

RECRUITMENT-2025 / A

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 **19.06.2025** on following address: -

Vice Chairman and Managing Director

Maharashtra Airport Development Company

Ltd. 8th Floor, Centre-1, World Trade Centre - 1,

Cuffe Parade, Mumbai- 400 005

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. Deputy planner – (Regular basis)	01	Rs. 15600 - 39100/- Grade pay Rs. 5400/- p.m. (To be revised as per 7th pay Commission).	Essential – Post Graduate in town / city / country/urban/regional planning from an institution or university recognized by Government obtained after securing a degree in Architecture/Civil Engineering.	40 years. The limit may be relaxing for candidates who are already in service of Government.	Must have at least 3 years of experience in DP preparation, Building permission, Preparation of layout etc.

Sr no/Post Name	No. of Post	Pay scale	Qualification	Upper Age Limit	Experience
2. Manager Terminal (Regular basis)	01	Rs. 15600 - 39100/- Grade pay Rs. 5400/- p.m. (To be revised as per 7th pay Commission).	Bachelor's degree from recognized University with MBA in Aviation will be preferred.	Maximum 40 years	<ol style="list-style-type: none"> 1. Airport Experience of minimum 5 years at Terminal Department in supervisory role 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 Legal Agreements (SLAs) are met for House keeping activities, Fumigation, etc. and capability to check work instructions are in compliance with regulatory recommend guidelines for the ensuring customer delight at the Passenger Terminal Building (PTB). 4. Shall possess knowledge about handling the emergency responses during any eventuality e.g. Bomb threats, Aircraft emergency, evacuation, Medical & other Contingencies as per laid down SOPs. 5. Experience in Team building & Team Management, ability to interact with Govt. / other stakeholders – Airlines / Vendors etc. 6. Handling of VIP / VVIP movement / facilitation. 7. Addressing Passenger grievances, feedback & suggestions and forwarding them to concerned Dept. for necessary actions and closure within stipulated time.

Sr no/Post Name	No. of Post	Pay scale	Qualification	Upper Age Limit	Experience
					8. Ready to work in / handle shift. 9. Shall possess good interpersonal skills and have good oral and written communication skills. Candidate conversant with Marathi language will be preferred.
3. Accounts Clerk (Regular basis).	01	Rs. 5200 - 20200/-. Grade pay 2400/- p.m. (To be revised as per 7 th pay Commission)	1. Graduation (3 years duration) from recognized university.	Maximum 38 years	1. Have total work experience of minimum 2 years. Experience with reputed Private/Government organization after obtaining above qualification. 2. Good knowledge of Excel & other MS-Office software and Tally. 3. Knowledge of Marathi & Hindi language is essential. 4. Preference would be given to the candidates from Government/Public sector. 5. Experience in Aviation/Infrastructure sector will be an added advantage.

Apply with detailed CV on or before **Date:19.06.2025** 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 stage, if not fulfilling the requisite criteria /conditions /qualifications.
- 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 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, 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.
- xx) The above posts are liable to transfer anywhere in Maharashtra i.e. Projects /Airports /offices of MADC in exigency of work.

- 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/)
