

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Airports Authority of India, Schedule- 'A' Grade-I, Mini-Ratna Public Sector
Enterprise of Ministry of Civil Aviation, Govt. of India,
Invites applications to fill up the posts Executive Director (IT) on Deputation basis from
Eligible officers working in CPSEs/Central Govt. Department

Name of Post	No. of Post	Classification	Department	Scale of Pay	Method of Recruitment	Period	Eligibility Conditions
Executive Director (IT)	01	Group- 'A'	IT Dte.	Rs.1,50,000-3,00,000/- (IDA)	Deputation	Three (03) Years extendable by two (02) years	Officers working in CPSEs/Central Govt. Department, who is holding analogous post on regular basis OR 05 years' service in the grade rendered after appointment thereto on a regular basis in the scale of Pay of Rs.1,20,000-2,80,000/- (IDA) [Rs.51300-73,000/- (Pre-revised)]/ Rs.1,23,100 - 2,15,900/- (Level-13) CDA and possessing 15 years' experience in IT related jobs.

The applications of willing/eligible Executives as per Proforma (Annexure-I) given on AAI website www.aai.aero through proper channel must reach to General Manager (HR), Recruitment Cell, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110 003 latest by 15th October, 2022 through mail at e-mail: chqrectt@aai.aero

ED(HR)

DUTIES & RESPONSIBILITIES OF ED (IT)

A) The Executive Director (IT) is required to perform the following duties and undertake the following responsibilities in a professional manner: -

- i. The Organization requires him to work with a high standard of initiative, efficiency and economy.
- ii. During his service with the Organization, he will not engage himself directly or indirectly in any other undertaking, business, employment or activities prejudicial/detrimental to the interest of the Organization.
- iii. He shall keep confidential all the information and material provided to him by or on behalf of the Organization or by its Customers concerning their affairs to enable the Management to perform the service. This excludes only such material as is already known to the public which also he will not release, use or disclose except with prior written permission of the Organization. His obligation to keep such information confidential shall survive even on termination or expiry of the Deputation period.
- iv. He will be responsible for the safe keeping and return in good condition and order of all the properties of the Organization which may be in his use, custody, care or charge. For the loss of any property of the Organization in his possession, the Organization will have the right to assess on its own basis and recover the damages of all such material from him and to take such other action as it deems proper in the event of his failure to account for such material or property to its satisfaction.
- v. Any other duties as may arise from time to time and as may be assigned by the management.
- vi. The ED (IT) shall not apply for any other assignment without the prior written permission from the Organization.

B) Deliverables:

- i. Develop IT strategy and vision document of AAI
- ii. Develop and reskill the IT team
- iii. Consolidation & roll-out of uniform IT systems across all AAI officers & units.
- iv. Create roadmap to take IT from the position of support function to 'IT as a service function'
- v. Creation of IT monetization models within AAI.

C) Key Performance Indicators:

- i. Enhancing use of digital tools & platforms at AAI
- ii. Increase in IT Applications up-time (%)
- iii. Reduce TAT for employee complaints resolution
- iv. Increase traffic to ESS portal and AAI website
- v. IT Training (train target population of IT employees)
- vi. Reduce number of system or data security breaches at AAI
- vii. Increase IT projects completed within budget and time
- viii. Increase employee satisfaction score with IT services
- ix. Reduce % of employee complaints received

The list of KPI given is indicative and not exhaustive. The final list and values of target KPIs shall be finalized in Member-ED forum upon onboarding and approved by Competent Authority.

ANNEXURE-I**PROFORMA FOR APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR (IT) IN AIRPORTS AUTHORITY OF INDIA ON DEPUTATION BASIS.**

1.(a)	Name (In block letters)		Passport Size Photograph			
(b)	Service to which you belong					
(c)	Office Address (with Tele. No.)					
(d)	Residential Address (with Tele. No.)					
(e)	E-mail ID					
(f)	Sex (Male/Female)					
2.	Date of Birth					
3.	Date of Retirement					
4.	Present Pay drawn (CDA/IDA)					
5.	Educational Qualifications (Graduation onward)					
Exam Passed	University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks	
6.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format below:					
Office/Instt/ Organization	Post Held	Period		Nature of Appointment (Regular/ Adhoc/ Deputation)	Scale of Pay and Basic Pay	Nature of Duties
		From	To			

7.	Nature of present employment i.e. Ad-hoc/Temporary/Permanent	
8.	In case, the present employment is held on deputation, please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation with address	
(c)	Name of the parent office/ Organization with address to which you belong.	
9.	Details of training undergone, if any	
10.	Whether belongs to SC/ST/OBC	
11.	Any other information, which you want to furnish	
12.	Please state briefly how you find yourself best suitable for the post applied for	

Date:

Place:

(Signature of the Applicant)

1. Certification/Recommendation by the Employer.

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she meeting the eligibility criteria for the post as mentioned in Advertisement. If selected, he/she will be relieved within 15 days of receiving the intimation.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/ Her integrity is certified.
- iii) Duly attested photocopies of his/her ACRs for the last 5 years are enclosed.

(Signature of Competent Authority)
With office Seal)