

AIR INDIA ENGINEERING SERVICES LTD
(A Wholly Owned Subsidiary of Air India Limited)

Ref: AIESL/NR/HR/ 03 of 2018

Date: 5th January 2019

Sub: - Recruitment of Executive (Sr. Level), Executive & Jr. Executive (Finance, HR, MMD & EFD)

Air India Engineering Services Limited (AIESL) is an Aircraft Maintenance, Repair and Overhaul (MRO) Organisation, approved by DGCA (India) under Car 145, to undertake MRO activities in India. AIESL invites applications from Indian Nationals fulfilling the requirements as on 1st January, 2019 to fill up the posts of "Executive (Sr. Level), Executive & Jr. Executive (Finance, HR, MMD & EFD)" from the open market on Fixed Term Employment (FTE) basis.

The selected candidates will be posted at **Delhi, Mumbai, Chennai, Hyderabad, Trivandrum** Stations of Air India Engineering Services Limited (AIESL, MRO) or any other station of AIESL/MRO as required by the Company. Selection and empanelment does not guarantee that the candidate will be appointed immediately. Vacancy Positions are tentative and may increase/decrease, depending upon the company's requirement. Release of candidates from the panel would depend upon the requirement of AIESL and decision taken by the Company in this regard.

(I) DETAILS OF VACANCIES & ELIGIBILITY CRITERIA AS ON 1st JANUARY 2019:

Sr No	Post	Vacancies & tentative place of posting	Qualification	Emoluments
01	Executive Finance (Sr. Level)	01 (DELHI)	CA/ICWA/MBA from respective institute recognized by Govt. of India With Minimum 10 years post qualification of services experience in Finance in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking)and having worked in Sr. Management/Executive Position in Finance for at least 02 years, preferably in Aviation Industry. *Preference would be given to those candidates having qualification of CA/ICWA.	1,20,000/- per month
02	Executive HR (Sr. Level)	01 (DELHI)	MBA or equivalent in HR from institute recognized by AICTE/UGC/Govt. of India with Minimum 10 years post qualification of Service experience in HR in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking), and having worked in a Sr. Management/Executive Position in HR for at least 02 years, preferably in Aviation Industry.	1,20,000/- per month
03	Executive (Finance)	04 (CHENNAI, TRIVANDRUM, MUMBAI, DELHI)	CA/ICWA/MBA in Finance from the respective institute recognized by Govt. of India with Minimum 05 years post qualification of Service experience in Finance in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking), preferably in Aviation Industry. *Preference would be given to those candidates having qualification of CA/ICWA.	80,000/- per month
04	Executive (HR)	01 (MUMBAI/ HYDERABAD)	MBA or equivalent in HR from institute recognized by AICTE/UGC/Govt. of India with Minimum 05 years post qualification of Service experience in HR in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking), preferably in Aviation Industry.	80,000/- per month
05	Executive (EFD)	02 (DELHI/ MUMBAI/ TRIVANDRUM)	BE/ B.Tech or equivalent in Mechanical / Aeronautical/ Electrical/ Electronics/ Instrumentation/ Industrial Production from University / Institute recognized by AICTE/UGC/Govt. of India with Minimum 05 years post qualification of Service experience in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking), preferably in aviation industry.	80,000/- per month

06	Jr. Executive (MMD)	01 (MUMBAI)	BE/MBA/PGDM or equivalent from University / Institute recognized by AICTE/UGC/Govt. of India with Minimum 02 years post qualification of Service experience. Or GDMM or equivalent from university / institute recognized by AICTE/UGC/Govt. of India with Minimum 05 years post qualification of Service experience. The above experience should be in a reputed Company (i.e. Midsized company / PSU/ Govt. Undertaking), preferably in aviation industry/Manufacturing Units in the field of Materials Management/Stores (i.e. inventory management/Procurements /Stock room functions /Logistics management etc.) and appropriate knowledge in working on ERP system as well as related knowledge and skill of working on various software applications like MS Office/Word/Excel/power Point etc.	50,000/- per month
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(II) **RESERVATION: Total 10 Posts: 04 SC, 02 ST, 04 OBC**

(III) **OTHER CONDITIONS FOR ALL POSTS AS LISTED ABOVE:**

Description	Details	Particulars	Remarks
Maximum Age Limit As on 1st January 2019.	Executive(Sr.Level)-48 Yrs Executive -45 Yrs Jr. Executive 35 yrs. Age relaxation for SC/ST & OBC as per rules.	In the case of Ex-Servicemen-Upper age limit would be relaxed to the extent the candidate has served in a regular post in Army /Navy/Air Force before retirement/release or discharge from such post plus three years.	Reservation and concessions/relaxation to SC/ST/OBC/Ex-Servicemen candidate would be as per Government Directives in this regard.
Emoluments	For Executive (Sr. Level), Executive & Jr. Executive.	Emoluments will be as per approved salary structure.	The selected candidates would have a career progression in the Company as per the approved career progression for various cadres in AIESL.
Period of Contract	For all posts	Fixed term contract would be initially for a period of 5 (Five) years.	Extendable for a further Period of 05 years at a time as per the requirements of the company and performance of the candidate.
Selection Procedure	For all posts	Group discussion followed by Interview and Pre-employment Medical Examination	Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), if selected and offered appointed.

(II) **GENERAL CONDITIONS:**

- Preference would be given to those candidates having qualification through regular and full time mode.
- In case of large no of candidates reporting for the test, the same may continue/to be held on the next day or subsequent days. Candidates reporting for the test may take note of this and outstation candidates may be required to stay back on their own arrangements.
- Management reserves all rights to take any decision with regard to this exercise including cancellation of the exercise if it is so necessitated. Management also reserves the right to add/ delete/ alter any of the conditions of this exercise if necessitated.
- Candidates found suitable and shortlisted will be engaged on fixed-terms contract basis for a period of 05 years. The contract may be terminated at the discretion of the Management during the tenure of the contract and / or in the event of unsatisfactory performance.
- The contract is extendable for further term of 5 years depending upon satisfactory performance of the candidate and requirement of the company.

- f) After completion of training, candidates engaged on fixed-terms contract basis will be entitled for Provident Fund, Gratuity, and ESI, if applicable, as per policy of the company.
- g) The candidates will initially be positioned at DELHI or place of posting mentioned in the notification, till they acquired sufficient experience as required by the Company. The job is transferable to any station in India, based on Company's requirement.
- h) The candidates will have to make their own arrangement for housing accommodation at the place of posting.
- i) The Company, at its discretion, may assign additional duties, as and when required.
- j) SC/ST candidates who will report for Interview and residing beyond 80 Km. the from the venue of the test and not employed in any Government, Semi-Government/Public Sector Undertakings or Autonomous Bodies, will be reimbursed second class to & fro rail/ bus fare by the shortest route as per rules, on production of document of travel. Candidates are also advised to submit self-Account cancelled cheque / copy of self-account cheque along with fare reimbursement form.
- k) Candidates must ensure that they fulfil all the laid down eligibility criteria, prescribed for the post, before reporting for Walk-in Interview and even after appointment.
- l) At any stage, if it is found that the particulars furnished by the candidate in the Application or Testimonials are incorrect/false or the candidate does not meet the Eligibility Criteria Prescribed for the post, or has suppressed any material fact(s), his/her candidature shall be summarily rejected without making any further reference and if appointed, the appointment would be terminated. AESL shall not be responsible for cases where the candidate(S) resigned from his/her previous employment and joined AESL.
- m) Any canvassing by or on behalf of the candidate or bringing in any outside influence with regard to further the selection of the candidate shall be considered as a DISQUALIFICATION.

(III) SELECTION PROCEDURE: Selection will be through the process of Group Discussion and Interview.

Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, **as on 01st January 2019 may attend the walk-in (Group Discussion followed by Interview) as per given schedule** at the Venue mentioned below with the post, with non-refundable Application & Processing fee of **Rs 1500/- (Rupees Fifteen Hundred Only)** for OBC Candidates and Processing fee of **Rs. 500/- (Rupees Five Hundred Only)** for SC, ST & Ex-Servicemen Candidates, by means of A/C Payee Demand Draft in favour of **"Air India Engineering Services limited" Payable at Delhi. Candidates willing to apply for more than one post have to submit separate application form along with all necessary documents and applicable processing fee.**

Sr No	Name of Post	Date of Walk-In	Reporting Time	Venue
1	Executive- (Finance) (Sr. Level)	28.01.2019	0930 Hrs. to 1130 Hrs.	Personnel Department, A-320 Avionics Complex, Terminal 2, IGI Airport, (Near Customs House), Delhi 110037 (Contact No. 011-25652442)
2	Executive (Finance)	28.01.2019	0930 Hrs. to 1130 Hrs.	
3	Executive (HR) (Sr. Level)	31.01.2019	0930 Hrs. to 1130 Hrs.	
4	Executive (HR)	31.01.2019	0930 Hrs. to 1130 Hrs.	
5	Executive (EFD)	04.02.2019	0930 Hrs. to 1130 Hrs.	
6	Jr. Executive (MMD)	06.02.2019	0930 Hrs. to 1130 Hrs.	

All candidates, who are meeting the eligibility criteria, are hereby informed to attend the Walk-In Interview as per above given schedule. In case of reporting large number of candidates, the selection process may spread over to successive day(s). Candidates are advised to take a note of this and they may have to stay back at their own cost. Management may also call the candidates later if it is so necessitated.

Candidates have to bring following documents on the day of Walk-In along with a set of Xerox copies for all the supporting documents.

- All original qualification certificates as per eligibility criteria (Result must have been declared on or before date of eligibility).
- All original experience certificates, if any.
- Proof for Date of Birth.
- **Proof for Permanent and Present Address.**
- 2 Passport Size photographs.
- ID Proof (PAN Card, Aadhaar Card, Driving License, Passport etc.)
- **Non-refundable Application & Processing fee of Rs 1500/- (Rupees Fifteen Hundred Only)** for OBC Candidates and processing fee of **Rs. 500/- (Rupees Five Hundred Only)** for SC, ST & Ex-Servicemen Candidates **by means of A/C Payee Demand Draft in favour of “Air India Engineering Services limited” payable at Delhi.**
- Service Discharge Book (Only for Ex-Servicemen)

Candidates are advised to go through the following instructions before Appearing for Walk-in

- a) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- b) The candidates belonging to OBC categories, at the time of walk-in interview, must submit a self –attested photocopy of the Non-Creamy Layer Certificate, recently issued by the Competent Authority in the format as prescribed by Govt. of India. The Certificate, inter alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservations for OBC in civil posts and services under the Government of India. The Certificate should also contain the “Non-Creamy Layer” Clause. The Certificate produced by the candidates of OBC community should be as per the Central List published by the Government of India and not as per the State Lists.
- c) Applicants ordinarily domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 who are eligible for the upper age relaxation, must produce the Domicile Certificate to this effect at the time of Interview from the District Magistrate in the Kashmir Division, with whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.
- d) The applicant should ensure that they fulfil all the eligibility criteria as on 1st January, 2019. Other particulars furnished should be correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates in the application or testimonials supplied are found incorrect/false, or not meeting with the eligibility requirements prescribed for the posts, the candidatures is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.
- e) Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience etc. must be submitted along with the Application. Self–Attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC candidates only.
- f) Original certificates are required to be brought, at the time of Walk-in (Group Discussion and interview), for verification purpose only, but original should not be submitted/attached along with the Application. The Company is not responsible for returning any original copies of certificates/testimonials if submitted with the application.
- g) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must bring complete Application Form routed through proper channel or along with ‘No Objection Certificate’ from their present employer.
- h) The selection of candidates would be communicated to his/her email address as provided in the application. The candidates should check their email on regular basis. For non-receipt of communication due to wrong furnish of email, AIESL would not in any way be responsible for the same.

10. Educational Qualifications: (Matriculation / SSC onwards):

Examination(s) passed (Specify Degree / Diploma / Course)	Name of the University / Institution	Date, Month and year of passing	Duration	Percentage of Marks(Class/ Division)
10th (SSC)				
12th (HSC or Pre- degree/Diploma)				
Graduation & Post- Graduation				
Professional Qualification (i.e CA/ICWA/MBA etc.)				

For Office use only

11. Work Experience Post Qualification Only: (Starting from current)

Name of the Company	Post held / Salary Drawn per annum	Period		Nature of job
		From	To	

For Office use only

12. Particulars of Demand Draft (in favour of Air India Engineering Services Ltd., payable at Delhi)

Name & Address of the issuing bank and branch.	Date of Issue	Demand Draft No.	Amount

For Office use only

Declaration:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, then my candidature will be rejected/ services terminated at any time without giving any notice or reason thereof.

Place

Date

(Signature of the Applicant)

List of documents to be submitted only at the time of GD/Interview
 Originals (along with a set of photocopy) to be brought for verification only

Please tick "X"

1	Application Fee, wherever applicable	
2	02 additional recent passport-size photographs	
3	School leaving Certificate	
4	Matriculation Mark-sheet and SSC Passing Certificate	
5	Degree/Diploma Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters), if applicable	
6	Caste Certificate in case of SC/ ST/ OBC	
7	Experience Certificate(s)	
8	Discharge Certificate in case of Ex-Serviceman	

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Category SC/ST/ OBC/GEN	Age	Experience	Aviation Experience	Qualification	ELIGIBILITY FOR REIMBURSEMENT
	A	B	C	D	E
	Yes	Yes	Yes	Yes	Yes
	No	No	No	No	No

Reason for rejection: - A _____ : B _____ : C _____ : D _____ : E _____

Reimbursement of Fare to eligible SC/ST candidates – Walk-in

(Eligible SC/ ST candidates to get this form filled at the time of Walk-in)

For _____ on _____

Eligible SC/ST candidates, not employed in Govt./Semi Govt./Public Sector Undertaking/ Autonomous Body, and residing more than 80 kms away from the test centre are eligible to get reimbursement of 2nd class to & fro rail/ bus fare by the shortest route on production of Xerox copy of fare, caste certificate, cheque leaf of bank account. Such SC/ST candidates may fill in this form before hand and attach copy of fare, caste certificate, cheque leaf. The candidate should attach this form with their application in the prescribed format to effect payment to them, if eligible for payment, in due course of time through ECS/ Money order. Incomplete application or application not attached with copy of fare, caste certificate, cheque leaf shall not be considered for reimbursement.

1. Name: _____
2. Application No. / Registration No. _____
3. Category - SC/ST _____
4. Address: _____
5. Name of bank _____ (Attach cancelled /photo copy of self-account cheque)
6. Bank Account no. _____
7. Bank IFSC No. _____
8. Whether working in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body -- Yes/No
9. Distance from Residence to the Centre and back (In Km.)- _____
10. 2nd Class to & fro fare by shortest route by rail/Bus (in Rs.), Pl give the details

I state that the above information is true and correct.

Place:

Date:

Name & Signature of the candidate

<i>for office use only</i>	
PERSONNEL	FINANCE
Verified by:	Checked by:
Approved by:	Paid by: