

RECRUITMENT-2023

MAHARASHTRA AIRPORT DEVELOPMENT COMPANY LTD.

MADC invites application 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 **Date: 29/12/2023** on following address: -

Vice Chairman and Managing Director

Maharashtra Airport Development Company Ltd.

8th Floor, Centre-1, World trade Centre,

Cuffe Parade, Mumbai- 400005

Tel: - 022-49212133

The Details of the post are as below-

Sr. No	Post Name	No. of Post	Pay Scale	Qualification	Upper Age Limit	Experience
1	Assistant (Land Acquisition and Rehabilitation On Regular basis at Nagpur	01	Rs. 5200- 20200, Grade Pay 2900 (To be revised as per 7th Pay Commission)	1. Graduation in any faculty. 2. MS-CIT Certificate 3. Computer Knowledge with steno Shorthand preferable	45 Years	Minimum 12 years of experience in the field of Land acquisition & Rehabilitation in Govt./Semi Govt. or reputed public / private sectors organisation. And 2. Have a Good Knowledge of Old and New Land Acquisition Act. 3. Have handled the Land Acquisition Cases personally and well conversant with the process of Land Acquisition.
2	Consultant (Power) on Contract Basis at Mumbai	01	As per Govt. policy. (Pay - pension) Minimum consolidated Rs.1,20,000/-+ Vehicle Allowance & admissible allowances	Full time bachelor's degree in electrical engineering from a recognized University	62 Years	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.

			p.m. as per company policy.			<ol style="list-style-type: none"> 4. Experience of Electrical Transmission / Distribution systems with Coordination / Liasoning 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.
3	Assistant Executive Engineer- Electrical on Regular Basis at Nagpur	01	Pay Level- S-20, Grade Pay Rs. 5400 p.m. (to be revised as per 7th Pay commission)	Full time Bachelor's Degree in Electrical Engineering from a recognized University	45 years	<ol style="list-style-type: none"> 1. Minimum 10 Years of overall experience in Electrical Projects, Operation & Maintenance. 2. Erection, testing, commissioning, Operation & Maintenance of Transformers, Motors, DG Sets, UG Cables, OH Lines, Breakers, ACB, VCB, RMUs LT/HT Panels, UPS, Battery Chargers, etc. 3. Operation & Maintenance of 33KV and 11 KV Substations with distribution network. 4. Knowledge of electrical Testing's and testing equipment etc. 5. Candidate having experience of Power Generation, High Voltage Transmission system, Power Scheduling, Power Trading etc. Will be preferred. 6. Experience of HVAC system, Lifts, DG sets metering system etc will be preferred. 7. Candidate having Post Graduation, Energy Manager/Auditor, and any other additional Education along with Electrical will be preferred.
4	Assistant Engineer- Electrical		All-inclusive Rs. 60,000/- + Admissible allowances	Full time Bachelor's Degree in Electrical	40 years	<ol style="list-style-type: none"> 1. Minimum 7 Years of overall experience in Electrical Projects, Operation & Maintenance.

	on Contract Basis at Nagpur	01	p.m. as per company policy.	Engineering from a recognized University		<ol style="list-style-type: none"> 2. Erection, testing, commissioning, Operation & Maintenance of Transformers, Motors, DG Sets, UG Cables, OH Lines, Breakers, ACB, VCB, RMUs LT/HT Panels, UPS, Battery Chargers, etc. 3. Operation & Maintenance of 33KV and 11 KV Substations. 4. Knowledge of electrical Testing equipment such as, insulation tester, earth tester, lux meters etc... 5. Operation and Maintenance of Street lights, High mast, DGs, Lifts, HVAC Systems etc. 6. Candidate having experience of Facility Management of Buildings will be preferred. 7. Candidate having Experience of Electrical Drawing Drafting in Auto CAD or any other software will be preferred.
5	Sub Fire Officer on Contract Basis at Nagpur	02	Rs.35000/- per month /-+ Admissible allowances p.m. as per company policy. (Rs.25,000/- + 24hrs Emergency Service allowance Rs.10,000)+ Accommodation in Fire Station	<ol style="list-style-type: none"> 1. Graduation in any discipline. 2. Sub Officer Course of NFSC Nagpur OR. Directorate Maharashtra Fire Services. 2. MSCIT Exam passed. 	40 years	<ol style="list-style-type: none"> 1. Minimum 3 years' experience in 'A'+ Cadre Municipal Corporation, as a Leading Fireman OR Sub Officer/Leading Fireman 4 years experience in 'A' Cadre Municipal Corporation, Special Planning Authority/Govt./Semi Govt Industrial/Aviation. OR Equivalent post experience. OR 5years experience in 'B' & 'C' Cadre Municipal Corporation as a Sub Officer/Leading Fireman post . OR 5 years experience in 'D' Cadre Municipal Corporation as a Sub Officer post . 2. Candidates having work experience in Central/State Govt./Semi Govt. will be preferred. 3. Candidate should possess sound health & desired fitness to discharge his administrative & operational duties. 4. Good communication skills in English, Hindi & Marathi language,
6	Chief Security Officer on Contract Basis at Nagpur.	01	As per Govt. policy. (Pay - pension) Minimum consolidated Rs.75,000/-+ Admissible allowances p.m. as per company policy.	<ol style="list-style-type: none"> 1. Graduation in any faculty from recognised university. 2. Computer Knowledge is desirable. 3. Excellent surveillance & observation skills. 4. Trained in First Aid & fire fighting. 	62 years	<ol style="list-style-type: none"> 1. Minimum 12 Years' experience in security role. 2. Proven experience as Asst Security Officer / Supervisor level or Police Service. 3. Retired from Police Department from the post of Sr. Police Inspector and above is preferable. 4. Knowledge of legal guidelines for area Security and Public Safety. 4. Familiarity with report writing.

				5. Command over English & Marathi Language		
7	Assistant Executive Engineer- Civil On Regular Basis at Nagpur	01	Rs.15600-39100, Grade Pay Rs. 5400 (To be revised as per 7th Pay Commission)	Full time Bachelor's Degree in Civil Engineering from a recognized University	45 years	<ol style="list-style-type: none"> 1. Minimum 10 years of overall experience in construction/ operation & maintenance of Civil Infrastructure major projects. 2. Construction, Operation & Maintenance of Major Civil Infrastructure works such as smart city, Special Economic Zone, major commercial zone etc. 3. Conversant with CPWD, PWD, NBC, MoRTH etc. specification and IS codes/ rules followed in Civil Projects & Maintenance. 4. Candidates having experience in following will be added advantages. <ul style="list-style-type: none"> • Experience in Central/ State Govt. / Semi Govt. • Conversant with Arbitration & Audit compliances • Conversant with tendering procedure & contract documentation as per govt. notifications/guidelines • Handling Auto-CAD, STAAD, MS-Pro/ Primavera software, MS-office etc. • Liasoning with various govt authorities • Skill in PPT preparation & presentation
8	Assistant Executive Engineer- Civil/Water Supply & Sewerage On Regular Basis at Nagpur	01	Rs.15600-39100, Grade Pay Rs. 5400 (To be revised as per 7th Pay Commission)	Full time Bachelor's Degree in Civil Engineering from a recognized University	45 years	<ol style="list-style-type: none"> 1. Minimum 10 years of overall experience in construction/ operation & maintenance of water supply & sewerage major infrastructure projects. 2. Conversant with MPCB, ECrules/regulations, specification and IS codes/ rules followed in water supply & sewerage Projects & Maintenance 3. Construction, Operation & Maintenance of Major water supply & sewerage network infrastructure works consisting of water treatment plant (WTP), sewerage treatment plant(STP), ESR, GSR, raising main etc. 4. Candidates having experience in following will be added advantages. <ul style="list-style-type: none"> • Experience in Central/ State Govt. / Semi Govt. • Co-ordination with MPCB/Environment/Govt. Authorities regarding NOC/compliances • Conversant with tendering procedure & contract documentation as per govt. notifications/guidelines and contract Management • SCADA operation in water supply network • Handling Auto-CAD, MS-Pro/ Primavera software, MS-office etc.

9	Junior Engineer-Telecommunication Contract Basis at Nagpur	01	All-inclusive Rs. 50,000/- + Admissible allowances p.m. as per company policy.	Full time Diploma/Bachelor's Degree in Telecommunication from a recognized University	38 years	<p>1. Minimum 05 years for Bachelor degree/ 07 years for Diploma having overall experience in construction/ operation & maintenance of Optical Fibre Cable (OFC) network & Internet Service Provider major projects</p> <p>2. Candidates having experience in following will be added advantages.</p> <ul style="list-style-type: none"> • Experience in Central/ State Govt. / Semi Govt. • Co-ordination with TRAI/Govt. Authorities regarding NOC/compliances etc. • Experience in monitoring the bandwidth service of Internet Service Provider. • Conversant with tendering/EoI/RFP procedure & contract documentation as per govt. notifications/ TRAI guidelines Handling software's used for providing/monitoring Internet Services to the customer.
10	Law Officer on Contract Basis at Nagpur.	01	All-inclusive Rs.100,000/- + Admissible allowances p.m. as per company policy.	Degree in Law of recognized University, Post Graduation in Law will be preferred.	45 years	<p>1. Minimum 5 years' experience in Law field. Experience in Drafting/Vetting of various documents including Agreement to Lease, Lease Deed, Development Agreement and MOU etc; and handling Arbitration matters, co-ordinate with Advocates on record & Counsel.</p> <p>2. Experience in assisting in conducting Writ Petitions, First application & Appeals in the High Court, Dist. Court. Experience in Land Acquisition matters. Handling Correspondence & Drafting Notice/Reply etc.</p> <p>3. Preferably a practising lawyer or with a reputed Private / Govt. Organisation. Knowledge of Marathi and Knowledge of Computer is essential</p>
11	Consultant (Administration) On Contract Basis at Mumbai	01	As per Govt. policy. (Pay - pension) Minimum consolidated Rs.60,000/-+ Admissible allowances p.m. as per company policy.	<p>1. Graduation in any faculty.</p> <p>2. MS-CIT Certificate</p> <p>3. Computer knowledge preferable.</p>	62 years	<p>1. Candidate retired from Govt./ Semi Govt. offices as equivalent or above the post of Desk Officer/ Tahsildar rank and above will be preferable.</p> <p>2. Experience in the field of office administration, handling of matters relating to establishment and personnel services as per Govt. services rules is essential.</p> <p>3. Retired officer should be able physically and health wise.</p> <p>4. No departmental inquiry was be initiated against them and no punishment was been given in such inquiry.</p>
12	Consultant-Accounts On Contract Basis at Mumbai	01	As per Govt. policy. (Pay - pension)	1. Graduation in any faculty.	62 years	<p>1. Candidate retired from Govt./ Semi Govt. offices as equivalent to the post of Deputy Accountant and above will be preferable.</p>

			Minimum consolidated Rs.50,000/-+ Admissible allowances p.m. as per company policy.	2. MS-CIT Certificate 3. Computer knowledge preferable		2. Having good knowledge of accounts and treasury rules. 3. Retired officer should be able physically and health wise. 4. No departmental inquiry should be initiated against them. No punishment should have been given in such inquiry.
13	Senior Manager - Estate Management, Business Development & Administration On Regular Basis at Nagpur & Shirdi each	02	Rs. 15600 -39100 Grade Pay Rs.6600 (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university. Preference will be given to candidates having Science /Technical Background & Post Graduate Degree in Marketing / Business Development or Equivalent. Additional Specialization like DBM or equivalent, after Graduation may be considered for deserving candidates having suitable professional experience.	45 years	The candidate should Possess at least 10 years' experience in Business Development / Supply Chain / Estate Management or similar sector. Preference will be given to candidates – a) Having experience in Govt. or Public Sector Organization b) Having Good acumen for Integrated Business Development Techniques, Estate Management in medium scale PSUs, Experience of Tender Procedures Computer Literacy, Fluency & Drafting skills in Marathi & English is very essential
14	Senior Manager - Business Development, & Estate Management On Regular Basis At Mumbai	01	Rs. 15600 -39100 Grade Pay Rs.6600 (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university. Preference will be given to candidates having Science /Technical Background & Post Graduate Degree in	45 years	The candidate should Possess at least 10 years' experience in Business Development / Supply Chain / Estate Management or similar sector. Preference will be given to candidates – Having experience in Govt. or Public Sector Organization Having Good acumen for Integrated Business Development Techniques, Estate Management in medium scale PSUs, Experience of Tender Procedures Computer Literacy, Fluency & Drafting skills in Marathi & English is very

				<p>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>		essential
15	Assistant Manager - Business Development On Regular Basis At Mumbai	01	Rs. 9300-34800 Grade Pay Rs.4400 (To be revised as per 7th Pay Commission)	<p>Bachelor's Degree from recognized university.</p> <p>Preference will be given to candidates having Science /Technical Background & 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>	40 years	<p>The candidate should Possess at least 5 years' experience in Business Development / Supply Chain / Estate Management or similar sector. Preference will be given to candidates –</p> <p>a) Having experience in Govt. or Public Sector Organization</p> <p>b) Having Good acumen for Integrated Business Development Techniques, Estate Management in medium scale PSUs, Experience of Tender Procedures</p> <p>Computer Literacy, Fluency & Drafting skills in Marathi & English is very essential</p>

16	Assistant Manager-Terminal On Contract Basis at Shirdi	01	All-inclusive Rs. 60,000/- + Admissible allowances p.m. as per company policy.	Bachelor's Degree from recognized university with diploma/degree in aviation discipline from reputed aviation institutes	35 years	<ol style="list-style-type: none"> 1) Shall have minimum experience of 5 years in any Airport. 2) Shall have experience in dealing Contracts. 3) Shall have knowledge in House Keeping services. 4) Shall have good knowledge on DGCA/BCAS rules. 5) Shall be of passenger-oriented behaviour. 6) Shall be able to handle VIP movements 7) Shall know Aviation Safety and security procedures. 8) Shall have knowledge on airport emergencies and the role of terminal. 9) Ready to work in shifts. 10) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
17	Assistant Manager-Safety on Contract Basis at Shirdi	01	All-inclusive Rs. 60,000/- + Admissible allowances p.m.as per company policy.	Bachelor's Degree from recognized university with diploma/degree in aviation discipline from reputed aviation institutes	35 years	<ol style="list-style-type: none"> 1) Airport Experience of minimum 5 years at Airside / Wildlife / Safety Department. 2) Having sound knowledge of ICAO Annex 14, Annex 19, DGCA CARs, understanding of applicable ICAO Standards and Recommended Practices (SARPs). 3) Shall have SMS certification from ICAO / DGCA recognised Institute. 4) Experience in preparing Safety assessments. 5) An understanding of human factors in aviation safety. 6) Ready to work in shifts. 7) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
18	Manager Terminal on Regular Basis at Shirdi	01	Regular basis Rs. 15600 – 39100 Grade Pay 5400 (to be revised as per 7th Pay commission)	Bachelor's Degree from recognized university. with MBA in aviation will be preferred	45 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).

					<ol style="list-style-type: none"> 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. <p>Shall possess Good Interpersonal Skills and have good oral and written communications skills.</p>	
19	Airside Supervisor on Contract Basis at Shirdi	02	All inclusive Rs. 50,000/- + Admissible allowances p.m.as per company policy.	Bachelor's Degree from recognized university.	35 years	<ol style="list-style-type: none"> 1) Airport Experience of minimum 3 years at Airside department, experience in supervisory roles is preferred. 2) Having good knowledge of ICAO Annex 14 and DGCA CARs, understanding of applicable ICAO Standards and Recommended Practices (SARPs).various MIS reports of Airside. Shall have successfully undergone GRF training. 3) Ready to work in shifts. 4) Sound knowledge of DO's and Dont's at Air side. 5) LMV licensee holder mandatory and HMTV is an added advantage 6) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
20	Executive Engineer-Civil on Regular Basis at Shirdi	01	Rs 15,600- 39,100 Grade Pay-6600 (To be revised as per 7th Pay Commission)	B.E (Civil) in 1 st Class	45 years	<ol style="list-style-type: none"> 1. Minimum 10 years in Civil Projects of Highway/Airports/building. Work experience in the airport projects will be preferred. Other requirements are as below: 2. Good Academic record 3. Conversant with design & tender procedures, quantity estimation & rate analysis, lead statement & As built drawings, billing claim settlement & dispute resolution procedures. 4. Conversant with ICAO or MORTH or other codal requirements followed in Civil/Construction Engineering or supervision.

						<p>5. Knowledge of Auto CAD/MS Projects/Primavera/SAP/QE Pro/STADD will be added advantage.</p> <p>6. Candidates having work experience in Central/State Govt./Semi Govt/reputed private organisations will be preferred.</p> <p>Good communication skills in English, Hindi & Marathi language. Knowledge of Marathi is essential.</p>
21	Technician (Electrical) on Contract Basis at Shirdi	02	All inclusive Rs. 25,000/- + Admissible allowances p.m. as per company policy.	ITI electrical	30 years	<p>1. Hands on experience of at least 02 years in trouble shooting in electrical systems & equipment.</p> <p>2. Added advantage if already worked at commercial airports.</p> <p>1. Must be able to read, write and speak in English, Hindi and Marathi.</p>
22	Junior Engineer (IT & Communication) on Contract Basis at Shirdi	01	All inclusive Rs. 50,000/- + Admissible allowances p.m. as per company policy.	Full time Bachelor's degree/ Diploma in Engineering (IT & Communications)	35 years	<p>1. Shall have at least 3 years of working experience in IT & Communication.</p> <p>2. Eligible to Read IT & Communication- technical specifications</p> <p>3. Well versed to prepare estimates, bills and short tender.</p> <p>4. Able to handle documentation related to IT & communication and office administration.</p> <p>5. Shall be able to resolve issues in networking and communication system, so as to provide efficient services.</p> <p>5. Able to liase with external agencies, PMC, contractors.</p> <p>1. 6. Must be able to read, write and in English, Hindi and Marathi.</p>
23	Airport Director on Regulars Basis at Amaravati & Shirdi (1 each)	02	Rs.15600-39100 Grade Pay 7600 (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university. and having professional experience in Airport Management.	47 years	<p>1. Shall have at least 15 years of experience in managing Airport Operations.</p> <p>2. Shall have thorough knowledge of DGCA- CAR and advisory circulars, BCAS rules, regulations and policies.</p> <p>3. Shall be SMS Certified.</p> <p>4. Shall have at least five years of experience of leading a team of at least 50 human resources.</p> <p>5. Should have handled administrative responsibilities including personnel management, finance management, revenue generation and budgeting.</p> <p>6. Ability to engage stakeholders in a wide spectrum.</p> <p>7. Shall possess customer centric skills, good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.</p>

24	Assistant Planner on Contract Basis at Shirdi	01	All inclusive Rs. 60,000/- + Admissible allowances p.m. as per company policy.	Postgraduate in town /city/country/urban/ Regional Planning from an Institution or University recognized by Govt. obtained after Securing a degree in Civil Engineering/Architecture/Planning.	40 years	Candidate having experience in preparation of development Plan and processing development permission proposals will be preferred.
25	Assistant Manager-Airside on Contract Basis at Shirdi	01	All inclusive Rs. 60,000/- + Admissible allowances p.m. as per company policy.	Bachelor's Degree from recognized university with diploma/degree in aviation discipline from reputed aviation institutes	35 years	<ol style="list-style-type: none"> 1) Airport Experience of minimum 5 years at Airside/wildlife/safety department 2) Having sound knowledge of ICAO annex 14, Annex 19, DGCA, CARs, understanding of applicable ICAO standards and recommended practices (SARPs) 3) Shall have SMS certification from ICAO/DGCA recognized institute. 4) Experience in preparing safety assessments. 5) An understanding of human factors in aviation safety 6) Ready work in shifts 7) Shall possess good interpersonal skill and have goods oral and written communications skill. Candidates conversant Marathi language will be preferred
26	Manager Airside (Airport Operations) on Regular Basis at Amravati	01	Rs.9300-34800 Grade Pay Rs.5400/- (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university.	40 years	<ol style="list-style-type: none"> 1. Airport Experience of minimum 7 years at Airside department in supervisory roles is preferred. 2. Having sound knowledge of ICAO Annex-14 and DGCA CARS and various MIS reports of Airside and issues of permits and apron management, etc. 3. Shall be SMS Certified. 4. Shall have successfully undergone GRF training. 5. Ready to work in/handle shifts. 6. Sound knowledge of DO's and Dont's at Air side. 7. Shall have LMV licensee and HMTV is an added advantage

						8. Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
27	Fire Officer on Regular Basis at Amravati & Shirdi	02	Rs.9300-34800 Grade Pay Rs.5400/- (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university. and professional experience in Airport Fire Services	40 years	<ol style="list-style-type: none"> 1. Work Experience - 07 years In Fire and Safety in Aviation Sector with 05 Years of Supervisory /Managerial role in ARFF at any Airport. 2. Course Certificate – Having Assistant Fire Officer/Junior Fire Officer Course certificate from AAI Delhi/Kolkata Training Centre / any equivalent recognized course from private Airport operators. 3. Driving License- Heavy Motor Vehicle (HMTV) is a Must. 4. Crash Fire Tender – Rosenbauer (Panther) or equivalent Operation and CFT Driving Knowledge along with experience Certificate 5. Shall be SMS Certified. 6. Physical –Physical fitness Certificate by any renowned M.B.B.S registered doctor (Minimum physical criteria: Height-Male 165 cm/ Female 157cm, Eye sight certificate, etc) shall be submitted at the time of interview. 7.Candidates should possess sound health & desired fitness to discharge his administrative & operational duties. 8. Candidate having work experience in Central/ State Govt./ Semi Govt./ Reputed Private organization will be preferred. 9. Shall possess customer centric skills, good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
28	Assistant Manager-Safety on Regular Basis at Amravati	01	Rs. 9300- 34800 Grade Pay Rs. 4400 (To be revised as per 7th Pay Commission)	Bachelor's Degree from recognized university. with diploma/degree in aviation discipline from reputed aviation institutes	35 years	<ol style="list-style-type: none"> 1.Airport Experience of minimum 5 years at Airside / Wildlife / Safety Department. 2.Having sound knowledge of ICAO Annex 14, Annex 19, DGCA CARs, understanding of applicable ICAO Standards and Recommended Practices (SARPs). 3. Shall have SMS certification from ICAO / DGCA recognised Institute. 4.Shall have successfully undergone GRF training. 5.Experience in preparing Safety assessments. 6. An understanding of human factors in aviation safety. 7. Shall have LMV license and HMTV is an added advantage 8. Ready to work in shifts.

						9. Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.
29	Senior Manager -Finance & Accounts on Regular Basis at Amravati	01	Regular basis Rs. 15600 – 39100 Grade Pay 6600 (to be revised as per 7th Pay commission)	Bachelor's degree in commerce from recognized university & Member of Institute of Chartered Accountant of India	40 Years	1)Have more than 5 years of post- qualification experience at senior level with reputed private/Government organization 2)Must have experience of preparation of Financials under IND AS 3)Assist in overall compliance like Companies Act, Income Tax Act, GST Act 4)Handling various audits of the Company by assisting the auditors at various levels 5)Coordinating with banks for day-to-day Banking work 6)Must have experience of handing team 7)Preference will be given to the candidate having prior work experience in aviation sector.
30	Sr.Manager Safety on Regular Basis at Shirdi	01	Regular basis Rs. 15600 – 39100 Grade Pay 6600 (to be revised as per 7th Pay commission)	Bachelor's Degree from recognized university. with MBA in aviation will be preferred	45 years	1) Airport Experience of minimum 10 years in Airside Operations and in which 3 years shall be compulsory in safety department. 2) Shall have SMS certification from ICAO/ DGCA recognised institute. 3) Shall possess sound knowledge of ICAO Annex 14, Annex 19 and DGCA CAR 4) Experience in preparing safety assessments. 5) An understanding of human factors in aviation safety.

31	Company Secretary (on contract basis)	1	Mumbai	Rs. 50,000/- per month	Member of Institute of Company Secretary (ICSI)	Not more than 30 Years	<ol style="list-style-type: none"> 1. Minimum 2 years' experience in the Secretarial Department in large / medium size company. 2. The candidate should be mastery in the Company Secretarial job. 3. The candidate having the knowledge of Accounts and Finance will be preferred.
----	--	---	--------	---------------------------	--	------------------------------	--

Apply with detailed CV on or before **Date: 29/12/2023** by **Speed Post only** to Vice Chairman and Managing Director, at the address mentioned above.

Sd/-

**Vice Chairman and Managing Director
Maharashtra Airport Development Company Ltd.**

INSTRUCTIONS, GUIDELINES AND GENERAL CONDITIONS FOR THE CANDIDATES:

- i) Appointment will be made as per vacancies and requirements.
- ii) Age limit as on last date of application.
- iii) All selected candidates on regular basis will be on probation for 1 year and thereafter on satisfactory performance, services will be regularized in the Company.
- iv) Other than salary, perks like leave encashment, medical insurance / LTA etc. will be as per the policy of MADC.
- 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 recruit numbers of candidates as per requirements to respective post or 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 essential.
- 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.
 - i) Detailed CV

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) Religion or cast (Valid Certificate if any) :
- ix) Date of Birth :
- x) Mother Tongue :
- xi) Language Known :

3. EDUCATIONAL QUALIFICATION:

(Starting from SSC/Board to highest)

Course	Board / University	School/College	Passing Mon-Year	% Marks / Grade

--	--	--	--	--

4. MEMBERSHIP OF PROFESSIONAL BODIES:

5. EXPERIENCE:

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

Name of Organization	Designation	From Date	To Date	Experience in Years	Grade Pay / Gross Pay	Important Assignments

Place :

Date :

(Sd/)
