

Job Description

Security Executive - Pass Office

Reporting to - Asst. Manager -Security, Planning & Audit (Pass Section)

Mission:

The new Bangalore International Airport was opened for Commercial Operations w.e.f 24th May 2008 as India's leading airport in terms of quality and efficiency. BIAL will build and operate this "Greenfield Airport", as a public-private partnership project, according to international standards and set a benchmark for the development of future Indian Airports.

The security department will play an important role in the design and implementation of state-of-the-art security environment, together with the authorities. The objective is to establish optimal standards for safe and sound operation, which comply with Indian and International law regulations and rules while they minimize impact on airport user comfort. This job holder is compassionate and committed about the task, in order to achieve ambitious results, and willing to go the extra-mile to overcome challenges in the course of this exceptional venture.

Responsibilities:

- Receive, scrutinize, issue and process all applications for Temporary Airport Entry Permits, Casual Labour Tokens, Airside Driving Permit, Electronic Access Control Card.
- Preparation of PIC committee report related to PAEP Applications.
- Receive applications and processing for printing of company Identity card.
- Periodical updating of data base pertaining to TAEP, PAEP, CLT, ADP, AVP and EAC.
- Coordination with safety department in the process of ADP and AVP.
- Preparing bank Demand Draft details to be sent to BCAS towards AEP charges and forwarding to RDCOS, BCAS, Chennai on monthly basis.
- To be aware of all the regulations governing pass issue as per regulations laid down by Bureau of Civil Aviation Security (BCAS) and strictly adhere to the same.
- Provide support for security related issues and maintain very good relations with Airlines, Concessionaires and other agencies.

Candidates Profile:

- **Age**
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 - Must be in between 20-30 years, subject to being medically fit and no colour blindness

- **Civil Education**
 - Minimum Graduate level

- **Technical Qualification**
 - Must be qualified in Basic AVSEC course conducted by BCAS
 - Must be qualified in X-ray screeners course conducted by BCAS

 - Working knowledge in Computer operation

- **Work Experience**
 - 3 years and above

- **Personal skills**
 - Conceptual and analytical thinking
 - Flair for working with figures, excellent management skills
 - Commitment towards high quality
 - Sense for improvement and optimization
 - Coordination and management skills for managing multiple interfaces
 - Business oriented mindset
 - Excellent communication skills (oral and written)