Description:** The post carries the duties and responsibilities of the overall Head of the Human Resources function of the Company. The incumbent shall be responsible for formulating and implementing HR policies and strategies, manpower planning, recruitment and selection, industrial relations, employee relations, performance management, compensation and benefits, training and

development, statutory compliance under labour laws, payroll administration, organizational development, employee engagement, disciplinary matters, succession planning, and overall HR governance to support the Company's business objectives.

The position would report to the CEO of the company.

PREFERENCE: Preference shall be accorded to candidates having experience in Central/State Govt., Public Sector Undertakings (PSUs) and those having hands on experience of SAP/ ERP.

To determine the length of an individual's professional experience, the collective experience gained in roles within Central/State Government, Public Sector Undertakings (PSUs), Autonomous Body, and the private sector will be considered with the requirement of providing supporting documents. **However, any teaching, academic experience or training, including summer training, apprenticeships or projects that are integral components of an academic or professional qualification program will not be factored into the calculation of the aforementioned experience duration.**

SELECTION PROCEDURE:

Applications will be scrutinized based on the information provided in the application form and supporting documents submitted by the candidates. Candidates meeting the prescribed eligibility criteria will be provisionally shortlisted and called for a Personal Interview.

The selection process will comprise of a Personal Interview for candidates who prima facie meets the eligibility criteria, followed by a Pre-Employment Medical Examination.

The selected candidates will be required to bear the cost of the Pre-Employment Medical Examination and any additional tests, if deemed necessary.

APPOINTMENT AND PLACEMENT:

Candidature of the applicant would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste etc. Candidature of the candidate is liable to be rejected if it is found that he/she does not meet the advertised eligibility criteria for the post he/she has applied for, irrespective of his/her merit position on the basis of marks secured in selection process.

CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum education qualification and experience etc. shall be 01.08.2026. The cut-off date will remain unchanged irrespective of any reason whatsoever.

FIXED TERM EMPLOYMENT CONTRACT:

The selected candidate will be appointed on a Fixed Term Employment Contract for a period of three years, which may be extended by a further period of two years or until the incumbent attains the age of 65 years, whichever is earlier, based on performance. 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.

HOW TO APPLY: -

Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed **to Chief HR Officer, AIESL** by Post/Speed post/courier at following address in an envelope that must be super scribed with the post:

Post Applied for **Chief HR Officer**
AIESL
HR Department,
2nd Floor, CRA Building, Safdarjung Airport Complex,
Aurobindo Marg, New Delhi – 110 003

The duly filled-in applications must reach the above-mentioned address within 21 days from the date of publication of this notification, latest by 1700 hours. **Applications received thereafter shall not be entertained under any circumstances.**

Applications received late/incomplete/mutilated, or without any of the supporting documents with regard to eligibility criteria will be rejected. AIESL will not be responsible for any postal delay/loss of any document during transit.

Candidates employed in Central/State Government, Public Sector Undertakings, or Autonomous Bodies must apply through the proper channel and produce a **No Objection Certificate (NOC)** from their present employer at the time of interview. **Failing this, their candidature will not be considered, and they will not be permitted to appear for the interview.**

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

Candidates are required to submit following documents along with the application form: -

- i.) A recent passport-size colour photograph pasted in the space provided in the application format.
- ii.) One set of self-attested photocopies of supporting documents, including proof of date of birth, citizenship, caste, educational qualifications (degree and mark sheets of all semesters), experience, salary, etc., must be submitted along with the application.

Applications without the required documents are liable to be rejected.

Original certificates will be required for verification at the time of the interview.

Canvassing in any form will disqualify the candidate. Only shortlisted candidates would be contacted for interviews and/or for making an offer. AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

GENERAL CONDITIONS:

1. Management reserve all right to take any decision with regard to conduct of this exercise including interpretation of eligibility, deferment/cancellation of this exercise and/or delete/alter any of the condition of this exercise, if so necessitated.
2. The selected candidate will be posted based on the requirements of the Company. Selection and empanelment does not guarantee that the candidate will be appointed. Release of candidate for appointment from the select list would depend upon the decision of the Company and its business requirements at the material point of time, which decision would be final and binding.
3. Candidates found suitable and shortlisted will be engaged on fixed-terms contract basis for a period of 3 years, which may be extended by a further period of 2 years or until the incumbent attains the age of 65 years, whichever is earlier, based on performance and requirement of the company. The contract may be terminated at the discretion of the Management during the tenure of the contract and / or in the event of unsatisfactory performance.
4. The job is transferable to any station in India, based on Company's requirement.
5. The candidates will have to make their own arrangement for housing accommodation at the place of posting.
6. The Company, at its discretion, may assign additional duties, as and when required.
7. SC/ST candidates will be reimbursed travelling allowance (TA) as per Government of India, on production of proof of journey and submission of requisite documents.
8. Candidates must ensure that they fulfill all the laid down procedure eligibility criteria, prescribed for the post before reporting for Personal Interview.
9. At any stage of the selection process, if it is found that the particulars furnished by the candidate in the Application Form or testimonials are incorrect/false or the candidate does not meet the Eligibility Criteria Prescribed for the post, or has suppressed any material fact(s), his/her application shall be summarily rejected without making any further reference.
10. Canvassing in any form by or on behalf of the candidate or bringing in any outside influence with regard to further the selection of the candidate shall be considered as a DISQUALIFICATION.
11. Candidates will be required to bear all costs related to the Pre-Employment Medical Examination(s) as prescribed by the Company's authorized doctor. Any additional tests, if required, shall also be borne by the candidates.
12. No candidate shall be appointed to a post in the Company unless he/she has been medically examined, certified and declared as fit for employment by the Medical Officer of the Company or Medical Officer not below the rank of a Civil Surgeon/ Chief Medical Officer/ Medical Superintendent of State/ Government Hospitals.
13. Applications which are unsigned/incomplete/mutilated/received by post/courier services will not be considered.
14. The applicant should ensure that they fulfill all the eligibility criteria as on 01st August 2026. Other particulars furnished should be correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates in the application or testimonials supplied are found incorrect/false, or not meeting with the eligibility requirements prescribed

for the posts, the candidature is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.

15. Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience (mentioning the post /designation held, period of experience and seal of the company) etc. must be submitted along with the Application. Self-attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC/EWS candidates.
16. Original certificates/ Marksheet are required to be brought, at the time of Personal Interview, for verification purpose only, but original should not be submitted/attached along with the Application. The Company is not responsible for returning any original copies of certificates/testimonials if submitted with the application.
17. Applicants working in Government/Semi-Government/Public Sector Undertakings or Autonomous Bodies must bring complete Application Form routed through proper channel or along with 'No Objection Certificate' from their present employer.
18. If it is detected at any stage of the recruitment process or even after appointment that a candidate does not fulfil any of the prescribed eligibility criteria, or has furnished any false, incorrect or incomplete information, or has made any false declaration, or has suppressed any material fact or information relevant to his/her candidature, or has resorted to unfair means during the selection process, or is found guilty of impersonation, his/her candidature shall be liable to be rejected. If already appointed, his/her services shall be liable to be terminated forthwith, without assigning any reason or giving any prior notice.



APPLICATION FORM

Photograph

1. Name of the Post Applied for: Chief HR Officer

(a) Applicant's Name: _____

(b) Address for communication: _____

2. Telephone No: Office: _____ Residence: _____

3. Mobile No.: _____

4. E-Mail ID: _____ (should be legible)

5. Date of Birth (DD/MM/YY) ____/____/____

6. Age as on 01st August, 2026 (Years/Months/Days) ____/____/____

7. Educational/Professional Qualifications:

Sl. No.	Qualification*(starting from most recent till 10th standard)	Name of Institution/ University/ Board	Duration of the Course	% Marks	Whether full-time or otherwise (Please mention, if applicable)
1	2	3	4	5	6

* Should be exactly as per Degree/ Diploma issued by the university.

8. Positions held (in support of the total requisite experience)

Sl. No.	Complete Designation*	Name of the Organization	Pay scale / monthly salary	Period (Specify Date)		Brief Job Profile
1	2	3	4	5		6
				From dd/mm/yy	To dd/mm/yy	

***The positions should be indicated in order of the most recent assignment. Separate page may be attached in case space provided is not sufficient.**

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
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If yes, the details thereof ii) Departmental Enquiry

Yes	No
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(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 thereof i) Civil /Criminal

Yes	No
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If yes, the details thereof ii) Departmental Enquiry

Yes	No
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10. Gender (Please tick ✓): ☐ Male ☐ Female ☐ Third Gender ☐ Other

11. Category (Please tick ✓): ☐ SC ☐ ST ☐ OBC ☐ General ☐ Others

a) If SC/ST — attach copy of the caste certificate as per Central Govt. Format.

b) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

12. Whether Ex-Servicemen : YES / NO

(If yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents.)

13. Whether working in any Govt./Semi-Govt. / Public Sector Undertaking or Autonomous Body.

(If "YES" enclose "No Objection Certificate") YES / NO

14. Marital Status: (Please tick ✓) in appropriate Box.

Unmarried	Married	Divorce	Widow(er)	Separated

15.

15a) Nationality:	15b) Religion:
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- i. Do you have fluency in English : Yes / No
- ii. Conversant with local language : Yes / No
- iii. Proficiency in Computer Skills : Yes / No

Declaration:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected/ services terminated at any time without giving any notice or reason thereof.

(Name & Signature of the Applicant)

Date:

Place:

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.