एआई एसेट्स होल्डिंग लिमिटेड
AI ASSETS HOLDING LIMITED

Advertisement for Post of Officer Admin – 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 -110003 is a 100% Government of India PSU Company, incorporated in January 2018 as a Special Purpose Vehicle (SPV) formed for the purpose of disinvestment of Air India Ltd, 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 payoff the identified loans of Air India Ltd from re-financing by raising fresh debt and through monetization proceeds from sale/disposal of such identified assets of Air India Ltd 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 invites applications from Indian Citizens for filling up the following post as per the eligibility criteria:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	Monthly SALARY & EMOLUMENTS (Cost to Company basis)
1.	**Officer - Administration Medical Cell**	01	Delhi	**Total Monthly Salary & Allowances of Rs.85,388/** **i. Salary** Rs.63,250/- + **ii. Allowances** Rs.22,138/- (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. Age Maximum **62 years** as on the date of notification.

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

a. Qualification:

Graduate Degree having studied subjects such as Personnel Management/Human Resources **OR** Bachelor of Business Administration-BBA **OR** equivalent (with specialization in Personnel/HR/IR) **OR** MBBS

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a. **Skill/Ability:**

i. Flair for Research and analysis
ii. Ability to draft crisp high quality reports in word and Power point
iii. Hands – on experience in MS Excel
iv. Confident, self-driven and team player
v. Good communication skills in Hindi and English
vi. Ability to work in team
vii. Ability to handle long hours and work -stress

c. Experience:

Should have minimum 5 years' post qualification experience in Administration and establishment work. Out of 05 years, the candidate should have worked as officer for two years.

Central/State/ Public Sector Enterprises

- Candidates should posses post qualification 05 years working experience, out of 05 years, the candidate should have 02 years working experience at the level of E-1 or above in Admin Department. The candidate should have good working knowledge of MS Office/IT System.

Private Sector

- Candidates should posses post qualification 05 years working experience, out of 05 years, the candidate should have 02 years working experience at the level Officer or equivalent position in Admin Department. The candidate should have good working knowledge of MS Office/IT System.

6. Job Description: The post carries the duties and responsibilities

- Verification of claims with respect to various test procedures conducted by empaneled hospital under NHA.
- Resolving Claim related queries and discrepancies, Follow up and respond to queries of retired employees in person/email.
- Liaison with UTIITSL, CGHS & Panel Hospitals
- Preparing the Weekly consolidated reports and updating to the Management.
- Liaison with the hospitals as and when required
  a) Admission related queries
  b) Prolonged admission
- Any other medical related issue pertaining to AI retired employees.

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

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

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II. 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.

III. The mere fact that the candidate is fulfilling the criteria as prescribed in the advertisement would not bestowed on him/her the right to be shortlisted/called for interview or to be considered further for selection process.

IV. No claim for regular employment by virtue of this contractual engagement, shall be entertained at any stage.

V. Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.

AIAHL reserves the right to cancel the recruitment exercise fully/partially at any stage at its discretion.

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

8. Tenure of Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of one year.

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.

9. 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, wwww.centaurhotels.com 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 – Administration (Medical Cell)
To
Manager (HR & Admin)
AI Assets Holding Limited (AIAHL),
2nd Floor, AI Admin Building, Safdarjung Airport,
New Delhi-110003

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The last date of receipt of application is 1700 hours 10.12.2026 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 wwww.centaurhotels.com

NOTE: If the candidates are not found suitable for the post of Officer Admin-Medical Cell, AIAHL may conduct Interview after every two weeks. The date of Interview will be notified only on the websites www.aiahl.in, www.aiesl.in, www.allianceair.in, www.aiasl.in and wwww.centaurhotels.com

Interested Candidates may keep visiting these websites regularly.

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.

10. 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 the website www.aiahl.in, www.allianceair.in, www.aiesl.in, www.aiasl.in and www.centaurhotels.com

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) 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 or equivalent in Administration Dept on the company's letter head.**

Canvassing in any form will disqualify the candidate.

APPLICATION FORM-AIAHL

Name of the post applied for <u>Officer-</u> <u>Administration-Medical Cell</u>

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 Notification (Years/Months/Days).....
6. Gender: A) MALE B) FEMALE C) TRANSGENDER
7. 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.

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

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

SC	ST	OBC	GEN

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.