



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./CS/2025/

Date: 16.09.2025

ADVERTISEMENT NO. 03/2025

Engagement of Company Secretary on Fixed Term Contract basis in AAI Cargo Logistics & Allied Services Company Ltd. (AAICLAS), CHQ Delhi.

AAI Cargo Logistics & Allied Services Company Ltd. (AAICLAS) is a 100% subsidiary of the Airports Authority of India. AAICLAS invites applications for the post of Company Secretary “on fixed-term contract basis” for a period of 3 years, on a consolidated remuneration basis. The selected candidate will be posted at AAICLAS Corporate Headquarter, Delhi.

AGE LIMIT

- The maximum age limit for the post of company secretary is **45 years as on 01.09.2025.**

REMUNERATION

- The year-wise consolidated pay shall be as per details given below:

PERIOD	CONSOLIDATED PAY (INCLUSIVE OF ALL)
During First Year	Rs. 90,000/- (Fixed Per Month)
During Second Year	Rs. 97,500/- (Fixed Per Month)
During Third Year	Rs. 1,05,000/- (Fixed Per Month)

In addition to above, the following additional benefit will also be provided:

PF Contribution: For non-exempt employees, the PF Contribution shall be equivalent to the ceiling wage of Rs.15,000/- i.e., Rs.1800 p.m. as per prevailing EPF Act.

TA/DA/Lodging & Boarding (if be deputed on tour) shall be equivalent to two tier rail fare.

Leaves: Privilege Leave – 18 in a year + 12 Half Pay Leave (sick 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, if any, as per Gratuity Act or applicable rules.

CONTRACT APPOINTMENT:

- The engagement will be for a period of 3 years on a fixed-term contract basis.
- The contract of appointment may be terminated by either side by giving **30 days' notice** or by paying the contractual remuneration of one month in lieu of the notice period.

QUALIFICATIONS:

- The candidate should be a Graduate and a member of **Institute of Company Secretaries of India**.
- **Percentage of Marks:** Minimum 60% marks or equivalent for Bachelor's Degree and minimum pass marks for CS.
- Degree/Membership examination should be from a recognized/deemed University.
- Preference will be given to the candidate having working experience in Govt. Organization as Company Secretary as on **01.09.2025**.

JOB PROFILE:

- Timely submission of various information and forms on the website of Ministry of Civil Aviation (MoCA), Compilation and submission of PE survey data, furnishing of necessary data to DPE/MoCA, coordination with various Directorates of AAI/AAICLAS, conducting of Board and its Committee(s) Meetings, other various Compliances as per the provisions of DPE guidelines and the Companies Act, 2013, getting approvals from the Board of Directors of AAICLAS, issuance of board approvals. Any other work/duties assigned/decided by the AAICLAS Management.

EXPERIENCE:

- The candidate should have minimum 2 years (post qualification) experience as Company Secretary in a Company having minimum paid up capital minimum of Rs. 10 Crore as on **01.09.2025**.
- The candidate should have knowledge regarding compliance of Companies Act, Corporate Laws Conducting of Board Meeting(s) and performing functions of Company Secretary, as given under section 205 of the Companies Act, 2013.

CONDITIONS:

- Prescribed qualification are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- The experience is post-qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
- Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regard to selection/appointment shall be a disqualification.
- Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of engagement, will be liable for rejection.
- The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of

offer, if not, next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so, requested before the expiry of last date. However, the final decision will be of AAICLAS Board.

- The candidates shall have to appear for interview at their own cost.

SELECTION:

- Shortlisted candidate will be called for interview, for which the date, time and venue will be informed to the candidates in due course, on the e-mail to be provided by the candidate in his/her application form.
- Selection will be done by a Committee, to be constituted by the Competent Authority.
- The selected candidate has also to assist the senior officer(s) of AAICLAS, in addition to his/her normal duties.
- Management reserves the right to assess fitness or otherwise of the selected candidate.

HOW TO APPLY

- Before applying, candidate should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
- Eligible candidates **have to apply in prescribed format through offline mode only**. It is advisable that the candidate have valid email ID in order to facilitate faster communication.
- Application neatly typed on A-4 size paper in **prescribed format attached at Annexure-I below**, should be sent to **HR Section, AAICLAS Complex, Corporate Headquarter, Flying Club Road, Safdarjung Airport, New Delhi - 110003**, along with self-attested copies of all the documents i.e. Experience Certificate(s), Educational/Professional Qualification Certificate & Marksheets plus self-attested copy of Certificate and Marksheets of Company Secretary Qualification, Aadhar Card, PAN Card etc. latest by **03.10.2025**.
- Application duly signed by the candidate, with passport size photograph affix and accompanied by copy of above said document must be sent in a sealed envelope through Speed-Post, superscribing **“Application for engagement of Company Secretary on fixed-term contract basis in AAICLAS vide Advt. No. 03/2025”**.
- **Note: Any application received without copy of complete documents/signature/photograph, will be summarily rejected.**
- Before submitting the application, candidates should ensure that all the details are correct and properly filled. Only duly signed application will be considered.

MISCELLANEOUS:

- After scrutinization of the applications received, as per the eligibility criteria, the shortlisted candidates, who will be called for interview, should come along with all the relevant certificates/testimonial, in originals for verification purposes only. Non-bringing of original documents for verification purposes, will lead to rejection of candidature at any stage during the process of engagement.
- AAICLAS shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire engagement process and journey.

VENUE, TIME & DATE OF INTERVIEW:

- Venue, Time and Date of interview for the above post, will be informed separately via email only. AAICLAS cannot be held responsible for filing wrong e-mail ID by the Applicant in his/her application Format.

LAST DATE:

- The last date for submitting/sending the Application Form along with all requisite documents at AAICLAS CHQ, Delhi is **03.10.2025**.

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Jt. General Manager (HR)

For Chief Executive Officer

AAI Cargo Logistics & Allied Services Company Ltd.

AAICLAS Complex, CHQ, Delhi Flying Club Road

Safdarjung Airport, New Delhi – 110003

hr.recruitment@aaiclas.aero



एएआई कार्गो लॉजिस्टिक्स एण्ड एलाइड सर्विसेज कंपनी लिमिटेड
AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(100% एएआई सहायक / 100% AAI Subsidiary)

APPLICATION FOR THE POST OF COMPANY SECRETARY
(ON FIXED-TERM CONTRACT BASIS)

Paste Self Attested
Recent Passport size
Photograph

All fields are mandatory. Please read the detailed advertisement posted on the AAICLAS Website prior to filling up the form.

1	Name (IN BLOCK LETTERS)	
2	Gender	
3	Father's Name	
4	Mother's Name	
5	Date of Birth & Age as on 01.09.2025	
6	State of Domicile and Nationality	
7	Email Id	

All correspondence to the candidates will be made via e-mail on the e - mail ID provided by the candidate in the application form only. No other method of communication will be adopted.

8.	Contact/Current Residential Address	Permanent Address
9.	Contact Number(s)	
10.	Religion	

11. EDUCATIONAL QUALIFICATION: (Academic and Professional: 10th standard onwards)

Name of Qualification with specialization wherever applicable.	Institution/ University	Nature of the Course (Full Time/ Part Time/Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Note: Please give full & complete information)

12. Present Salary (if any): _____

13. If selected, how soon can you join?_____

14. No. of years of Post Professional Qualification Experience you possess (in completed years):
____Years____ months (as on 01.09.2025) in company(ies) having paid-up capital of Rs.10 crores or more.

15. PROFESSIONAL EXPERIENCE: from the First Job/ Rank onwards to Current Job/ Rank (chronological order): (use separate sheets, if required)

S. No.	Designation / Rank	Organization/Company	Central Govt/ PSU/ Private	Period of working		Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give complete details for the experience profile like Date, Month & Year)

16. Pen picture details (To be typed in about 500 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper)

- Detailed Picture of the current position held.
- Pen picture of Professional Experience, Achievements & Significant Contribution in the field.

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 the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Date: _____

Place: _____

Signature of Candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose/ fill up the aforesaid details (including detail sought at sl. no. 16 above) the application form will be summarily rejected.