



AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(A 100% subsidiary of Airports Authority of India)
AAICLAS Complex, Corporate Hqtr. Delhi Flying Club Road,
Safdarjung Airport, New Delhi – 110003.

No. AAICLAS/HR/CHQ/Rectt/Asstt(S)/Leh/2025

Date: 17.09.2025

ADVERTISEMENT NO. 05 OF 2025

**Advertisement for Local Recruitment at Leh for the post of Assistant (Security) in
AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) on Fixed Term
Engagement Contract**

AAICLAS has been set up as a fully owned cargo subsidiary of the Airports Authority of India to manage the development of air cargo business at airports. AAICLAS is a professionally driven and responsive service enterprise with a vision to emerge as the largest Integrated Cargo logistics and ground handling operator in the country.

To drive this business, it requires **Assistant (Security)** on Fixed Term Contract for a period of **three years at Leh Airport**, as per the details given below: -

Sl. No.	Name of Post	Number of Vacancy	Place of Posting	Date of Walk-in Interview	Venue of Interview
1.	Assistant (Security)	06*	Leh	01.10.2025 from 10:00 AM onward	Conference Hall, Near Office of Airport Director, KBR Airport, Leh

The indicated number of vacancies are tentative and may be changed with the sole discretion of AAICLAS Management. The engagement shall be made as per requirement. AAICLAS Management reserves the right for change/cancellation of part or full advertisement/number of vacancies/venue/procedure/date/times of interaction etc. In case of requirement of manpower at any other new stations, the selected/panel candidates may be allowed to join at the respective locations, as per the requirement of the company. The decision of the AAICLAS Management shall be final and binding under all circumstances. AAICLAS reserves the right to increase or decrease or scrap these positions/advertisements in part or full, depending upon the present/future requirements or due to any other administrative issue.

▪ **ELIGIBILITY CRITERIA:**

Essential Educational Qualifications: 12th from any recognized Board /University/ Institution, with minimum 60% marks for General and 55% for SC/ST candidates. Ability to read & speak English, Hindi and/ or conversant with local language.

▪ **Age limit:** Age should not be more than 27 years as on date **01.09.2025**.

▪ **Job Profile:** The selected candidates will provide assistance in operational works at Airport, assistance to passenger's baggage handling, loading and unloading of baggage or other multi-tasking operational work activities assigned time to time. The work involves lifting of baggage from conveyor belt and x-ray machine, so the candidates not willing to perform such work may not need to apply.

▪ **Pay and Allowances:**

The selected candidates will be offered the post of Assistant (Security) and the remuneration for the Position will be consolidated pay as follows:-

PERIOD	EMOLUMENTS (INCLUSIVE OF ALL)
First Year	Rs. 21,500/- Fixed
Second Year	Rs. 22,000/- Fixed
Third Year	Rs. 22,500/- Fixed

In addition to above: TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to actual fare by Ordinary Public Bus or Train fare of Sleeper Class.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave + 9 CL + 2 RH

Medical Insurance: A maximum of Rs.10,000/- per annum shall be reimbursed on account of purchase of Medical Insurance by the personnel for self & dependent family members, on production of duly certified tax invoice/receipt thereof.

Gratuity, as per Gratuity Act, if/as applicable.

SELECTION PROCEDURE:

- The candidates shall require to fill the Application Form available at 'Annexure-I' below and bring the same after filling it at the venue of the interview alongwith all the requisite documents (with originals) i.e. Educational Qualification/Aadhar/PAN/Experience Certificate (if any)/Police Clearance Certificate (PCC) and any other document.
- After due verification of the documents and the details fill in the Application Form, the eligible candidates will proceed to attend the interview before the Interview Committee.
- The shortlisted candidates, on the basis of merit as per the marks secured in the interview, shall be issued offer of engagement.

1. GENERAL CONDITIONS:

1.1 **Nationality / Citizenship:** Candidate must be a citizen of India. Please note that the eligibility criteria specified herein are the basic criteria for applying the post. Candidates must necessarily produce the relevant documents pertaining to Age, Educational Qualifications, Cast Certificate, Experience Certificate (if any), PAN Card, Aadhar Card etc. in original along with a photocopy thereof in support of their identity and eligibility at the time of joining.

1.2 **Upper age limit as on 01.09.2025** - Age relaxation of 5 years to candidates belonging to Scheduled Caste/Scheduled Tribe and age relaxation of 3 years to OBC (Non-Creamy Layer) shall be considered. Age relaxation of 5 years to candidates belonging to Ex- Serviceman category. All relaxations shall be subject to submission of valid certificate issued by appropriate government authority. The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

1.3 Reservation, wherever applicable, shall be as per Central Govt. Rules.

1.4 Please make note of it that all communications by AAICLAS pertains to this recruitment drive shall only & only be made on the e-mail ID provided by the candidates, and not by post. So, keep checking the email ID to be informed to AAICLAS for the purpose.

1.5 In case at any stage, it founds that any wrong/false information is given by the candidate, the candidature of the said candidate be treated as cancelled without assigning any reason whatsoever. In case the wrong/false information comes to the notice of the management at a later stage, the engagement be treated as cancelled and necessary recovery be made in addition to action, as per rules.

1.6 In case of any change or amendment or updation or deletion (in part or full) either with regard to the number of position; cadre; remuneration; criteria; eligibility etc., the same shall only be updated/uploaded on the official website of AAICLAS i.e. www.aaiclas.aero.

1.7 The applicant must ensure that they fulfil all the eligibility criteria, **as on 01.09.2025**, 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 therefor.

1.8 The decision of AAICLAS Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to any of the above position(s) 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.

1.9 In case any candidate is already working with any Government Department/ PSU/Autonomous Body, they have to produce a NOC from their present employer.

1.10 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.

1.11 This particular contract is initially for a period of 3 years and in case of closure of this AAICLAS station (due to any reason), the individual has to complete his/her contract at other station, as per the need of the company. AAICLAS 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.

1.12 AAICLAS reserves the right to restrict/ enlarge/ cancel the engagement in this selections process, in part or full, if need so arises, without issuing any further notice or assigning any reason whatsoever.

1.13 Any modifications related to recruitment of posts mentioned in this advertisement will be published on AAICLAS website i.e. www.aaiclas.aero.

1.14 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No and the name of the position applied for etc. in the heading of the subject matter/ e-mail.

1.15 Period of Contract i.e. Fixed Term Contract (FTC) for a period of three years further extendable purely on need of the company as well as performance of the candidates.

(a) The FTC will be renewable/fresh contract, as the case be, will only be at the sole discretion of the management of AAICLAS only subject to satisfactory performance.

(b) 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. The job is transferable to any station.

1.16 In case of any query, aspirants may write to AAICLAS helpdesk at hr.recruitment@aaiclas.aero by mentioning Advt. No./Circular No. and the name of the position applied for alongwith Station name etc. in the heading of the subject matter of e-mail. Further in case the query is not resolved the candidates may contract at helpdesk number **011-24667781**.

2. IMPORTANT INSTRUCTIONS:

2.1 The selection will be made according to the merit list which will be prepared on the basis of marks secured by the candidates in interview. Mere appearing in the interview do not reserve any right for selection.

2.2 The E-Mail ID provided by the candidates should remain active until the engagement process is completed. No change under any circumstances in the E-Mail ID will be allowed once provided. All correspondence regarding this recruitment shall be made on registered E- Mail ID only.

2.3 Candidates who fulfil the eligibility criteria would be required to appear for Walk-in interview on the date, time and venue given above. Further, candidate will require to bring all the original certificates/mark sheets/experience letter (if any)/professional qualification certificates/Aadhar Card/ PAN Card/ Caste Category Certificate (if applicable)/any other documents (if any) etc. along with one set of self-attested copy of each document at the time of joining, if selected for appointment. The self-attested copy of each document to be submitted with AAICLAS office as and when be asked to do so.

2.4 **Notice period for resignation will be minimum of 3 months.** Those persons who wants to resign with immediate effect, no experience letter/verification etc. shall be issued and they will also have to deposit 3 month's salary in lieu of non-serving of notice period.

2.5 The short-listed candidates will be considered for engagement on a Fixed Term Contract basis (FTC) initially for a period of three years. **The period of one year will be treated as probation period and on successful completion of probation period, the period of engagement will be considered for extension and/or fresh contract at the sole discretion of the Management of AAICLAS.**

2.6 After selection and posting, if any candidate at any point of time during the contract found suspicious in view of the security concern at the duty point, the decision of the AAICLAS Management will be final and binding on the concerned candidate.

2.7 For the selection process, no TA/DA or reimbursement etc. shall be made by AAICLAS.

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 AAICLAS 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 AAICLAS in this regard.

ANNOUNCEMENTS

All further announcements/ details/communication pertaining to this recruitment process will only be published/ provided on AAICLAS authorized website www.aaiclas.aero from time to time and not through post.

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Jt. General Manager (HR)
For Chief Executive Officer
AAI Cargo Logistics & Allied Services Company Ltd.
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi – 110003
Email: hr.recruitment@aaiclas.aero

For Office Use Only

SC/ST/OBC/GEN /EX-SM	Token No.	Eligible/Not Eligible (E/NE)	Remarks
		Signature of the Registering Officer	

FORMAT OF APPLICATION – Advt. No. 05 of 2025

To,

The Joint General Manager (HR)

AAI Cargo Logistics & Allied Services Company Limited

AAILCAS Complex,

Delhi Flying Club Road, Safdarjung Airport

NEW DELHI – 110 003Paste Recent
colourPhotograph &
sign acrossPosition Applied For: **Assistant (Security)**

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: _____

Mobile No.: _____ Alternate Mobile No. /Telephone No.: _____

Email ID: _____

6. Opted Station: **Leh**

7. Gender: Male / Female

[Mark '✓']

8. Marital Status: Mark '✓' in appropriate box.

Unmarried	Married	Divorce	Widow (or)

9. Nationality: _____ 10. Religion: _____

11. Mother Tongue: _____ 12. PAN No. : _____

13. (a) Aadhar Card No.: _____ (b) Passport No. _____

14. a) Whether SC / ST / OBC / GENERAL (ALSO MENTION SUB-CASTE) (Indicate Category to which you belong by marking '✓' in the appropriate box.

Name of Sub-Caste	SC	ST	OBC	General

If SC/ST – attach copy of the Caste Certificate.

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 Government of India [As per format in Annexure ‘B’]

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attached copies of relevant documents)

c) Whether from Police Services : Yes / No (Furnish details

d) Whether working in any Govt. : Yes / No
Semi-Govt./Public Sector Undertaking
or autonomous body, If “Yes”, enclose
“No Objection Certificate”

15. Education Qualification : (Matriculation /SSC onwards)

Examination (s) Passed e.g. 12 th / 10 th / Any other qualification (if any)	Name of the University / Institution	Date, Months & Year of Passing	Duration	Percentage of marks (Class/Division)

16. Work Experience (If any):

Organization	Post Held	Period of Service		Nature of Job
		From	To	

17. 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.

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

Name	Designation	Company	Relationship

19. 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: _____

(Signature of Applicant)

Date: _____