

## RECRUITMENT-2022

### Instructions and guidelines to the candidates

- MADC invites application from eligible candidates for the following post. 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 19.05.2022 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](tel:022-49212133)

- The details of the post are as below-

| Post Name   | No. of Post | Pay (Lump sum)  | Qualification   | Age Limit              | Experience  |
|---|-------------|---|---|------------------------|---|
| <b>Asst. Manager (Airside)</b><br>(at Shirdi)<br>(Contract) | 1           | All inclusive Rs. 45,000/- + Admissible allowances as per company policy. | 1. 1st Class Graduate Degree in any field from recognised University with Diploma/ Degree in Aviation discipline from reputed aviation institutes | Not more than 35 years | <ol style="list-style-type: none"> <li>Airport Experience of minimum 5 years at Airside department in Supervisory / Sr. Executive roles is preferred.</li> <li>Shall possess knowledge of ICAO Annex 14 and DGCA CAR, Aerodrome licensing procedures &amp; AIP.</li> <li>Preparing Various MIS reports of Airside.</li> <li>Basic SMS certified is an added advantage.</li> <li>Mandatory LMV licenses holder. HMV license holder added advantage.</li> </ol> |
| <b>Airside Executive</b><br>(at Shirdi)<br>(Contract)       | 2           | All inclusive Rs. 25,000/- + Admissible allowances as per company policy. | 1. Graduate Degree in any field from recognised University with Diploma/ Degree in Aviation discipline from reputed aviation institutes           | Not more than 30 years | <ol style="list-style-type: none"> <li>Airport Experience of minimum 1 years at Airside department or Diploma in Airside Operations (AOCC) or BBA / MBA in aviation</li> <li>Should have knowledge of ICAO Annex 14 and DGCA CAR.</li> <li>Mandatory LMV license holder. HMV license holder added advantage.</li> </ol>   |
| <b>Manager (Safety)</b>                                     | 1           | (15,600-39,100 GP)  | 1. Degree in any field from recognised University.  | Not more               | <ol style="list-style-type: none"> <li>Airport Experience of minimum 10 years in</li> </ol>   |

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| (at Shirdi)<br>(Regular)   |   | 5,400)<br>(to be revised<br>as per 7 <sup>th</sup> Pay<br>Commission)     | 2. MBA in aviation will be preferred.   | than 50<br>years       | Airside Operations and in which 3 years shall be compulsory in safety department of any airport.<br>2. Shall have SMS certification from ICAO / DGCA recognised Institute.<br>3. Shall possess sound knowledge of ICAO Annex 14, Annex 19 and DGCA CAR.<br>4. Experience in preparing Safety assessments.<br>5. An understanding of human factors in aviation safety.   |
| <b>Customer Service Executive (CSE)</b><br>(at Shirdi)<br>(Contract) | 1 | All inclusive Rs. 25,000/- + Admissible allowances as per company policy. | 1. Graduate Degree in any field from recognised University.<br>2. Graduate with Diploma/Degree/Management in Aviation discipline from reputed aviation institutes preferable. | Not more than 25 years | 1. Minimum 1 year Experience in Aviation or Hotel Management is essential.<br>2. Shall possess Good Interpersonal Skills and have good oral and written communications skills.<br>3. Shall be a female Candidate.   |
| <b>Assistant Manager (Security)</b><br>(at Shirdi)<br>(Contract)     | 1 | All inclusive Rs. 45,000/- + Admissible allowances as per company policy. | 1. 1st Class Graduate Degree in any field from recognised University.   | Not more than 35 years | 1. Should have minimum 5 years experience in any Airport in Security Department.<br>2. Shall possess Basic AVSEC Course.<br>3. Should have experience in dealing Security Contactors.<br>4. Shall have good knowledge on BCAS AVSEC Circulars / Orders.<br>5. Should have experience in AEP issuance.<br>6. Shall be able to handle VIP movements.<br>7. Shall know Aviation Safety procedures.<br>8. Shall have knowledge on airport emergencies and the role of terminal. |

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| <b>Assistant Fire Officer (AFO)</b><br>(at Shirdi)<br>(Contract) | 3 | All inclusive Rs. 45,000/- + Admissible allowances as per company policy. | <ol style="list-style-type: none"> <li>1. B.E Fire from Fire Services College, Nagpur or Institution of Fire Engineers (IFE) certified course passed.</li> <li>2. Officers Course passing certificate from AAI FTC / FSTC.</li> <li>3. Heavy Motor Vehicle (HMV) License is a mandatory.</li> <li>4. Driving knowledge and experience of managing various Crash Fire Tenders (Rosenbauer Panther or equivalent vehicle operation) being used at Airports.</li> <li>5. Candidate should have good knowledge in operating computer.</li> </ol>   | Not more than 45 years | 12 Years in Fire and Safety with minimum 01 year of experience of Assistant Fire Officer capacity at any Airport. |
| <b>Fire and Safety Supervisor</b><br>(at Shirdi)<br>(Contract)   | 2 | All inclusive Rs. 40,000/- + Admissible allowances as per company policy. | <ol style="list-style-type: none"> <li>1. Qualification minimum 12<sup>th</sup> with 50%.</li> <li>2. Course Certificate having Fireman ship (ARC-1)/equivalent passing course certificate from AAI Delhi / Kolkata Training Centre/ any equivalent recognised course from private airport operators or ICAO certified Fire Training Institute.</li> <li>3. Rosenbauer (Panther) Operation and Driving knowledge and experience Certificate from AAI or Bhartiya Co. or Rosenbauer Co.</li> <li>4. Heavy Motor Vehicle (HMV) is a mandatory.</li> <li>5. Candidate should have good knowledge in operating computer</li> </ol> <p>Note: MADC ARFF Departmental candidate will be given preference if Fireman ship course passed and having minimum three years' service at Shirdi Airport.</p> | Not more than 35 years | 08 Years in Fire Service at least 05 years in any airport in capacity of Fire and Safety Supervisor.              |

|   |          |  |  |                               |   |
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| <p><b>Fire Operator</b><br/>(at Shirdi)<br/>(Contract)<br/>PAP<br/>Candidates will be given preference.</p> | <p>4</p> | <p>All inclusive Rs. 25,000/- + Admissible allowances as per company policy.</p> | <ol style="list-style-type: none"> <li>1. Qualification minimum 12<sup>th</sup> Science with 50%.</li> <li>2. Course Certificate - Having Basic Training of Fire Course Certificate from AAI Delhi / Kolkata Training Centre or ICAO certified Fire Training Institute.</li> <li>3. Heavy Motor Vehicle (HMV) is a mandatory.</li> </ol> | <p>Not more than 30 years</p> | <ol style="list-style-type: none"> <li>1. Minimum 03 Years' experience in Fire and Safety in Aviation Sector.</li> <li>2. Crash Fire Tender Rosenbauer (Panther) Operation and Driving knowledge.</li> <li>3. Physical - Physical fitness Certificate by any renowned doctor. Ready to work rotational shift.</li> <li>4. PAP's fulfilling essential criteria except above Sr. No. 1 &amp; 2 will be given preference. PAP's candidates will be initially selected as Trainees Fire Operator &amp; will be paid all Inclusive of Rs. 18,000/- during Training Period. After completion of one year examination (practical, theoretical, driving) will be conducted. After successfully passing above Examination PAP's candidates will be considered as Fire Operator.</li> </ol> |
|---|----------|--|--|-------------------------------|---|

Apply with detailed CV on or before \_\_\_\_\_ by **Speed Post only** to The Vice Chairman and Managing Director, at the address mentioned above.

The Vice Chairman and Managing Director

## Requirement of Health Parameters for ARFF Personnel

| Sr. No. | Physical Standard   | Required   |
|---------|---|--|
| 1.      | Physique  | Good   |
| 2.      | Minimum Height  | 167 cms  |
| 3.      | Minimum weight: -   | 55 kg.   |
| 4.      | Chest: - a) Normal before expansion   | 81 cms   |
|         | b) Minimum expansion  | 05 cms   |
|         | c) Relaxation of 03 cms. in height and chest measurement and proportionate relaxation in weight will be allowed to hilly area candidates on producing of Bonafide certificates. However minimum chest expansion must be 05 cms. | 05 cms   |
| 5.      | Eye sight – Distance Vision   | 6/6  |
|         | Near Vision: -  | N-5 with each eye without glasses.   |
|         | Color vision: -   | Should be normal   |
|         | Night Blindness: -  | Absent   |
|         | Field of vision: -  | Each eye should have full field of vision  |
| 6.      | Hearing: -  | Normal   |
| 7.      | Speech: -   | Normal   |
| 8.      | Refractive error: -   | No refractive error is acceptable  |
| 9.      | Disqualification: -   | Knocking knee, Bow legs, degree of squint, flat footed, physical deformity, suffering from chronic diseases, any other major operation by virtue of which his physical fitness to work in fire service has been impaired will be considered as disqualification. |

1. GENERAL CONDITIONS-

- i) Appointment will be made as per vacancies and requirements.
- ii) Selected candidates (Regular Basis) 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) Candidates should be ready to work in shifts.
- v) 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.
- vi) 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.
- vii) 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.
- viii) MADC has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
- ix) 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.
- x) 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.
- xi) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
- xii) 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.
- xiii) Knowledge of Marathi is desirable.

- xiv) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- xv) Selected candidate appointed in MADC will have to work at any place within State of Maharashtra or elsewhere at Project places.
- xvi) 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.
- xvii) Candidate must remain present with their own expenses for the entire recruitment drive.
- xviii) Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to MADC.
- xix) 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.
- xx) 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.
- xxi) 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.
- xxii) 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.
  - h) Valid Caste Certificate, if any

## 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) Language Known

**3. EDUCATIONAL QUALIFICATION**

(Starting from SSC/Board to highest)

**4. EXPERIENCE**

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

Place:

Date :

(Sd/)

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