

## RECRUITMENT -2018

### Instructions and guidelines to the candidates

1. MADC invites applications from eligible candidates for the following posts. The application clearly mentioning the name of the post for which you are applying in prescribed format should reach in hard copies to the undersigned on or before 25/09/2018 on following address:-

Vice Chairman and Managing Director

8<sup>th</sup> Floor, centre-1, World trade Centre,

Cuffe Parade

Mumbai- 400005

Tel :- 022-49212133

Fax:-+91-22-22163814

Email id.- advsradmin@madcindia.org

2. The details of the posts are as below-

Sr. No.	Post Name	No. of Post	Pay Scale	Qualification	Aprox. Age limit	Experience
1.	Airport Director (Contract Basis)	1.	90,000/- Per/month (fixed)	Graduate in any discipline and having Professional experience in Airport Management.	60 years	<ol style="list-style-type: none"><li>1. Must have experience of at least three years as Airport Director in any of the operational airport.</li><li>2. Must have at least 15 years of experience in managing Airport Operations.</li><li>3. Must have thorough knowledge of CAR, DGCA and BCAS rules, regulations and policies.</li><li>4. Must have at least three years of experience of leading a team of at least 50 human resources.</li><li>5. Should have handled administrative responsibilities including finance management and budgeting.</li><li>6. Ability to engage stakeholders in a wide spectrum.</li><li>7. Recently Retired AAI employee is preferred.</li></ol>

2.	Manager - Airside (Airport Operations) (Shirdi Airport)	1	Rs.9300- 34800 Grade Pay Rs.5400/-	Full time Bachelor's Degree in Engineering Or equivalent.	40 years	<ol style="list-style-type: none"> <li>1. Airport Experience of minimum 5 years at Air side department in supervisory roles is preferred.</li> <li>2. Having sound knowledge of ICAO Annex 14 and DGCA CARS and various MIS reports of Airside.</li> <li>3. SMS certified is an added advantage.</li> <li>4. Ready to handle shifts.</li> <li>4. Sound knowledge of DO's and Dont's at Air side.</li> <li>6. Graduate of any stream, approximant age - 40 yrs.</li> <li>7. LMV licensee holder</li> </ol>
3.	Fire Officer (Contract Basis) (Shirdi Airport)	1	Rs. 60,000/- (fixed) per month )	Graduation in any faculty/ equivalent.	50 years	<ol style="list-style-type: none"> <li>1. Work Experience - 15 years In Fire and Safety in Aviation Sector with 10 Years of Supervisory/Managerial role in ARFF at any Airport.</li> <li>2. Course Certificate - Having Assistant Fire Officer/ Junior Fire Officer Course certificate from AAI Delhi / Kolkata Training Center/ any equivalent recognized course from private Airport operators.</li> <li>3. Driving License- Heavy Motor Vehicle (HMV) is a Must.</li> <li>4. Crash Fire Tender - Rosenbauer (Panther) Operation and Driving Knowledge and experience Certificate from AAI or Bhartiya Co. or Rosenbauer co.</li> <li>5. Physical -Physical fitness Certificate by any renowned doctor.</li> </ol>

4.	Airside Supervisor (Contract Basis) (Shirdi Airport)	1	Rs. 40,000/- (fixed) per month )	Graduation in any faculty.	35 years	<ol style="list-style-type: none"> <li>1. Airport Experience of minimum 3 yrs at Air side department in supervisory roles is preferred.</li> <li>2. Having good knowledge of ICAO Annex 14 and DGCA CARS and various MIS reports of Airside.</li> <li>3. Ready to work in shifts.</li> <li>4. Sound knowledge of DO's and Dont's at Air side.</li> <li>5. LMV licensee holder mandatory and HMV is an added advantage.</li> </ol>
5.	Terminal Supervisor (Contract Basis) (Shirdi Airport)	2	Rs. 40,000/- (fixed) per month )	Graduation in any faculty.	35 years	<ol style="list-style-type: none"> <li>1. Airport Terminal experience of at least 3 yrs.</li> <li>2. Customer Service Experience of 3 years is a must.</li> <li>3. Ready to work in shifts.</li> <li>4. Good Communication skills in Marathi, Hindi &amp; English.</li> </ol>
6.	Fire & Safety Supervisor (Contract Basis) (Shirdi Airport)	3	Rs. 40,000/- (fixed) per month )	Graduation in any faculty/ equivalent.	40 years	<ol style="list-style-type: none"> <li>1. Work Experience - 08 years In Fire and Safety. At least 05 years in Airport.</li> <li>2. Course Certificate - Having Fireman ship/ equivalent Course certificate from AAI Delhi / Kolkata Training Center/ any equivalent recognized course from private Airport operators.</li> <li>3. Driving License- Heavy Motor Vehicle (HMV) is a Mandatory.</li> <li>4. Crash Fire Tender - Rosenbauer (Panther) Operation and Driving Knowledge and experience Certificate from AAI or Bhartiya Co. or Rosenbauer co.</li> </ol>

						<p>5. Qualification - Graduate of any stream / equivalent.</p> <p>6. Physical -Physical fitness Certificate by any renowned doctor. Ready to work in shift.</p> <p>7. Certificate- any equivalent certificate from private Airport operators</p>
7.	Junior Engineer (Civil) (Contract Basis) (Shirdi Airport) From PAPs	1	Rs. 25,000/- (fixed) per month )	Full time Bachelor's Degree/ Diploma in Engineering (Civil)	35 years	<p>1. Must have at least 2-3 years Civil Engineering Maintenance experience.</p> <p>2. Eligible to Read Engineering drawing, Technical Specifications.</p> <p>3. Well versed with the MS EXEL to prepare Estimates, Bills and Short Tender.</p> <p>4. Able to handle documentation related to civil department and office administration.</p> <p>5. Able to liase with External Agency (PWD, IRRIGATION Etc) and CISF, PMC and Contactor.</p> <p>6. Converse in English, Hindi and Marathi.</p>
8.	Customer service Executive (Contract Basis) (Shirdi Airport) 01 from PAPs	3	Rs. 25,000/- (fixed) per month)	Graduation in any faculty.	30 years	<p>1. Customer Service Experience of at least 01 year.</p> <p>2. Ready to work in shifts.</p> <p>3. Good Communication skills in Marathi, Hindi &amp; English.</p>
9.	Electrical (Technician) (Contract Basis) (Shirdi Airport) 02 from PAPs	5	Rs. 20,000/- (fixed) per month)	ITI electricians	30 years	<p>1. Hands on experience of at least 02 years in trouble shooting electrical equipment.</p> <p>2. Added advantage if already worked at commercial airports.</p> <p>3. Must be able to read write English, Hindi, and Marathi.</p>

						4. Able to attain breakdown as and when required. 5. Willing to work in shifts.
10.	Fire Operator (Contract Basis) (Shirdi Airport) 07 from PAPs	17	Rs. 25,000/- (fixed) per month)	12th Science with 50%.	30 years	1. Work Experience - 01 to 03 years In Fire and Safety in Aviation Sector/other sectors. 2. Course Certificate - Having Basic Training of Fire Course certificate from AAI Delhi / Kolkata Training Center/ any equivalent recognized course from private Airport operators. 3. Driving License- Heavy Motor Vehicle (HMV) is a Mandatory. 4. Crash Fire Tender - Rosenbauer (Panther) Operation and Driving Knowledge. 5. Physical -Physical fitness Certificate by any renowned doctor. Ready to work rotational shift
11.	Operation Clerk (Contract Basis) (Shirdi Airport) From PAPs	2	Rs. 15,000/- (fixed) per month)	Graduation in any faculty.	30 years	1. Good communication skills in Marathi, Hindi & English. 2. Typing speed of at least 80 wpm. 3. Experience as a clerk of minimum 2 years. 4. MS-CIT certificate holder is preferred.
12.	Steno-cum-clerk (Contract Basis) (Shirdi Airport) From PAPs	1	Rs. 15,000/- (fixed) per month)	Graduation in any faculty	30 years	1. 2 years experience. 2. MS-CIT certificate holder is preferred. 3. Typing speed of at least 80 wpm.
13.	Driver (Contract Basis) (Shirdi Airport) From PAPs	1	Rs. 10,000/- (fixed) per month)	12th in any faculty	30 years	1. 3 years experience in driving with LMV license. 2. HMV license holder with experience is an added advantage.

14.	Sr. Planner (Regular)	1	15600-39100 GP- 7600	Post Graduate Degree in Town or City or Country or Urban or Regional or Environmental or Transportation or Housing or Infrastructure Planning from an Institution or University recognized by the Govt. obtained after securing Degree in Civil Engineering or Architectural or Urban or Regional or Town Planning.	45 years, the limit may be relaxed by 5 years for the candidate who are already in service of Govt. and there will be no age limit for the candidate who is already in the service of MADC.	Work experience of 7 years is required, out of which at least 5 years experience should be in Urban and Regional Planning or Development Control or Planning Legislation or Geographical Information System in the Central Govt. or State Govt. or University or recognized Research Institute or Public Sector undertaking or semi Govt. or Statutory Organization in the post not below the rank of Deputy Planner of grade pay Rs.5400/- or equivalent, after obtaining the qualification required for this post.  2 years experience at the level of Associate Planner on grade pay Rs.6,600/- is desirable  Candidate having experience in preparation of Development Plan /Town Planning Scheme will be given preference.
15.	Associate Planner (Regular)	2	15600-39100 GP-6600	Post Graduate in town or city or country or urban or Regional on environmental on Transportation, or Housing built or Infrastructural Planning from an Institution or University recognized by Govt. obtained after Securing a degree in Civil Engineering or	45 years. The limit may be relaxed by 5 years for the candidates who are already in the service of Govt. and there will be no age limit for the candidates who is already in	Have total work experience of 5 years, out of which at least 3 years experience should be in Urban & Regional Planning or Development Control or Planning Legislation or Geographical Information System in the Central Govt. or State Govt. or University or Recognized Institution or Public Sector Undertaking or Semi

				Architecture or Urban or Regional or Town Planning.	the service of MADC. Age limit may be relaxed by 5 years in favour of candidates possessing exceptional qualification or experience, or both	Govt. or Statutory organization in post not below the rank of Deputy Planner on Grade pay Rs.5,400/- or equivalent after obtaining qualification required for this post.  Candidate having experience in preparation of Development Plan /Town Planning Scheme will be given preference.
16.	Deputy / Planner  (Regular) (Mumbai)	2	15600-39100 GP 5400	Post Graduate in town or city or country or urban or Regional on environmental on Transportation, or Housing built or Infrastructural Planning from an Institution or University recognized by Govt. obtained after Securing a degree in Civil Engineering or Architecture or Urban or Regional or Town Planning.	33 years. The limit may be relaxed by 5 years for the candidates who are already in the service of Govt. and there will be no age limit for the candidates who is already in the service of MADC. Age limit may be relaxed by 5 years in favour of candidates possessing any exceptional qualification or experience or both	Candidate having experience in the discipline will be preferred.
17.	Asst. Architect  (Regular) (Nagpur)	1	15600-39100 GP-5400	i) Bachelor Degree in Architecture from an Institution or University recognized by Govt.	33 years. The limit may be relaxed by 5 years for the candidates who are	Work experience of atleast five (5) years in Architectural work, after obtaining the qualification required for this post.

				ii) Registered member of Council of Architecture, India	already in the service of Govt. and there will be no age limit for the candidates who is already in the service of MADC. Age limit may be relaxed by 5 years in favour of candidates possessing any exceptional qualification or experience or both	
18.	Stenographer (English /Marathi)  (Regular) (Mumbai)	1	9300-34800 GP-4300	Bachelor degree from recognized University. Shorthand Marathi 80 WPM & Typing Marathi 40 WPM / Shorthand English 100 WPM & Typing English 50 WPM	30 years. The limit may be relaxed by 5 years for the candidates who are already in the service of Govt. and there will be no age limit for the candidates who is already in the service of MADC. Age limit may be relaxed by 5 years in favour of candidates possessing any exceptional qualification or experience or both	Candidates having work experience with Govt./Semi Govt./ Govt. undertaking will be preferable.



19.	Consultant International Financial Reporting Standards(IFRS) /Indian Accounting Standards (IND-AS) (Mumbai)	1	Rs. 80,000/- (fixed) per month)	Chartered Accountant Computer Literacy is essential. MACIT preferable. Knowledge of Marathi essential.	35 Years	CA with at least 1 year experience in implementation of IFRS/IND-AS in reputed Companies.
20.	Accounts Clerk (Contract Basis) (Mumbai)	1	Rs. 20,000/- (fixed) per month)	Full time Bachelor's degree in Commerce / M.com preferable. Computer Literacy is essential. MACIT preferable. Knowledge of Marathi essential.	28 Years	Minimum 5 years relevant experience in respective field.

Apply with detailed CV on or before 25/9/2018 by speed post to The Vice Chairman and Managing Director, at the address mentioned above.

The Vice Chairman and Managing Director

### 3. GENERAL CONDITIONS-

- i) Appointment will be made as per vacancies and requirements.
- ii) All selected candidates will be on probation for 1 year and thereafter on satisfactory performance, services will be regularized in the Company.
- iii) Other than salary, perks like leave encashment, medical insurance / LTA etc. will be as per the policy of MADC.
- iv) 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.
- v) 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.
- vi) 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.
- vii) MADC has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.

- viii) 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.
- ix) 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.
- x) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
- xi) 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.
- xii) Knowledge of Marathi is desirable.
- xiii) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- xiv) Selected candidate appointed in MADC will have to work at any place within State of Maharashtra or elsewhere at Project places.
- xv) 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.
- xvi) Candidate must remain present with their own expenses for the entire recruitment drive.
- xvii) Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to MADC.
- xviii) 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.
- 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.

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) Date of Birth

ix) Mother Tongue

x) Language Known

3. EDUCATIONAL QUALIFICATION

(Starting from SSC/Board to highest)

4. MEMBERSHIP OF PROFESSIONAL BODIES

5. EXPERIENCE

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

Place:

Date :

(Sd/)

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