

Recruitment – 2024

1. Maharashtra Airport Development Company Limited (MADC) invites applications from eligible candidates for the following posts. The application clearly mentioning the name of the post for which you are applying prescribed format should reach in hard copies to the undersigned on or before 15.07.2024 on following address:-

Vice Chairman & Managing Director

Maharashtra Airport Development Company Limited
8th Floor, Centre-1, World Trade Centre, Cuffee Parade
Mumbai 400005.
Tel 022 49212121

2. The Details of the posts are as below-

Sr. No.	Post Name	No. of Post	Pay Scale	Educational Qualification	Age Limit	Experience
1.	Chief Financial Officer (Location: Mumbai) (Regular)	1	Regular Basis Rs. 37,400- 67,000 (Grade Pay Rs.8,900) (to be revised as per 7 th Pay Commission)	The applicant should be a Graduate & Member of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India. Preference would be given to Chartered Accountant.	Below 45 Years	The Applicant should have at least 10 years of experience at a Senior level in an organization of repute. The candidate shall be responsible for the overall Financial and Accounting management of the Corporation, Budgeting, Taxation, Strategic Financial Finalization of Company accounts, compliance as per Accounting Standards (including IND-AS, GAAP), Investment Planning, Management Accounting, conformity with Commercial and Government Accounting Principles as well as Resource Mobilization and Deployment, Fund Raising, Internal Audit, Revenue Management, dealing with C&AG reports, Working Capital Management, Financial Planning, and Analysis. He will coordinate with State / Financial institutions for fund raising and will optimize utilisation while ensuring accuracy of financial resources during the implementation of the project of the Company. Preference would be given to candidates from Government / Public Sector. Experience in Aviation/ Infrastructure sector will be an added advantage.

2.	Airport Director (Amravati) (Regular)	1	Rs.15600-39100 GP – 6600/- (to be revised as per 7 th Pay Commission)	Graduate in any discipline and having professional experience in Airport Management.	Maximum 50 years	<ol style="list-style-type: none"> 1. Shall have at least 10 years of experience at officer level in managing Civil Airport Operations out of which at least 3 years of experience as HOD handling airport operations on comparable size of airports. 2. Shall have thorough knowledge of DGCA- CAR and advisory circulars, BCAS rules, regulations and policies. etc 3. Shall be SMS Certified. Shall have undergone AVSEC training to handle security department. 4. Excellent Coordination skills, for coordinating with regulatory bodies viz MOCA, DGCA, BCAS, with other agencies like AAI, IMD and local authorities etc. 5. Should have experience of handling administrative responsibilities. 6. Ability to engage with stakeholders viz Airlines, GHAs, Aircraft Refueling agencies, vendors etc. 7. Having experience of handling operations of Civil Airport as Airport Director, will be an added advantage. 8. Candidates conversant with Marathi language will be preferred.
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3.	Assistant Security Officer (Nagpur) Contract Basis	2	Rs.50,000/- pm.	<ol style="list-style-type: none"> 1. Bachelor's degree in any discipline of a recognized University. 2. Computer Knowledge is desirable. 3. Command over English & Marathi Language. 	Below 62 Years	<ol style="list-style-type: none"> 1. Minimum 8 Years' experience in security role. 2. Proven experience as Asst Security Officer / Police Service / ex-services 3. Retired from Police Department from the post of Assistant Police Inspector and above is preferable. 4. Knowledge of legal guidelines for area Security and Public Safety. 5. Familiarity with First Information Report (FIR) writing is desirable. 6. Experience of co-ordination with local administration 7. Should have knowledge in the latest technological development in this field of security. 8. Knowledge of Computes is desirable
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4.	Chief Security Officer (Sr. Manager Security) (On Contract Basis) Nagpur	1	Rs. 75,000/- pm	<p>1. Graduate in any discipline (minimum 3 years duration) from a recognized University.</p> <p>2. Computer Knowledge is desirable.</p> <p>3. Command over English & Marathi Language.</p> <p>4. In case of Ex-Servicemen - who are graduate, have a service record of minimum 15 years in the armed forces and who have been honourably discharged from the services during the preceding two years.</p> <p>Preferable Qualifications</p> <ul style="list-style-type: none"> • NCC 'B'/'C' Certificate • Knowledge of Fire Fighting • Knowledge in Industrial Security • Knowledge in Disaster Management • Knowledge of Unarmed Combat • Armed Forces/Police Background Risk and Compliance Management 	Maximum 65 Yrs.	<ol style="list-style-type: none"> 1. Minimum 10 Years' experience in security role. 2. Proven experience as Security Officer / ex-services 3. Retired from Police Department from the post of Police Inspector and above is preferable. 4. Knowledge of legal guidelines for area Security and Public Safety. 5. Familiarity with first Information Report (FIR) writing is desirable. 6. Experience of co-ordination with local administration 7. Should have knowledge in the latest technological development in this field of security. 8. Knowledge of Computers is desirable
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5.	Chief Security Officer (Asst. Manager Security) (On Contract Basis) Amravati	1	Rs.65,000/- pm	<p>1. Graduate in any discipline (minimum 3 years duration) from a recognized University.</p> <p>2. Five (05) to Six (06) years of AVSEC Experience in supervisory capacity;</p> <p>3. Candidate should possess valid Basic AVSEC certification</p> <p>4. In case of Ex-Servicemen - who are graduate, have a service record of minimum 15 years in the armed forces and who have been honourably discharged from the services during the preceding two years.</p> <p>Preferable Qualifications</p> <ul style="list-style-type: none"> • NCC 'B'/'C' Certificate • Knowledge of Fire Fighting • Knowledge in Industrial Security • Knowledge in Disaster Management • Knowledge of Unarmed Combat • Armed Forces/Police Background <p>Risk and Compliance Management</p>	Maximum 50 Yrs.	The candidate must have minimum 06 years post qualification experience in the capacity of Security Officer/ Assistant Security Officer with an Airport Operator/ Aircraft operators/Flight Kitchen/ Ground Handling Agency/Defence/Army/Central Armed Police/ Police Forces/Cargo Company/ Aviation Logistics and Supply Chain industry or any relevant Service.
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6.	Manager-Regional Connectivity Scheme (RCS) (Mumbai) (Regular)	1	Rs. 15600 – 39100 Grade Pay Rs.5400 (to be revised as per 7th Pay commission)	Bachelor’s Degree from recognized university with diploma/degree in aviation discipline from reputed aviation institutes, MBA in Aviation will be preferred	Maximum 45 years	<ol style="list-style-type: none"> 1. Airport Experience of minimum 07 years and at Managerial level experience for minimum 5 years in airport operations department. 2. Having sound knowledge of RCS operations, RCS scheme, RCS routes, etc. 3. Shall be ICAO Annex 14 & SMS certified from ICAO / DGCA recognised Institute. Must possess knowledge of aerodrome safeguarding for processing height clearance NOC applications. 4. Shall possess good knowledge about Annex 17, Annex 19, ICAO Annex 9, DGCA CARs, understanding of applicable ICAO SARPs, procedure of aerodrome licensing, etc. 5. Experience in preparing various aviation/airport operational manuals, SOPs, inspection checklist, etc. Shall possess clear understanding of airport masterplan, layouts, charts, etc. Shall have experience in documentation. 6. Good coordination skills, for communicating with stakeholders, regulatory & statutory bodies viz MOCA, DGCA, BCAS, CISF IMD, AAI, etc. good interpersonal skills and have good oral and written communications skills. 7. Shall possess good computer skills in Microsoft Office (word, excel, PPT, etc) and knowledge of AutoCAD will be an added advantage. 8. Candidates must have knowledge of tendering process. 9. Candidates conversant with Marathi language will be preferred.
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7.	Assistant Engineer (Electrical) (On Contract Basis) Nagpur	1	Rs.60,000/- pm	Full time Bachelor's Degree in Engineering (Electrical) from a recognized University	Maximum 35 Years	<ol style="list-style-type: none"> 1. Candidate having min 07 Years of experience in Airfield Ground Lighting System / PPM of AGL / PAPI Systems System including CCR (Constant Current Regulator),VDGS, UPS, Visual Aids, Surface Movement Guidance and Control System will be preferred. 2. Familiarization with ICAO/FAA standards, Liaoning work with DGCA, MSEDCL & other Govt. Departments. 3. Operation & Maintenance of Electrical & Mechanical installation in the aviation Sector. 4. Conversant with latest codal requirements followed in Electrical/ Construction Engineering or supervision. 5. Preparation of E-tenders, evaluation and onboarding of shortlisted agencies. 6. Candidates having the following experience will be added advantage. 7. Certification of ICAO annexure 14. 8. Experience in Erection/testing & commissioning of Transformers of 11 KV/33KV/415 Volt and 415 Volt Motors/DG Sets of 100 KVA/500 KVA/1250 KVA 9. Operation & Maintenance experience of 33 & 11 KV Substations, Distribution Transformers /RMU/ Motors / Breakers upto 11 KV.
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8.	Manager Terminal (Amravati) (Regular Basis)	1	Rs. 15600 – 39100 Grade Pay Rs.5400 (to be revised as per 7th Pay commission)	Bachelor's Degree from recognized university with MBA in aviation will be preferred.	Maximum 40 years	<ol style="list-style-type: none"> 1. Airport Experience of minimum 7 years at Terminal department in supervisory roles is preferred. 2. Shall possess knowledge about ICAO Annex 9- Facilitation & 19-SMS 3. Having sound knowledge about all process, procedures, SOPs, resource management, Service Level Agreements (SLAs) are met for housekeeping activity, fumigation, etc and capability to check work instructions are in compliance with regulatory recommended guidelines for the ensuring customer delight at the Passenger Terminal Building (PTB). 4. Shall possess knowledge about handling the emergency responses during any eventuality e.g. Bomb Threats, aircraft emergencies, Evacuations, Medical & other Contingencies as per laid down SOP's. 5. Experience in team building & team management, ability to interact with Govt. /other stakeholder-airlines/vendors etc. 6. Handling of VIP/ VVIP movement/facilitation. 7. Addressing passenger grievances, feedback & suggestions and forwarding them to concerned departments for necessary actions and closure within stipulated timeline. 8. Ready to work in/handle shifts. 9. Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
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9.	Accounts Officer (Mumbai / Amravati) (Regular Basis)	2	Rs.15600-39100 GP-Rs.5400 (to be revised as per 7th Pay commission)	B.com (3 years duration from recognized university) with CA (or) ICWA CA will be given preference	Maximum 35 Years	<p>The applicant should have at least 4 years' of experience with a reputed Private & Govt. Organization. Knowledge of Marathi Language essential.</p> <p>Preference would be given to candidates from Government / Public Sector. Experience in Aviation/ Infrastructure sector will be an added advantage.</p>
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10.	Sr. Manager - Business Development & Estate Management (On Regular Basis) at Mumbai	1	Rs. 15600 - 39100 Grade Pay Rs. 6600 (To be revised as per 7th Pay Commission)	<p>Minimum Qualification – Degree in Engineering or Graduation in Science Plus Post Graduate Degree in Marketing / Business Development or Equivalent.</p> <p>Additional Specialization like DBM or equivalent, after Graduation may be considered for deserving candidates having suitable professional experience.</p>	Maximum 50 years	<p>The candidate should Possess at least 12 years' experience in Business Development / Supply Chain / Estate Management or similar area.</p> <p>Preference will be given to candidates –</p> <p>a) Experience Land allotment & Estate Management of Govt. or Public Sector Organization or Large Scale Pvt Organisation</p> <p>b) Having Good acumen for Integrated Business Development Techniques & Experience of Tender Procedures</p> <p>Computer Literacy, Fluency & Drafting skills in Marathi & English is very essential</p>
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11.	Asst. Manager - Business Development & Estate Management (On Contract Basis) at Mumbai	2	Rs. 75000/- pm	<p>Minimum Qualification – Diploma in Engineering or Graduation in Science Plus Post Graduate Degree in Marketing / Business Development or Equivalent.</p> <p>OR</p> <p>Additional Specialization like DBM or equivalent, after Graduation may be considered for deserving candidates having suitable professional experience.</p>	Maximum 45 years	<p>The candidate should Possess at least 07 years' experience in Business Development / Supply Chain / Estate Management or similar sector.</p> <p>Preference will be given to candidates –</p> <ul style="list-style-type: none"> a) Experience Land allotment & Estate Management of Govt. or Public Sector Organization or Large Scale Pvt Organisation b) Having Good acumen for Integrated Business Development Techniques & Experience of Tender Procedures <p>Computer Literacy, Fluency & Drafting skills in Marathi & English is very essential</p>
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12.	Liaison Officer (Regular) Location: Nagpur	1	Rs. 15600 – 39100 Grade Pay Rs.5400 (to be revised as per 7th Pay commission)	Bachelor's degree from recognized university Diploma in aviation	40 Years	<ul style="list-style-type: none"> - The Candidates should have 07 years' experience with a reputed Private/PSUs/Govt. organization in liaisoning with outside Agencies /Govt. Bodies etc. - Candidates should have excellent oral/written communication skill. - Outstanding organizing /coordination ability/skill. Responsible for facilitating various events organized by company. Act as a protocol officer for delivering media/release press in public forum. Arrange/Conduct/meetings with various agencies, Industrial forum & Association. Knowledge of Hindi & Marathi Preferable. - Should have good Public Relations - Should have experience in General Administrative/Service Matters/ Estate Matters. - Candidates must possess Airport Terminal Experience.
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13.	Consultant – (Naib Tahsildar- Retired) Location: Mumbai	1	50,000/- pm.	Bachelor's Degree from recognized university /institute/Equivalent	Below 65 Years	<ul style="list-style-type: none">- The candidates should be retired Revenue official at the rank of (Naib Tahsildar)- Through Knowledge of Land Acquisition & Rehabilitation matters- Computer knowledge & Marathi language is essential.
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14.	Consultant (Power) on Contract Basis at Mumbai	1	As per Govt. policy. (Pay - pension) Minimum consolidated Rs.1,20,000/-+ Vehicle Allowance & admissible allowances p.m. as per company policy.	Full time bachelor's degree in electrical engineering from a recognized University	Below 65 Years	<ol style="list-style-type: none"> 1. Minimum 20 years of overall experience in Electrical Project's, Operation & Maintenance. 2. Currently Working or Retired from Govt., Semi Govt. Organisation, PSU, MSEDCL, MSETCL, MSPGCL, PGCL, Private Power Sector and Private Heavy Industries. 3. Currently or last working as minimum level of Executive Engineer or Senior Manager Position. 4. Experience of Electrical Transmission / Distribution systems with Coordination / Liaisoning and compliances with SLDC, ALDC, MSETCL, MSEDCL, EI etc. 5. Knowledge of Preparation of Long / medium/ short term Power requirements and Power Purchase / Sale Agreements. 6. Knowledge of Renewable power (Solar/ Non Solar) obligations and purchase/ sale procedures. 7. Knowledge of Data Preparation for Multi Year Tariff and approval Process. 8. Knowledge of Regulatory, Legal, Technical and Financial compliances of MERC, MEDA, BEE, SLDC etc. 9. Knowledge of latest Electrical codes/ rules followed in Aviation & power Distribution systems. 10. Knowledge of Distribution licensee policy matters, Tendering, Vendor management, Facility management, Electrical Projects etc. 11. Candidates having following shall be Added Advantage. <ul style="list-style-type: none"> • Post Graduate: MBA/PGDIM or M. Tech • Certified Energy Auditor or Energy Manager. • Knowledge of ICAO, DGCA, BCAS standards.
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Apply with detailed CV on or before 15.07.2024 by **Speed Post only** to The Vice Chairman & Managing Director, at the address mentioned above.

1. GENERAL CONDITIONS-

- i) Appointment will be made as per vacancies and requirements.
- ii) Other than salary, perks like leave encashment, medical insurance / LTA etc. will be as per the policy of MADC.
- iii) Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. MADC will take up verification of eligibility conditions with reference to the original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- iv) The candidates will be short listed for personal interview on the basis of documents submitted. Taking into consideration the performance in the Personal interview, the select list will be prepared.
- v) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
- vi) MADC has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
- vii) Candidates, who are working in the Government Organization/undertaking must forward their application with the “No Objection Certificate” from his/her Head of the Department.
- viii) Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
- ix) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
- x) Candidate will not eligible be for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
- xi) Knowledge of Marathi is desirable.
- xii) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- xiii) Selected candidate appointed in MADC will have to work at any place within State of Maharashtra or elsewhere at Project places.
- xiv) After appointment the candidate will have to produce police verification certificate within 30 days and character certificate from the concerned police station. If the reports are found to be offensive, the said candidate will be terminated from the services without giving any intimation.
- xv) Candidate must remain present with their own expenses for the entire recruitment drive.
- xvi) Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to MADC.
- xvii) The recruitment in MADC Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.
- xviii) Provided that Management may relax conditions relating to educational qualification, experience & age in favour of candidates already in service of MADC, Govt. of Maharashtra, Govt. of India and Govt. undertaking company.

- xix) Any canvassing by or on behalf of the candidates or to bring any outside influence with regards to their selection/recruitment shall result in disqualification of candidature.
- xx) The candidates should submit the self-attested documents in order mentioned below-
 - a) SSC mark sheet & SSC Board Certificate.
 - b) HSC mark Sheet & Board Certificate.
 - c) Degree mark sheet & Certificate.
 - d) Post-Graduation mark sheet & Certificate.
 - e) Experience Certificate.
 - f) PAN Card
 - g) Aadhar Card.

Format of CV

1. Post Applied for :

2. GENERAL INFORMATION :

i) Name :

ii) Mob No. :

iii) Email Id :

iv) Father's name :

v) Address for Correspondence :

vi) Permanent Address :

vii) Nationality :

viii) Caste :

ix) Date of Birth :

x) Mother Tongue :

xi) Languages Known :

3. EDUCATIONAL QUALIFICATIONS :

(Starting from SSC/Board to highest)

4. EXPERIENCE

(Starting from present to past indicating grade pay and important assignments)

Place:

Date : (Sd/)
