

GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH AIRPORTS DEVELOPMENT CORPORATION Ltd

Advt. Notification No./APADCL/Deputation/Contractual Employment 2024-2025

Date: 27.12.2024

Recruitment Notification for various positions at APADCL

The Government of Andhra Pradesh established Andhra Pradesh Airports Development Corporation Ltd. (APADCL), formerly known as Bhogapuram International Airport Corporation Ltd (BIACL), was formed as a SPV under Companies Act 2013 by Government of Andhra Pradesh as per G.O. RT. No. 63, I&I (Airports) Department, dt:20/05/2015. The Corporation was renamed as APADCL as per G.O. MS. No.30, E, I&I (Airports) Department dt: 24.11.2017.

APADCL is 100% owned by Government of Andhra Pradesh for speedy implementation of Bhogapuram Airport Project comprising an International Airport, Maintenance, Repair and Overhaul (MRO) facility and an Aviation Academy. APADCL will be a project proponent for developing the four Greenfield Airports at Bhogapuram (Vizianagaram District), near Visakhapatnam, Kuppam (Chittoor District), Oravakallu (Kurnool District), Dagadarthi (SPSR Nellore District). Please visit our website <https://www.apadcl.com/> for more details. The Board is headed by Secretary to Government, Infrastructure & Investment Department, and Managing Director.

Applications are invited from interested candidates to fill up for the following posts in Andhra Pradesh Airports Development Corporation Limited on fixed Tenure Basis for a period of 1 year.

Name of the Post/Position	No
General manager.(Business Development)	1
Manager (Business Development)	1
General manager (Air side operations.)	1
Senior manager (Operations)	1
Manager (Airport security and coordination)	1
Manager (Airport operations)	1

Name of the Post/Position	No
Assistant manager (operation)	1
Total	7

The interested & eligible candidates may send in their updated resumes to careersapadcl@gmail.com with the subject line - "**Resume for the position – [Position Name] at APADCL**" on or before 5PM Dated. 10.01.2025.

Eligible and shortlisted candidates will be informed to appear for interview at Mangalagiri, Andhra Pradesh. No TA & DA will be provided for attending interview at Vijayawada.

For more details, job description, eligibility criteria, remuneration, mode of employment and the application process, please refer to Annexure-1.

General Guidelines

- Recruitment will be based on individual assessments and/or interviews.
- The Final Selection will be determined by overall assessment and personal interview.
- The position is for 1-year tenure, extendable at APADCL's s discretion, subject to annual performance reviews.
- In case of annual contractual employment candidates must produce all required and valid original certificates/documents at the interview. Failure to do so may result in cancellation of candidature.
- APADCL decision in all matters regarding candidate eligibility, examination/interview format, verification, etc will be Final and binding. No correspondence or personal inquiries will be entertained.
- APADCL reserves the right to alter the designation/pay range based on candidates' skillset.
- The Post, Job description and number of vacancies are subject to change based on organizational needs. Candidates should visit the website for current vacancies and positions.

MD, APADCL

Date: 27.12.2024

Place: Mangalagiri

Annexure -I

1. Job Description for General Manager – Airport Operations in APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	Director Operations
Responsibilities	<p>General Manger- Airport operations is responsible for getting necessary statutory and regulatory licenses for the upcoming Airports and monitoring including airport operations, operational and facility asset management and planning.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Airfield Management: <ul style="list-style-type: none"> ○ Oversee all airfield activities, including runway and taxiway operations, aircraft movement, and ground handling. ○ Ensure compliance with all relevant safety regulations, including ICAO Annex 14 and local regulations. ○ Develop and implement airfield safety management systems (SMS) and conduct regular audits and reviews. ○ Manage airfield maintenance and rehabilitation programs. ○ Monitor and analyze airfield performance data to identify and address operational bottlenecks. • Ground Handling Operations: <ul style="list-style-type: none"> ○ Manage ground handling services, including baggage handling, passenger boarding and disembarkation, aircraft fueling, and de-icing. ○ Oversee the performance of ground handling agents and ensure compliance with service level agreements.

	<ul style="list-style-type: none"> ○ Develop and implement strategies to improve ground handling efficiency and reduce turnaround times. • Aircraft Movement: <ul style="list-style-type: none"> ○ Manage aircraft movements on the airfield, including takeoff, landing, taxiing, and parking. ○ Coordinate with air traffic control and other relevant stakeholders to ensure smooth and efficient aircraft operations. ○ Implement measures to minimize aircraft delays and improve on-time performance. • Safety and Security: <ul style="list-style-type: none"> ○ Develop and implement comprehensive safety and security programs for all airside operations. ○ Ensure compliance with all relevant security regulations and best practices, including those related to aviation security and counter-terrorism. ○ Conduct regular safety and security audits and inspections. ○ Manage emergency response procedures and conduct drills to ensure preparedness for all potential emergencies. • Operational Planning and Coordination: <ul style="list-style-type: none"> ○ Develop and implement operational plans for all airside activities. ○ Coordinate with airlines, ground handling agents, and other stakeholders to ensure smooth and efficient airport operations. ○ Monitor and analyze operational performance data to identify areas for improvement. • Resource Management: <ul style="list-style-type: none"> ○ Manage the allocation and utilization of resources, including personnel, equipment, and facilities.
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	<ul style="list-style-type: none"> ○ Develop and manage budgets for all airside operations. ○ Ensure the efficient and cost-effective operation of all airside activities. • Regulatory Compliance: <ul style="list-style-type: none"> ○ Ensure compliance with all applicable aviation regulations, including those issued by the Directorate General of Civil Aviation (DGCA) and other relevant authorities. ○ Maintain strong relationships with regulatory agencies and other stakeholders. ○ Stay abreast of changes in aviation regulations and industry best practices. • Leadership and Team Management: <ul style="list-style-type: none"> ○ Lead and motivate a team of airside operations professionals. ○ Provide guidance, training, and support to team members. ○ Foster a positive and collaborative work environment.
Essential Qualification	Bachelor's degree in Aviation Management, Aeronautical Engineering, or a related field. Master's degree in Business Administration or a related field is preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	Minimum 9-15 years of progressive experience in airport operations, a senior management role.
Technical Skills	<ul style="list-style-type: none"> • In-depth knowledge of aviation regulations, including ICAO Annex 14 and DGCA regulations. • Strong understanding of airfield operations, ground handling procedures, and aircraft movement. • Proficiency in safety management systems (SMS) and airport operational planning.

	<ul style="list-style-type: none">• Knowledge of airport information management systems (AIMS) and other relevant technologies.
Other Skills	<ul style="list-style-type: none">• Strong leadership, communication, and interpersonal skills.• Excellent problem-solving and decision-making abilities.• Ability to work effectively under pressure and in a fast-paced environment.• Strong analytical and critical thinking skills.• Ability to build and maintain strong relationships with stakeholders.

APADCL NOTIFICATION

2. Job Description for Senior Manager – Operations in APADCL

Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	General Manager Operations
Responsibilities	<ul style="list-style-type: none"> • To coordinate with the BCAS for Airport Security Maintenance, and the Revenue Department for safeguarding the Government land. • To maintain coordination with the airlines for doing various Security Audits and submitting the reports to the concerned Department. • To coordinate with the District Police regarding Security issues. • Performing an internal audit on airport security processors. • To take over complete control to issue PIC (photo identity card) to Employees of all stakeholders of the airport and issue passes strictly as per BCAS guidelines as per zone indicated in PIC. • To coordinate with the SPF unit deployed at the airport and monitor their strength daily basis as per manpower deployment approved by the manpower assessment committee of BCAS. • To gather security-related intelligence of staff having questionable integrity and keep such staff under constant observation and share the intelligence confidential support with the Airport Director, CEO, and MD
Essential Qualification	A Master's degree in Business Administration or a related field is preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates

	may be required to travel to any geographical location based on requirement)
Experience	Minimum 5-10 years of progressive experience in airport operations, with at least 2-3 years in a supervisory or managerial role.
Technical Skills	<ul style="list-style-type: none"> • Strong understanding of airport operations, including passenger services, terminal operations, and ground handling procedures. • Knowledge of aviation regulations, including ICAO Annex 14 and DGCA regulations. • Proficiency in airport operational planning and performance analysis. • Knowledge of airport information management systems (AIMS) and other relevant technologies.
Other Skills	<ul style="list-style-type: none"> • Strong leadership, communication, and interpersonal skills. • Excellent problem-solving and decision-making abilities. • Ability to work effectively under pressure and in a fast-paced environment. • Strong analytical and critical thinking skills. • Ability to build and maintain strong relationships with stakeholders.

3. Job Description for Manager – Airport Security and Coordination in APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	General Manager Operations
Responsibilities	<p>The Manager - Airport Security and Coordination is responsible for the overall management and coordination of all airport security activities. This includes developing and implementing security programs, ensuring compliance with all relevant regulations, managing security personnel, and coordinating with law enforcement and other stakeholders to maintain a safe and secure airport environment.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Security Program Development and Implementation: <ul style="list-style-type: none"> ○ Develop, implement, and maintain a comprehensive airport security program in accordance with national and international aviation security standards (e.g., ICAO Annex 17, TSA regulations). ○ Conduct security risk assessments and threat analyses to identify and mitigate potential security threats. ○ Develop and implement security procedures and protocols for all areas of the airport, including passenger screening, baggage handling, access control, and emergency response. • Security Personnel Management: <ul style="list-style-type: none"> ○ Recruit, train, and supervise airport security personnel, including security officers, screeners, and other security staff. ○ Conduct performance appraisals and provide regular feedback to security personnel. ○ Ensure adequate staffing levels and effective resource allocation to meet operational

requirements.

- **Regulatory Compliance:**

- Ensure compliance with all applicable aviation security regulations and standards.
- Maintain strong relationships with regulatory agencies, such as the Directorate General of Civil Aviation (DGCA) and other relevant authorities.
- Conduct regular security audits and inspections to identify and address any non-compliance issues.

- **Stakeholder Coordination:**

- Coordinate security activities with airlines, ground handling agents, law enforcement agencies, and other airport stakeholders.
- Represent the airport at security-related meetings and conferences.
- Build and maintain strong relationships with local law enforcement agencies and other emergency responders.

- **Emergency Response:**

- Develop and implement emergency response plans for security-related incidents.
- Coordinate emergency response activities during security incidents and other emergencies.
- Conduct regular security drills and exercises to test and improve emergency response capabilities.

- **Security Technology:**

- Evaluate and implement new security technologies and equipment, such as CCTV systems, passenger screening systems, and explosive detection systems.
- Oversee the maintenance and upkeep of security equipment and systems.

- **Security Awareness:**

- Conduct security awareness training for airport

	<p>personnel, including employees, contractors, and tenants.</p> <ul style="list-style-type: none"> ○ Promote a security-conscious culture throughout the airport.
Essential Qualification	Bachelor's degree in Aviation Security, Criminal Justice, Law Enforcement, or a related field. A Master's degree in a relevant field is preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	Minimum 5-7 years of progressive experience in airport operations, with at least 2-3 years in a supervisory or managerial role.
Technical Skills	<ul style="list-style-type: none"> • In-depth knowledge of aviation security regulations, including ICAO Annex 17 and relevant national regulations. • Experience with airport security technologies, such as CCTV systems, passenger screening systems, and explosive detection systems. • Strong understanding of security risk assessment and threat analysis methodologies. • Proficiency in security management systems and reporting.

4. Job Description for Manager – Airport Operations in APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	General Manager Operations
Responsibilities	<p>The Manager - Airport Operations is responsible for overseeing and managing a specific area or function within the airport's operations department. This may include areas such as passenger services, terminal operations, ramp operations, baggage handling, or other related areas. The successful candidate will possess strong leadership, operational, and technical expertise to ensure the safe, efficient, and reliable delivery of operational services in line with airport standards and best practices.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Operational Planning and Management: <ul style="list-style-type: none"> ○ Develop, implement, and monitor operational plans and procedures for the assigned area. ○ Ensure the efficient and effective delivery of all operational services within the assigned area. ○ Monitor key performance indicators (KPIs) and analyze data to identify areas for improvement. ○ Develop and implement strategies to enhance operational efficiency and customer satisfaction. • Team Management: <ul style="list-style-type: none"> ○ Lead, supervise, and mentor a team of operational staff. ○ Recruit, train, and develop team members to ensure they have the necessary skills and knowledge. ○ Conduct performance appraisals and provide regular feedback to team members. ○ Foster a positive and productive work environment.

	<ul style="list-style-type: none"> • Customer Service: <ul style="list-style-type: none"> ○ Ensure high levels of customer service are provided to all passengers and other stakeholders. ○ Resolve customer complaints and address any operational issues promptly and professionally. ○ Implement strategies to enhance the passenger experience. • Safety and Security: <ul style="list-style-type: none"> ○ Ensure compliance with all safety and security regulations, including those related to aviation security and emergency response. ○ Conduct regular safety and security audits and inspections. ○ Develop and implement emergency response plans and conduct drills to ensure preparedness. • Resource Management: <ul style="list-style-type: none"> ○ Manage the allocation and utilization of resources, including personnel, equipment, and facilities. ○ Develop and manage budgets for the assigned area. ○ Ensure the cost-effective operation of all assigned functions. • Stakeholder Management: <ul style="list-style-type: none"> ○ Build and maintain strong relationships with airlines, ground handling agents, and other stakeholders. ○ Coordinate with other departments within the airport to ensure smooth and efficient operations. ○ Represent the airport at industry events and conferences. • Regulatory Compliance: <ul style="list-style-type: none"> ○ Ensure compliance with all applicable aviation regulations, including those issued by the Directorate General of Civil Aviation (DGCA) and other relevant authorities.
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	<ul style="list-style-type: none"> ○ Stay abreast of changes in aviation regulations and industry best practices. ○ Implement and maintain quality management systems to ensure compliance with relevant standards.
Essential Qualification	Bachelor's degree in Aviation Management, Airport Management, Hospitality Management, or a related field. Master's degree in Business Administration or a related field is preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	Minimum 2-5 years of progressive experience in airport operations, with at least one year in a supervisory or managerial role.
Technical Skills	<ul style="list-style-type: none"> • Strong understanding of airport operations, including passenger services, terminal operations, and ground handling procedures. • Knowledge of aviation regulations, including ICAO Annex 14 and DGCA regulations. • Proficiency in airport operational planning and performance analysis. • Knowledge of airport information management systems (AIMS) and other relevant technologies.

5. Job Description for Assistant Manager – Airport Operations in APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	General Manager Operations
Responsibilities	The Assistant Manager - Operations plays a crucial role in supporting the efficient and effective day-to-day operations within a designated area of the airport. This may include areas such as passenger services, terminal operations, ramp operations, baggage handling, or other related functions. The successful candidate will possess strong operational, organizational, and communication skills to ensure smooth and seamless operations within their assigned area.
Essential Qualification	Bachelor's degree in Aviation Management, Airport Management, Hospitality Management, or a related field.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	2-3 years of experience in airport operations, preferably in a customer-facing role.
Technical Skills	<ul style="list-style-type: none"> • Basic understanding of airport operations, including passenger services, terminal operations, and ground handling procedures. • Knowledge of relevant safety and security regulations. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

6. Job Description for General Manager – Business Development APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	Managing Director
Responsibilities	<p>The General Manager - Business Development is responsible for leading and driving the overall business development strategy for Airports Development Corporation Limited. This includes identifying and pursuing new revenue streams, expanding existing business relationships, and developing and implementing innovative commercial strategies to enhance airport profitability and sustainability.</p> <p>The General Manager – Business Development is required to look after the matters related to Aero, Non-Aero & Airport cities' business development and to coordinate with stakeholders and project implementation. The General Manager should coordinate all Engineering works of the proposed airports and advise the Engineering activities and he is well acquainted with the airport engineering work.</p> <p>Develop and Implement Business Development Strategy:</p> <ul style="list-style-type: none"> • Develop and implement a comprehensive business development strategy aligned with the overall strategic objectives of the organization. • Identify and evaluate new business opportunities across various sectors, including aviation, retail, F&B, advertising, and real estate. • Conduct market research and analysis to identify emerging trends and opportunities. • Develop and maintain strong relationships with key stakeholders, including airlines, retailers, concessionaires, and other airport partners. <p>Revenue Generation:</p> <ul style="list-style-type: none"> • Identify and pursue new revenue streams through the

development of innovative commercial products and services.

- Negotiate and finalize contracts with commercial partners, ensuring mutually beneficial agreements.
- Monitor and analyze revenue performance and identify areas for improvement.
- Develop and implement strategies to maximize revenue generation across all airport commercial activities.

Business Development Team Leadership:

- Lead and manage a team of business development professionals.
- Provide guidance, training, and support to team members.
- Foster a high-performing and results-oriented team culture.
- Set performance targets and monitor team progress.

Project Management:

- Oversee the development and implementation of new commercial projects, ensuring timely and successful completion.
- Manage project budgets and resources effectively.
- Collaborate with other departments within the organization to ensure seamless project execution.

Market Analysis and Intelligence:

- Conduct market research and analysis to identify industry trends, competitor activities, and customer preferences.
- Stay abreast of best practices in airport commercial development.
- Utilize market intelligence to inform business decisions and strategies.

Representing the Organization:

- Represent the organization at industry events, conferences, and trade shows.
- Build and maintain relationships with industry

	<p>associations and other relevant organizations.</p> <ul style="list-style-type: none"> • Promote the airport as a preferred destination for commercial partners.
Essential Qualification	Bachelor's degree in Business Administration, Marketing, Economics, or a related field. An MBA or Master's degree in a relevant field is highly preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	Minimum 7-10 years of progressive experience in business development, sales, or marketing, with at least 5 years in a senior management role. Experience in the aviation industry is highly desirable.
Technical Skills	<ul style="list-style-type: none"> • Strong understanding of market research and analysis techniques. • Proficiency in financial modelling and forecasting. • Excellent negotiation and contract management skills. • Strong project management skills. • Proficiency in using CRM and other relevant software.
Other Skills	<ul style="list-style-type: none"> • Strong leadership, communication, and interpersonal skills. • Excellent presentation and communication skills. • Ability to build and maintain strong relationships with stakeholders. • Strategic thinking and problem-solving abilities. • Results-oriented and driven to achieve business objectives.

7. Job Description for Manager – Business Development APADCL	
Type of Employment	Fixed Term Basis
Remuneration	Competitive Salary as per G.O.Rt.No.86 of Finance (HR. I-Plg & Policy) Department, Dt.30.08.2024
Reporting	General Manager – Business Development
Responsibilities	The Manager - Business Development is responsible for identifying, developing, and securing new business opportunities for the airport. This includes identifying and pursuing new revenue streams, developing and implementing business plans, and managing key client relationships. The successful candidate will possess strong business acumen, excellent communication and negotiation skills, and a proven track record of success in a business development role.
Essential Qualification	Bachelor's degree in Business Administration, Marketing, Aviation Management, or a related field. Master's degree in Business Administration (MBA) is preferred.
Work Location	O/o APADCL, Mangalagiri. (Due to the nature of the business and job duties, candidates may be required to travel to any geographical location based on requirement)
Experience	Minimum 2-5 years of progressive experience in business development, sales, or marketing, preferably within the aviation industry.
Other Skills	<ul style="list-style-type: none"> • Excellent communication, interpersonal, and presentation skills. • Ability to work independently and as part of a team. • Results-oriented and driven to achieve targets.

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