

Haryana Airports Development Corporation Ltd.

3rd Floor, 30 Bays Building, Sector-17/B, Chandigarh

Website: www.haraviation.gov.in E-mail: cavation@hry.nic.in

Telephone No. 0172-2709386

Advertisement

Applications are invited for **01 (One) post of Project Coordinator** for Haryana Airports Development Corporation Ltd. (HADC) for a period of **02 years** on the following terms and conditions:

S. No	Item	Details
1.	Name of Post	Project Coordinator
2.	Desired Qualification	Bachelors (B.A/B.Sc/B.Tech) AND Masters (M.A/M.Sc/M.Tech/MBA) from a reputed university/institute with 60% aggregate marks.
3.	Desired Experience & Skills	1. Minimum 6 years of appropriate/relevant experience in project management, sectoral policy analysis and evaluation, partnerships & collaborations, and stakeholder management with relevant exposure to infrastructure, industrial and social development projects. 2. Experience with handling project planning, strategy, design & implementation initiatives including partnerships and collaboration with various public-private and industry stakeholders. 3. Experience working with designing, implementing, assessing, or evaluating sectoral policies, state policies or programmes of state/central government or international regions. 4. Good communication skills for interaction with central & state authorities and other stakeholders. 5. Familiar with regulations pertaining to Civil Aviation industry or understanding of regulatory & compliance policies as per state and central government. 6. Experience in project management and development of infrastructure projects, in planning, design, implementation or policy sector, along with necessary acumen in project development strategy and advisory to prominent public and private stakeholders.
4.	Activities to be performed	1. Coordination with various agencies/departments of centre/state governments as and when required for the project related activities 2. Project development and implementation from inception to end output 3. Define project roadmap and strategy and assist in project execution and implementation activities 4. Support in the development of IAH and IMC projects including but not limited to policy, airport development, development parks, airports/airstrips/heliports under CAD 5. Support in business related activities of HADC including setting up MRO, FTO and NSOP's and ancillary aviation business related activities 6. Assist in project roadmap for planning and designing Aerospace and Defence Manufacturing in the state and

		coordinating with other departments for integrating allied projects 7. Supervise marketing development, market strategy and business strategy program for promoting and showcasing IAH and IMC 8. Supervise design and analysis of state aviation policy, schemes and guidelines 9. Supervise the development of HADC through business development activities, business strategy roadmap, defining administrative manuals, service rules and bye-laws, training programmes for staff and other ancillary tasks. 10. Coordinate with various internal teams to deliver project goals and output in line with HADC business
5.	Age Limit	Not more than 42 years as on date of closure of this EOI.
6.	Remuneration	Consolidated INR 1,15,000 Monthly Only
7.	Selection	1. An internal Committee of the Department shall evaluate the proposals received from the empanelled companies/agencies. The selection will be done on the basis on CV as well as interaction/interview (if required) with the candidate by the Internal Committee of the Department.

01 Physical Proposal copy from the candidate must reach this office within 15 working days from the date of publication of this advertisement in a folder titled ‘Application for Project Coordinator HADC’ with only details as per Application Performa in Annexure I with all relevant details duly filled.

The selection committee reserves the right to reject or accept any candidate without assigning any reason thereof.

Address for Proposal Submission & Correspondence:

The Managing Director (MD), HADC, Haryana
3rd Floor, 30 bay’s Building, Sector 17-B, Chandigarh
Pin – 160017

Contact Person: Mr. Sandeep Kumar, Deputy Superintendent, Estt. Branch (Mob: 9780493979)

Managing Director, HADC

Application Proforma
Application for the post of Project Coordinator

1. Name:

First Middle Last

2. Profession:

3. Education:

Examination passed		Board/University Institution	Subject/Discipline	Year of Passing	Percentage of Marks

4. Nationality:

5. Membership of Professional Associations:

6. Employment Record in chronological order:

From: Employer: Position Held: Summary:	
From: Employer: Position Held: Summary:	

7. Work undertaken that best illustrates related work (clearly showing role played, duration of input, complexity of work undertaken, and core competencies) in chronological order

Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	

8. List of Key Publications:

(Signature)

Address:

Date

Haryana Airports Development Corporation Ltd.

3rd Floor, 30 Bays Building, Sector-17/B, Chandigarh
Website: www.haraviation.gov.in E-mail: cavation@hry.nic.in
Telephone No. 0172-2709386

Advertisement

Applications are invited for **01 (One) post of Legal Officer** for Haryana Airports Development Corporation Ltd. (HADC) for a period of **03 years** on the following terms and conditions:

S. No	Item	Details
1.	Name of Post	Legal Officer
2.	Qualification	- LL.B/LL.M from a recognized university / institute with enrollment with the BAR Council of India AND/OR retired ADA/DDA - Qualified to be registered as an Advocate in any State Bar Council of India in terms of Advocate Act, 1961
3.	Desired Experience and Skill	- Minimum 20 years of experience post BAR license and practicing law pertaining to legal and regulatory compliance and advisory in large building & construction, town & country planning, area development, infrastructure, aviation, industrial or institutional projects in government body/corporation/institution. - Experience handling legal & regulatory compliances for infrastructure, industry, or aviation projects. - Experience handling legal & regulatory compliances for Construction projects and Township/Area Development Projects. - Experience in internal human resource management w.r.t legal dispute and negotiation resolution. - Experience in drafting necessary legal and compliance documents pertaining to agreements, memorandums etc. - Experience working in financial institution, corporation, or government entity handling legal compliance, regulatory compliance, advisory on legislative design and framework. - Experience in lower judiciary or having undertaken judicial or legal work, in Supreme Court, High Court or any other Court Government or a Regulatory Authority or a Tribunal or any similar forum or legal manager or above in the corporate sector.
4.	Activities to be performed	- Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to large building & construction, town & country planning, area development, infrastructure, aviation, industrial or institutional projects. - Assist in court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters). - Prepare, vetting and filling of draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the organization has been made a respondent. - Scrutinize legal papers, documents, memorandums, agreements and affidavits received in the organization and offer comments, advice and legal opinion.
5.	Remuneration	- For retired ADA/DDA with 20 years of experience – Last Pay Drawn minus Pension - For non-govt employee with LL.B and 15 years or experience OR

		non-govt. employee with LL.M and 12 years of experience– consolidated INR
6.	Age Limit	Not more than 62 years as on date of closure of this Advertisement.
7.	Selection	An internal Committee of the Department shall evaluate the proposals received. The selection will be done on the basis on CV as well as interaction/interview (if required) with the candidate by the Internal Committee of the Department.

01 Physical Proposal copy from the candidate must reach this office within 15 working days from the date of publication of this advertisement in a folder titled ‘Application for Legal Officer HADC’ with only details as per Application Performa in Annexure I with all relevant details duly filled.

The selection committee reserves the right to reject or accept any candidate without assigning any reason thereof.

Address for Proposal Submission & Correspondence:

**The Managing Director (MD), HADC, Haryana
3rd Floor, 30 bay’s Building, Sector 17-B, Chandigarh
Pin – 160017**

Contact Person: Mr. Sandeep Kumar, Deputy Superintendent, Estt. Branch (Mob: 9780493979)

Managing Director, HADC

Application Proforma for the Post of Legal Officer in the Haryana Airport Development Corporation Ltd.

Application for the post of Legal Officer

- 1. Name:
- 2. Date of birth:
- 3. Gender:
- 4. Details of educational Qualifications

(Please enclose self-attested photocopies of educational qualifications)

Examination passed	Board/University Institution	Subject/Discipline	Year of Passing	Percentage of Marks

- 5. Mobile No.:
- 6. Email ID:
- 7. Details of employment in chronological order.

(Please enclose self-attested photocopies of experience certificate)

Department / Institution Organization	Post held	From	To	Remuneration (Consolidated)	Nature of Duties Performed

- 8. Total years of consolidated experience:
- 9. Total years of experience in judiciary (Supreme Court, High Court, Regulatory Authority or any other Tribunal):
- 10. Additional information (if any) in support of work experience/employment
- 11. Details of courses/training programsattended if any:
- 12. Language known:
- 13. Details of previous Consultancy, if any:
- 14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
- 15. Remarks, if any:

(Signature)

Address:

Date

Haryana Airports Development Corporation Ltd.

3rd Floor, 30 Bays Building, Sector-17/B, Chandigarh

Website: www.haraviation.gov.in E-mail: cavation@hry.nic.in

Telephone No. 0172-2709386

Advertisement

Applications are invited for **02 (Two) post of Private Secretary** for Haryana Airports Development Corporation Ltd. (HADC) for a period of 03 years on the following terms and conditions:

Item	Details
Vacancy: 02	Private Secretary
Qualification	Graduate/Bachelors in Any Stream
Desired Experience and Skill	i. Retired as Private Secretary from the Haryana Government OR ii. Effective communication skills both in English and Hindi (verbal and written). iii. Proficiency in using IT systems such as laptop, desktop and related proficient software skills in MS Suite. iv. Clerical, Diary, and Calendar Management skills. v. Manage professional and personal scheduling including agendas, mails, phone calls, clients, stakeholders, and other important dignitaries/delegates. vi. 05 years of minimum experience as Executive Secretary/ Assistant. vii. This position is on contract basis and will be based out of Chandigarh.
Remuneration	Rs. 70,000 /- Monthly (Consolidated)
Age Limit	Not more than 65 years of age.

01 Physical Proposalcopy from the candidate must reach this office within **15 working days** from the date of publication of this advertisement in a folder titled ‘Application for Private Secretary HADC’ with only details as per Application Performa in Annexure I with all relevant details duly filled.

The selection committee reserves the right to reject or accept any candidate without assigning any reason thereof.

Address for Proposal Submission & Correspondence:

The Managing Director (MD), HADC, Haryana

3rd Floor, 30 bay’s Building, Sector 17-B, Chandigarh

Pin – 160017

Contact Person: Mr. Sandeep Kumar, Deputy Superintendent, Estt. Branch (Mob: 9780493979)

Managing Director, HADC

Application Proforma for the Post of Private Secretary in the Haryana Airport Development Corporation Ltd.

Application for the post of Private Secretary

- 1. Name:
- 2. Date of birth:
- 3. Gender:
- 4. Details of educational Qualifications

(Please enclose self-attested photocopies of educational qualifications)

Examination passed	Board/University Institution	Subject/Discipline	Year of Passing	Percentage of Marks

- 5. Mobile No.:
- 6. Email ID:
- 7. Details of employment in chronological order.

(Please enclose self-attested photocopies of experience certificate)

Department / Institution Organization	Post held	From	To	Remuneration (Consolidated)	Nature of Duties Performed

- 8. Total years of consolidated experience:
- 9. Total years of experience as Executive Secretary/Assistant:
- 10. Additional information (if any) in support of work experience/employment
- 11. Details of courses/training programs attended if any:
- 12. Language known:
- 13. Proficiency in MS Suite (MS Word, Excel, PPT, etc.) (tick as applicable):

Beginner	Intermediary	Expert
----------	--------------	--------

- 14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet,if need be.
- 15. Name and Contact No. of 02 (Two) previous Supervisors for reference:

(Signature)

Address

Date

Haryana Airports Development Corporation Ltd.

3rd Floor, 30 Bays Building, Sector-17/B, Chandigarh

Website: www.haraviation.gov.in E-mail: cavation@hry.nic.in

Telephone No. 0172-2709386

Advertisement

Applications are invited for **02 (Two) post of Personal Assistant** for Haryana Airports Development Corporation Ltd. (HADC) for a period of 03 years on the following terms and conditions:

Vacancy - 02	Personal Assistant
Qualification	Graduate in any stream/subject
Desired Experience and Skill	i. 05 years of minimum experience as Personal Assistant ii. Effective communication skills both in English and Hindi (verbal and written). iii. Speed of 100 words per minute in English Shorthand and transcription thereof at 30 words per minute. iv. Preference will be given to those having knowledge of shorthand/typewriting in English and Hindi. v. Knowledge of Hindi/Sanskrit up to Matric or higher education. vi. This position is on contract basis and will be based out of Hisar.
Remuneration	Rs. 50,000 /- Monthly (Consolidated)
Age Limit	Not more than 45 years of age

01 Physical Proposal copy from the candidate must reach this office within 15 working days from the date of publication of this advertisement in a folder titled ‘Application for Personal Assistant HADC’ with only details as per Application Performa in Annexure I with all relevant details duly filled.

The selection committee reserves the right to reject or accept any candidate without assigning any reason thereof.

Address for Proposal Submission & Correspondence:

The Managing Director (MD), HADC, Haryana

3rd Floor, 30 bay’s Building, Sector 17-B, Chandigarh

Pin – 160017

Contact Person: Mr. Sandeep Kumar, Deputy Superintendent, Estt. Branch (Mob: 9780493979)

Managing Director, HADC

Application Proforma for the Post of Personal Assistant in the Haryana Airport Development Corporation Ltd.

Application for the post of Personal Assistant

- 1. Name:
- 2. Date of birth:
- 3. Gender:
- 4. Details of educational Qualifications

(Please enclose self-attested photocopies of educational qualifications)

Examination passed	Board/University Institution	Subject/Discipline	Year of Passing	Percentage of Marks

- 5. Mobile No.:
- 6. Email ID:
- 7. Details of employment in chronological order.

(Please enclose self-attested photocopies of experience certificate)

Department / Institution Organization	Post held	From	To	Remuneration (Consolidated)	Nature of Duties Performed

- 8. Total years of consolidated experience:
- 9. Total years of experience as Personal Assistant:
- 10. Additional information (if any) in support of work experience/employment
- 11. Details of courses/training programs attended if any:
- 12. Language known:
- 13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet,if need be.
- 14. Name and Contact No. of 02 (Two) previous Supervisors for reference:

(Signature)

Address

Date