

## RECRUITMENT-2024

### MAHARASHTRA AIRPORT DEVELOPMENT COMPANY LTD.

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 up to **Dated 15.05.2024 (Wednesday)**. 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-**

Post Name	No. of Post	Pay (Lump Sum)	Qualification	Age Limit	Experience
Airport Director (Shirdi) (Regular)	1	Pay scale Rs. 15,600 – Rs. 39,100 GP- Rs. 8,700/- (To be revised as per 7 <sup>th</sup> pay commission) CTC- Rs. 32.00 Lakh p.a Approx.	Graduate in any discipline and having professional experience in Airport Management.	Maximum 55 years	1. Shall have at least 15 years of experience at officer level in managing Civil Airport operations out of which at least 5 years of experience as APD on comparable size of Airports OR Shall have at least 20 years of experience at officer level in managing Civil Airport operations out of which at least 5 years of experience as HoD handling Terminal / Airside operations. 2. Shall have thorough knowledge of DGCA- CAR and advisory circulars, BCAS rules, regulations and policies. 3. Shall be SMS Certified. 4. Shall have at least five years of experience of leading a team of at least 50 human resources.

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					<p>5. Excellent coordination skills, for communicating with regulatory &amp; statutory bodies.</p> <p>6. Should have handled administrative responsibilities including personnel management, finance management, revenue generation and budgeting.</p> <p>7. Ability to engage stakeholders in a wide spectrum.</p> <p>8. Shall possess customer centric skills, good interpersonal skills and have good oral and written communications skills.</p> <p>9. Candidates conversant with Marathi/Hindi language will be preferred.</p>

Note: 1. Post is also open on Deputation basis for minimum 2 years & further extendable.

Apply with detailed CV on or before **Date: 15/05/2024** 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 be eligible for the appointment if he/she is punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she is 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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