



चण्डीगढ़ इंटरनेशनल एयरपोर्ट लिमिटेड
Chandigarh International Airport Limited

Engagement Advertisement No. 07/2024

- 1. Chandigarh International Airport Limited (CHIAL)** is looking for energetic Indian Nationals to work as Manager in Legal Dte., IT Dte. & Facility Dte in CHIAL on a Fixed Term Contract basis for a period of three years at Shaheed Bhagat Singh International Airport Chandigarh, SAS Nagar Mohali as per the detail given below.

S.No.	Name of Posts	No. of Vacancies	Station	Date Time	Mode of Interview
1.	Manager (Facility)	1	Shaheed Bhagat Singh International Airport Chandigarh, SAS Nagar Mohali	Date and time of interview would be notified at a later stage to shortlisted candidates only.	In Person or VC
2.	Manager(IT)	1			
3.	Manager (Legal)	1			
4.	Assistant Manager (Finance)	1			

2. ELIGIBILITY CRITERIA AS ON 28.08.2024:

Manager(IT)	Full-time regular Bachelor's Degree in Engg./Technical in Computer Science/Computer Engineering/IT/Electronics OR Full-time regular Masters in Computer Application (MCA).
Manager(Legal)	A Professional degree in Law (3 years regular course after graduation OR a 5 years integrated regular course after 10+2) is required. Candidates must also be eligible to enroll as an advocate with the Bar Council of India to practice in Indian courts.
Manager (Facility)	Graduation with full time MBA (Aviation/ Management) of recognized university.
Assistant Manager (Finance)	ICWAI (Cost Accountant) /CA (Chartered Accountant) with B. Com from a reputed college;

- 3. Experience:** Minimum 3 years post qualification experience in the relevant field as on **28.08.2024**

4. UPPER AGE LIMIT AS ON 28.08.2024:

SR NO.	NAME OF THE POST	AGE LIMIT
1.	Manager (Legal)/ (IT)/(Facility)/AM Finance	35 Years

5. EMOLUMENTS:

SR. NO.	NAME OF THE POST	EMOLUMENTS
1.	Manager (IT , Legal, Facility)	Consolidated salary of Rs 70,000/- per month for the first year. With annual increment @5%

SR. No.	NAME OF THE POST	PERIOD	EMOLUMENTS (INCLUSIVE OF ALL)
2.	AM(Finance)	First Year	Rs. 70,000/-
		Second Year	Rs. 75,000/-
		Third Year	Rs. 80,000/-

6.HOW TO APPLY: Candidates meeting the eligibility criteria as on 28.08.2024 are advised to send their duly filled in Application Form latest by 28/09/2024 to the **‘MANAGER (HR), CHANDIGARH INTERNATIONAL AIRPORT LIMITED, NEW CIVIL AIR TERMINAL, JHURHERI, MOHALI, PUNJAB - 140306’** along with:

- Demand Draft of Rs. 500/- in favour of **‘CHANDIGARH INTERNATIONAL AIRPORT LIMITED’** payable at ‘CHANDIGARH’
- Self-attested copies of all Certificates/Testimonials in support of Date of Birth, Educational Qualification,
- Discharge Certificate (for Ex-Servicemen) (self-attested)
- Experience Certificate (self-attested)
- Two (02) recent passport size photographs.

A. Job Description:

Manager (IT)

- **Network Administration:** Overseeing the installation, configuration, and maintenance of the organization's IT infrastructure, including servers, networks, and communication systems.
- **System Management:** Ensuring the reliability, security, and performance of IT systems and applications.
- **Security Policies:** Developing and implementing robust cybersecurity policies and protocols to protect the organization's data and systems.
- **Risk Management:** Identifying potential security risks and vulnerabilities, conducting regular security audits, and taking corrective measures.
- **Incident Response:** Overseeing the response to cyber security incidents and breaches, including investigation, mitigation, and communication.
- **Service Management:** Ensuring efficient delivery of IT services to internal and external stakeholders.
- **Technical Support:** Overseeing the IT support function to ensure timely resolution of technical issues.
- **System Upgrades:** Planning and executing system upgrades, hardware replacements, and software updates.
- Any other work assigned by CHIAL Management.

B. Job Description:

Manager (Legal)

- Drafting /scrutinizing/vetting of tenders & other bidding documents, commercial deeds/documents including inter-alia instrument, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings and add value to all legal matters.
- Provide sound legal opinion/advice and respond to queries quickly. Brief advocates. Ensure that all cases are filed/defended well within the limitation period and there is timely submission of all pleadings and documents. Improve domain skills and share knowledge and information with team members. Keep updated on recent trends in the legal issues. Handle Arbitration/Conciliation cases, verify title documents, conduct reviews and training.
- Rendering legal opinion/ advice on various matters.
- Handling legal/court cases including court, arbitration, domestic enquiry proceedings, service matters, labour cases etc.
- Ensuring compliance with statutory requirements under various laws including Aviation compliances
- Experience of land acquisition matters and reviewing property related documents including title deeds etc. International laws pertaining to registration of corporate offices abroad, setting-up of joint ventures / Consortium/ Amalgamation & restructuring.
- Any other work assigned by CHIAL Management.

C. Job Description :

Manager (Facility)

- **Greeting and Assisting Passengers:** Welcoming passengers and providing assistance with inquiries, directions, and information about airport services and facilities.
- **Check-In Assistance:** Helping passengers with the check-in process, including handling special requests and ensuring baggage is correctly tagged.
- **Special Needs Support:** Assisting passengers with special needs, including the elderly, disabled, and unaccompanied minors, to ensure their comfort and safety.
- **Complaint Resolution:** Addressing passenger complaints and concerns promptly and efficiently, providing solutions or escalating issues to appropriate personnel when necessary.

Operational Support:

- **Coordination with Airlines and Airport Staff:** Liaising with airline staff, ground handling teams, and other airport personnel to ensure smooth operations.
- **Flight Information Updates:** Keeping passengers informed about flight statuses, delays, cancellations, gate changes, and boarding times.
- **Queue Management:** Managing queues at check-in counters, security checkpoints, boarding gates, and other areas to ensure efficient passenger flow.
- **Security and Safety:**
- **Compliance with Security Protocols:** Ensuring that all passengers adhere to security protocols and procedures, including verifying travel documents and boarding passes.
- **Emergency Handling:** Assisting in emergency situations, including medical emergencies, security incidents, and evacuations, ensuring passenger safety and comfort.

AM(FINANCE)

D. Job Description

- Knowledge of ERP is must;
- Should have excellent knowledge of Consolidation of Accounts and finalization /closing of accounts;
- Complete Knowledge of entire Financial Operation like – Account Payable, Account Receivable, General Ledger, Assets Management in ERP, Processing of salary, PF, Financial Concurrence, Audit matter and banking matter;
- Budgeting: Formulating budgets and conducting variance analysis to determine difference between projected and actual results to be followed up with corrective actions. Divisional and Profit Centre Budgeting. It included allocation of costs to various profit centers, Half Yearly and Quarterly forecasts, Monthly projection, variance analysis;
- Well Knowledge of Direct (TDS & TCS) and Indirect Taxation along with complete GSTR1, GSTR2, 3 B, TDS GST and Annual return submission of GST;

- Working capital Management;
- Well knowledge in Segment Accounting and Segment wise Profitability;
- Ensure monthly, quarterly and yearly closing of Accounts with accuracy;
- Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy;
- Fund Management: Monitoring cash flow transactions and projecting cash requirements for future;
- Knowledge of Indian Accounting Standard;
- Debtors ,26AS Reconciliation and GST Reconciliation;
- Monitoring and analyzing accounting data and produce financial reports or MIS;
- Knowledge of IND Accounting Standard;
- Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work;
- Full Supportive knowledge at Limited Review, Internal Audit, CAG Audit and Statutory Audit;
- Complete knowledge in Purchase Function, Procurement Scheduling and coordination with Payable;
- Efficient application in Cost Benefit analysis on Transitional project and business;
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions;
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues;

7. GENERAL CONDITIONS:

- i. The short-listed eligible candidates will be considered for engagement on a Fixed Term Contract basis (FTC) for a period of three years subject to their Medical Fitness, on job performance and meeting all eligibility conditions, prescribed for the position. The period of one year (for all positions) will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension at the sole discretion of the Management of CHIAL.
- ii. The FTC will be renewable at the sole discretion of the management of CHIAL only subject to satisfactory performance.
- iii. The Contract could be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance.
- iv. The applicant must ensure that they fulfill all the eligibility criteria, as on 28.08.2024, and that the particulars furnished by him/her in the application are correct in all respects. At any stage of the Selection Process, if the particulars

furnished by the applicants in the application or testimonials attached/provided are found to be incorrect / false, or not meeting with the eligibility criteria prescribed for the position, the candidature is liable to be rejected and, if engaged, engagement will be terminated, without giving any notice or reasons thereof.

- v. Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as DISQUALIFICATION.
- vi. The decision of CHIAL Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all the candidates. Merely fulfilling the minimum qualifications, experience and job requirement will not vest any right on candidates for being called for tests/selection process etc. No correspondence will be entertained from candidates found ineligible or not called for test/selection process.
- vii. CHIAL reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement/ selections process (in part or full), if need so arises, without issuing any further notice or assigning any reason whatsoever. The decision of the CHIAL Management will be final and no appeal will be entertained in this regard.
- viii. CHIAL will not bear any liability on account of service bond/salary/leave salary pension contribution etc. if any, of previous employment of any candidate working in Central/ State Government/Autonomous Body/ Public Sector Undertaking.
- ix. Firm no. of vacancies will be determined at a later stage. CHIAL may also increase or decrease the number of positions, without assigning any reasons whatsoever.
- x. The selected candidates can be deputed in any department of the Company, as per the requirement of the company.
- xi. Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
- xii. For the selection process/joining, no reimbursement w.r.t. TA/DA shall be made in this regard.
- xiii. Candidates will have to furnish police verification certificate at the time joining or a copy of the passport (not more than 5 years old).
- xiv. On receipt of online application, the scrutiny/preliminary verification of filled in application/data shall be made by CHIAL, to ascertain the eligibility.
- xv. **In the event the selected candidate desires to terminate the contractual appointment, 90 days notice period is mandatory or payment of 3 months salary in lieu of the notice period.**
- xvi. **ANNOUNCEMENTS:** All further announcements/ details pertaining to this process will only be published/ provided on CHAIL authorized website www.chial.org from time to time.

- xvii. **DISCLAIMER:** -In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of CHIAL in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by CHIAL in this regard.

Manager (HR)
For Chief Executive Officer
Chandigarh International Airport Limited

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Application
Format

ANNEXURE-1

Name (in capital letters)		Paste Self- Attested recent passport size photograph
Gender		
Father's Name		
Mother's Name		
D.O.B.		
Aadhar Number		
E-mail ID (to be used for all official correspondence)		
Current Residential Address		
Permanent Residential Address		
Contact Number(s)		

EDUCATIONAL QUALIFICATION					
Qualification	Institution/ College/ University	Percentage	Marks	Month & Year of passing	Remarks (if any)
10 th					
12 th					
Graduation					
Any Other qualification					

EXPERIENCE AFTER COMPLETION OF STUDIES (Start with the latest experience)

Organization /Company	Period of Working		Designation	Role/Function
	From	To		

Other Details:

Last Drawn Salary :

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event that the information is found to be false or incorrect, my candidature shall be considered as terminated without any notice.

Signature of the Candidate

