



Chandigarh International Airport Limited

**Engagement Advertisement No. 07/2023**

- 1 **Chandigarh International Airport Limited (CHIAL)** is looking for energetic Indian National to work as Head Cargo on a Fixed Term Contract basis for a period of three years (further extendable for a period of two years) on need/performance basis, at Shaheed Bhagat Singh International Airport Chandigarh, SAS Nagar Mohali as per the detail given below.

Name of Posts	Station	Date	No. of Posts	Mode of Interview
HEAD CARGO	Shaheed Bhagat Singh International Airport Chandigarh, SAS Nagar Mohali	Date and time of interview will be intimate shortlisted candidates	01	In Person or VC

- 2 **ELIGIBILITY CRITERIA AS ON 30.08.2023:**

<b>HEAD CARGO</b>	Graduation + The candidate should have at least 4 years of working experience in the Airports or Airlines in the relevant field (Cargo related).
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- 3 **UPPER AGE LIMIT AS ON 30.08.2023:**

SR NO.	NAME OF THE POST	AGE LIMIT
1	HEAD CARGO	40 Years

- 4 **Leaves:** Casual Leave of 12 days in a calendar year on pro-rata basis, i.e. one leave for each complete calendar month. Plus 10 days medical leave per calendar year. The un-availed Casual Leave and Medical Leave in a calendar year can neither be carried forward to next calendar year nor encashed at the end of tenure.

- 5 **APPLICATION FEES:** NIL

- 6 **EMOLUMENTS:** Salary will commensurate with certification/qualification and experience. **Emoluments offered to selected candidate is non-negotiable. No mail or correspondence will be entertained from the selected candidates for hike in emoluments.**

**7 HOW TO APPLY:** The Candidates who fulfill the eligibility criteria as on 30.08.2023 would be required to appear for Walk-in-interaction/ VC on the above date, time and venue. Further, they will keep with them all the original certificates/mark sheets/experience certificate/professional qualification certificates/ training certificates/Aadhar Card/ PAN Card/ other documents (if any) etc. **All the candidate must** fill the enclosed form and send the scanned copy of it along with all educational qualification documents, experience certificate documents and latest two months' salary slip(if employed) at jobs@chial.org. Candidate who has earlier appeared in the Interview for the post of Head Cargo **cannot apply again. Last date of applying is 21<sup>st</sup> September 2023.**

**8 GENERAL CONDITIONS:**

- i. The short-listed eligible candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years and further extendable by a period of two 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 30/08/2023, 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. CHIAL may increase or decrease in number of positions, without assigning any reasons whatsoever. The selected candidates can be deputed in any department of the Company and will have to perform all the screening and allied services including operation etc., as per the requirement of the company.
- x. Selected Candidates will have to bear the cost of the Pre-Engagement Medical Examination(s).
- xi. For the selection process/joining, no reimbursement w.r.t. TA/DA shall be made in this regard.

- xii. Character Certificate will be required at the time of joining, from previous organization and police verification shall be carried out as per BCAS Norms.
- xiii. On receipt of online application, the scrutiny/preliminary verification of filled in application/data shall be made by CHIAL, to ascertain the eligibility.
- xiv. **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.**
- xv. The short-listed candidates will have to undergo medical test. Candidates will have to bear the expenditure of the same themselves.
- xvi. ANNOUNCEMENTS: All further announcements/ details pertaining to this process will only be published/ provided on CHAIL authorized website [www.chial.org](http://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

.....X.....X.....X.....X.....

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Eligible	Not- Eligible	Remarks
		Signature of the Registering Officer	

**FORMAT OF APPLICATION**

To,

**The Manager (HR)**

Chandigarh International Airport Limited  
Shaheed Bhagat Singh

**SAS Nagar Mohali**

Paste  
Recent colour  
  
Photograph &  
  
sign across

POSITION APPLIED FOR:

(HEAD CARGO)

(Please tick one option)

1. Full Name: (In BLOCK LETTERS) : *First* \_\_\_\_\_ *Middle* \_\_\_\_\_  
*Surname* \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: ( DD / MM / YYYY ) \_\_\_\_\_
4. Place and State of Birth: \_\_\_\_\_ / \_\_\_\_\_
5. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**State:** \_\_\_\_\_ **Pin Code:** \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
**State:** \_\_\_\_\_ **Pin Code:** \_\_\_\_\_  
Telephone No: (Residence with STD Code): \_\_\_\_\_  
  
Mobile No.: \_\_\_\_\_ Alternate Mobile No.: \_\_\_\_\_  
  
Email ID: \_\_\_\_\_

6. Gender :                      Male      /      Female

7. Marital Status :    Mark 'X' in appropriate box.

Unmarried	Married	Divorce	Widow (er)	Separated

8.        Nationality: \_\_\_\_\_                      9. Religion : \_\_\_\_\_

10.       Mother Tongue \_\_\_\_\_                      11. PAN No : \_\_\_\_\_

12.       (a) Aadhar Card No.: \_\_\_\_\_ (b) Passport No. \_\_\_\_\_

b)    Whether working in any Govt                      :                      Yes      /  
      Semi-Govt. / Public Sector

Undertaking or autonomous body

If "Yes", enclose "No Objection Certificate"

13. Education Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (specify Degree e.g. BA/BSc/B.com/etc./Diploma/Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of Marks (Class / Division)
10 <sup>th</sup> Class				
12 <sup>th</sup> Class				
Graduation				
Post Graduation				
Any other (please specify)				

14. Work Experience (if any):

Organization	Post Held	Period of Service		Nature of Job
		From	To	
	.	.	.	
	.	.	.	

15. i (a) Is any case pending against you with the police or court? ☐ Yes ☐ No  
 (b) If Yes, furnish full details on a separate sheet of paper

ii (a) Where you ever arrested? Yes ☐ No ☐  
 (b) If Yes, furnish full details.

16. **Particulars of Certifications (if any):-**

BASIC AVSEC Examination : \_\_\_\_\_

17. Screening Examination : \_\_\_\_\_

18. DG Examination : \_\_\_\_\_

(PLEASE ATTACH COPIES OF ALL THE ABOVE LAST VALID/PASSED OUT EXAMINATION/CERTIFICATION – ALSO ATTACH FIRST PASSING CERTIFICATES)

19. Relatives working in CHIAL/AAI / AAI Cargo Logistics & Allied Services Company Ltd.:

Name	Designation	Company	Relationship

20. **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 fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)

**List of Documents (self attested scanned copies) to be attached with the Application and submitted to [jobs@chial.org](mailto:jobs@chial.org) :**

- i) 10<sup>th</sup> Std / Matriculation Mark-sheet & Passing Certificate
- ii) 10+2 / Intermediate Certificate & Mark Sheet
- iii) Graduation Certificate or Provisional Degree Certificate
- iv) Experience Certificate(s)
- v) PAN Card Copy
- vi) Aadhar Card Copy
- vii) Paste one recent passport size coloured photograph on application form
- viii) Any other relevant document(s).
- ix) Zerox copy of last 3 months Salary Slip (if employed) along with expected pay (consolidated) to be written on the salary slip itself.