

Recruitment – 2024/03

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 13.09.2024 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.	Accounts Officer (Nagpur / Amravati) (Regular Basis)	02	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	The applicant should have at least 4 years' of experience with a reputed Private & Govt. Organization. Knowledge of Marathi Language essential. Preference would be given to candidates from Government / Public Sector. Experience in Aviation/ Infrastructure sector will be an added advantage.
2.	Consultant – (Naib Tahsildar-Retired) Contract Basis at Mumbai	01	50,000/- pm.	Bachelor's Degree from recognized university /Institute OR 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.

3.	Asst. Manager - Business Development & Estate Management (On Contract Basis) at Mumbai	03	Rs. 1,10,000/- per Month Lump sum	Minimum Qualification – Graduation in any discipline Plus Post Graduate Degree or Diploma in Marketing / Business Development or Equivalent qualification from recognised university.	Max. 45 years	The candidate should Possess at least 08 years' post qualification experience in Business Development / Supply Chain / Estate Management or similar sector. Preference will be given to candidates – <ul style="list-style-type: none"> - Having experience in Govt. or Public Sector Organization - Having Good acumen for Sales, Marketing, Estate Management. - Experience of Land allotment & Tender Procedures Computer Literacy, Fluency in Marathi & English is very essential.
4.	Senior Manager (Finance & Accounts) on Regular Basis at Mumbai	01	Rs. 15600 - 39100 Grade Pay Rs. 6600 (To be revised as per 7th Pay Commission)	Bachelor's Degree in Commerce from recognized university/institute. Possess the qualification of Chartered Accountant of India (CA)	Max 40 Years	<ol style="list-style-type: none"> 1. Have more than 7 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. 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 handling team. 7. Preference will be given to the candidate having prior work experience in aviation industry. 8. Good knowledge of excel and other Ms Office software and Tally. 9. Marathi Language essential

Apply with detailed CV on or before 13.09.2024 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. If the candidates desires to apply for more than one post, may apply separately in the prescribed format.
- 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/)
