

## **Advertisement**

1. Applications are invited for the post of **Senior Manager** from retired Officers of AAI at the level of SM/AGM/DGM/JGM as per the Job requirements listed at Annexure-I. The willing candidates shall forward their resumes by mail to **secretary.aai@aii.aero**. No other mode of application shall be entertained.
  
2. The last date of the application is 28.02.2025.

**JOB REQUIREMENTS**

1. Candidate should be retired officer of AAI at the level of SM/AGM/DGM/JGM.
2. The retired Officer should be of not more than 65 years of age as on **31.01.2025**. However, the same is relaxable in deserving cases at the discretion of AAI Management. **He must have worked in Commercial Department of AAI for a minimum period of 10 years.**
3. Officers having good communication skills, knowledge of Commercial & administrative functions, Preparation of Tender/RFP documents for various Commercial & Administrative activities at AAI and possessing knowledge of Computer skills shall be given preference.
4. Selected candidate shall be inducted for a period of one year initially which shall be extendable further depending upon the satisfactory performance of the individual and approval of the Competent Authority.
5. The duty hours of the Senior Manager shall be from 1100 hrs. to 1900 hrs. The selected Officer shall be paid a consolidated honorarium up to Rs.60000/- per month (negotiable) and Rs.7500/- towards telephone and transport reimbursement on submission of an undertaking.
6. The Senior Manager shall be responsible for day-to-day functioning of the Institute such as operation of Restaurant/Bar, functions at various venues, Sports facilities, Wellness Centre (Gym.), Swimming Pool and general administration and preparation of various documents such as NIQ, Tender/RFP etc. He shall also be responsible for suggesting commercially viable activities at the Institute, draw up a plan and suggest effective steps for exploring such avenues besides duties as assigned to him by Secretary from time to time.
7. The Senior Manager shall be entitled to one day weekly Off on Tuesdays (Closed day of the Institute at present) or any other closed day decided by the AAI Management in future. Besides, he will be

entitled to one day leave per month, which shall not be carried over to next calendar year.

8. Interested candidates may please submit their applications giving details of their educational qualifications, experience etc. **by email only** at secretary.aaioid@aai.aero latest by **28.02.2025**. Relevant certificates regarding educational qualifications, experience etc. be also attached with the application. **No other mode of application shall be entertained.**
9. Applications received after the closing date, mentioned above, shall not be entertained.
10. Mere submission of the applications does not entitle an individual for consideration and the candidates considered for appointment shall be screened by AAIOD Management for short listing. The applications of only those who are shortlisted shall be processed further. No correspondence in this regard shall be entertained.
11. The AAIOD Management reserves the right to reject application of any or all candidates without assigning any reasons there for.