

## RECRUITMENT-2023

### MAHARASHTRA AIRPORT DEVELOPMENT COMPANY LTD.

MADC invites application from eligible candidates for the following some posts has been extended. 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 up to **Dated 05.02.2024 (Monday)**. 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	Sub Fire Officer on Contract Basis at Nagpur	02	Rs.35000/- per month /-+Admissible allowances p.m. as per company policy. (Rs.25,000/- +	1. Graduation in any discipline. 2. Sub Officer Course of NFSC Nagpur OR. Directorate Maharashtra Fire Services. 2. MSCIT Exam passed.	40 years	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 5 years 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,

2	Assistant Executive Engineer- Civil/Water Supply Sewerage On Regular Basis at Nagpur	01	Rs.15600-39100, Grade PayRs. 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"> <li>1. Minimum 10 years of overall experience in construction/ operation &amp; maintenance of water supply &amp; sewerage major infrastructure projects.</li> <li>2. Conversant with MPCB, ECrules/regulations, specification and IS codes/rules followed in water supply &amp; sewerage Projects &amp; Maintenance</li> <li>3. Construction, Operation &amp; Maintenance of Major water supply &amp; seweragenetwork infrastructure works consisting of water treatment plant (WTP), sewerage treatment plant(STP), ESR, GSR,raising main etc.</li> <li>4. Candidates having experience in following will be added advantages. <ul style="list-style-type: none"> <li>• Experience in Central/ State Govt. / Semi Govt.</li> <li>• Co-ordination with MPCB/Environment/Govt. Authorities regardingNOC/compliances</li> <li>• Conversant with tendering procedure &amp; contract documentation as per govt.notifications/guidelines and contract Management</li> <li>• SCADA operation in water supply network</li> <li>• Handling Auto-CAD, MS-Pro/ Primavera software, MS-office etc.</li> </ul> </li> </ol>
3	Senior Manager - Estate Management, Business Development & Administration On Regular Basis at Nagpur & Shirdi	02	Rs. 15600 -39100 GradePay Rs.6600 (To be revised as per 7thPay Commission)	<p>Bachelor's Degree from recognized university.</p> <p>Preference will be given to candidates having Science /Technical Background &amp; PostGraduate Degree in Marketing / BusinessDevelopment or Equivalent.</p> <p>Additional Specialization Like DBM or equivalent, after Graduation maybe Considered fordeserving Candidate shaving Suitable professional experience.</p>	45 years	<p>The candidate should Possess at least 10 years' experience in BusinessDevelopment / Supply Chain / Estate Management or similar sector.</p> <p>Preference will be given to candidates –</p> <ol style="list-style-type: none"> <li>a) Having experience in Govt. or Public Sector Organization</li> <li>b) Having Good acumen for Integrated Business Development Techniques, Estate Management in medium scale PSUs, Experience ofTender Procedures</li> </ol> <p>Computer Literacy, Fluency &amp; Drafting skills in Marathi &amp; Englishis very essential</p>

4	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)	<p>Bachelor's Degree from recognized university.</p> <p>Preference will be given to candidates having Science /Technical Background &amp; Post Graduate Degree in Marketing / Business Development or Equivalent.</p> <p>Additional Specilization like DBM or equivalent, after Graduation may be considered for deserving candidates having suitable professional experience.</p>	45 years	<p>The candidate should Possess at least 10 years' experience in Business Development / Supply Chain / Estate Management or similar sector.</p> <p>Preference will be given to candidates –</p> <p>Having experience in Govt. or Public Sector Organization</p> <p>Having Good acumen for Integrated Business Development Techniques, Estate Management in medium scale PSUs, Experience of Tender Procedures</p> <p>Computer Literacy, Fluency &amp; Drafting skills in Marathi &amp; English is very essential.</p>
5	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 &amp; Post Graduate Degree in Marketing / Business Development or Equivalent.</p> <p>Additional Specialization Like DBM or equivalent, after Graduation maybe considered for deserving Candidate shaving 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 &amp; Drafting skills in Marathi &amp; English is very essential</p>

6	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"> <li>1) Shall have minimum experience of 5 years in any Airport.</li> <li>2) Shall have experience in dealing Contracts.</li> <li>3) Shall have knowledge in House Keeping services.</li> <li>4) Shall have good knowledge on DGCA/BCAS rules.</li> <li>5) Shall be of passenger-oriented behaviour.</li> <li>6) Shall be able to handle VIP movements</li> <li>7) Shall know Aviation Safety and security procedures.</li> <li>8) Shall have knowledge on airport emergencies and the role of terminal.</li> <li>9) Ready to work in shifts.</li> <li>10) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.</li> </ol>
7	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"> <li>1) Airport Experience of minimum 5 years at Airside / Wildlife / Safety Department.</li> <li>2) Having sound knowledge of ICAO Annex 14, Annex 19, DGCA CARs, understanding of applicable ICAO Standards and Recommended Practices (SARPs).</li> <li>3) Shall have SMS certification from ICAO / DGCA recognised Institute.</li> <li>4) Experience in preparing Safety assessments.</li> <li>5) An understanding of human factors in aviation safety.</li> <li>6) Ready to work in shifts.</li> <li>7) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.</li> </ol>
8	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"> <li>1. Airport Experience of minimum 7 years at Terminal department in supervisory roles is preferred.</li> <li>2. Shall possess knowledge about ICAO Annex 9- Facilitation &amp; 19-SMS</li> <li>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).</li> </ol>

					<ol style="list-style-type: none"> <li>4. Shall possess knowledge about handling the emergency responses during any eventuality e.g. Bomb Threats, aircraft emergencies, Evacuations, Medical &amp; other Contingencies as per laid down SOP's.</li> <li>5. Experience in team building &amp; team management, ability to interact with Govt. /other stakeholder-airlines/vendors etc.</li> <li>6. Handling of VIP/ VVIP movement/facilitation.</li> <li>7. Addressing passenger grievances, feedback &amp; suggestions and forwarding them to concerned departments for necessary actions and closure within stipulated timeline.</li> <li>8. Ready to work in/handle shifts.</li> </ol> <p>Shall possess Good Interpersonal Skills and have good oral and written communications skills.</p>	
9	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"> <li>1) Airport Experience of minimum 3 years at Airside department, experience in supervisory roles is preferred.</li> <li>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.</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 HMTV is an added advantage</li> <li>6) Shall possess Good Interpersonal Skills and have good oral and written communications skills. Candidates conversant with Marathi language will be preferred.</li> </ol>

10	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	<ol style="list-style-type: none"> <li>1. Shall have at least 15 years of experience in managing Airport Operations.</li> <li>2. Shall have thorough knowledge of DGCA- CAR and advisory circulars, BCAS rules, regulations and policies.</li> <li>3. Shall be SMS Certified.</li> <li>4. Shall have at least five years of experience of leading a team of at least 50 human resources.</li> <li>5. Should have handled administrative responsibilities including personnel management, finance management, revenue generation and budgeting.</li> <li>6. Ability to engage stakeholders in a wide spectrum.</li> <li>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.</li> </ol>
11	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"> <li>1) Airport Experience of minimum 5 years at Airside/wildlife/safety department</li> <li>2) Having sound knowledge of ICAO annex 14, Annex 19, DGCA, CARs, understanding of applicable ICAO standards and recommended practices (SARPs)</li> <li>3) Shall have SMS certification from ICAO/DGCA recognized institute.</li> <li>4) Experience in preparing safety assessments.</li> <li>5) An understanding of human factors in aviation safety</li> <li>6) Ready work in shifts</li> <li>8. Shall possess good interpersonal skill and have goods oral and written communications skill. Candidates conversant Marathi language will be preferred</li> </ol>

12	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"> <li>1. Work Experience - 07 years In Fire and Safety in Aviation Sector with 05 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 Centre / 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) or equivalent Operation and CFT Driving Knowledge along with experience Certificate</li> <li>5. Shall be SMS Certified.</li> <li>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.</li> <li>7. Candidates should possess sound health &amp; desired fitness to discharge his administrative &amp; operational duties.</li> <li>8. Candidate having work experience in Central/ State Govt./ Semi Govt./ Reputed Private organization will be preferred.</li> <li>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.</li> </ol>
13	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	<ol style="list-style-type: none"> <li>1) Airport Experience of minimum 10 years in Airside Operations and in which 3 years shall be compulsory in safety department.</li> <li>2) Shall have SMS certification from ICAO/ DGCA recognised institute.</li> <li>3) Shall possess sound knowledge of ICAO Annex 14, Annex 19 and DGCA CAR</li> <li>4) Experience in preparing safety assessments.</li> <li>5) An understanding of human factors in aviation safety.</li> </ol>
14	Company Secretary(on contract basis) at Mumbai	01	Rs. 50,000/- per month	Member of Institute of Company Secretary (ICSI)	Not more than 30 Years	<ol style="list-style-type: none"> <li>1) Minimum 2 years' experience in the Secretarial Department in large /medium size company.</li> <li>2) The candidate should be mastery in the Company Secretarial job.</li> <li>3) The candidate having the knowledge of Accounts and Finance will be preferred.</li> </ol>

Apply with detailed CV on or before **Date:05/02/2024** 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)

**4. MEMBERSHIP OF PROFESSIONAL BODIES:**

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

**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/)

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