

# **AIR INDIA ENGINEERING SERVICES LIMITED**

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LIMITED)

Re: **Contractual Appointment of Management Personnel in the areas of Marketing, HR, Finance, MMD, IT and Engineering Facilities (EFD) on Fixed Term Employment (FTE) basis**

Air India Engineering Services Limited (AIESL), a wholly owned subsidiary of Air India Limited is a Maintenance and Repair Organization approved by DGCA (India) under CAR 145. To undertake MRO activities in India, AIESL invites applications from Indian nationals fulfilling the requirements as on 25<sup>th</sup> of July, 2016 for the following posts and to form a panel for future requirements, on fixed term contract basis. Release of the candidates from the panel would be as per decision of the Co. and mere empanelment does not guarantee that the candidate would immediately be offered appointment.

The selected candidates may be posted to any station/region of the Company depending upon the requirement of AIESL.

## **1. POSTS AVAILABLE AND ELIGIBILITY CRITERIA AS ON 25<sup>th</sup> July, 2016.**

### **MARKETING PERONNEL**

#### **SR. EXECUTIVE- MARKETING**

MBA or equivalent in marketing with minimum 5 years of service experience in a reputed Co. in the field of marketing and having worked in a Senior Management position in the field of marketing for at least 2 years. Preference would be given to those who are having experience in Aviation Industry. The engagement would on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidate will have career progression in the Co. as existing.

Upper age limit: 48 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts.: 01- to be based in Delhi but transferable to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 1.5 lakh per month

Selection Process: Group Discussion followed by Interview through walk-in.

#### **EXECUTIVES-MARKETING**

MBA or equivalent in marketing preferably with minimum 5 years of post-qualification working experience in the field of marketing. Preference would be given to those who are from Aviation Industry. The engagement would on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts. : 04 - to be based in Delhi, Mumbai, Nagpur, Hyderabad, Kolkata or to any other location depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 80,000/- per month.

Selection Process: Group Discussion followed by Interview through walk-in.

## **HR PERSONNEL**

### **SR. EXECUTIVE - HR:**

MBA or equivalent in HR with minimum 10 years of service experience in HR in a reputed Co. and having worked in a Senior Management position in HR for at least 2 years. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate.

Upper age limit: 48 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts.: 01 based in Delhi but can be transferred to other location also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 1.5 lakh per month

Selection Process: Group Discussion followed by Interview through walk-in.

### **EXECUTIVES - HR:**

MBA or equivalent in HR with minimum 5 years of service experience in HR in a reputed Co. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have a career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts : 08 - to be based in Delhi/Mumbai/ Kolkata/ Hyderabad/ Nagpur . But the candidates may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 80,000/- per month

Selection Process: Group Discussion followed by Interview through walk-in.

## **FINANCE PERSONNEL**

### **SR. EXECUTIVE- FINANCE:**

CA/MBA or equivalent in Finance with minimum 10 years of service experience in Finance in a reputed Co. and having worked in a Senior Management position in Finance for at least 2 years. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate.

Upper age limit: 48 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts: 01 - to be based in Delhi but the candidate may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 1.5 lakh per month

Selection Process: Group Discussion followed by Interview through walk-in.

### **EXECUTIVES - FINANCE**

MBA/ CA/ ICWA or equivalent in Finance with minimum 5 years of service experience in Finance in a reputed Co. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have a career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts.: 07 - to be based in Delhi/Mumbai/ Kolkata/ Hyderabad/ Nagpur . But the candidates may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 80,000/- per month

Selection Process: Group Discussion followed by Interview through walk-in.

## **MATERIALS MANAGEMENT**

### **EXECUTIVES- MMD:**

MBA or equivalent in Materials Management with minimum 5 years of service experience in Material Management department in a reputed Co. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have a career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts: 08 - to be based in Delhi/Mumbai/ Kolkata/ Hyderabad/ Nagpur . But the candidates may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emolument offered would be Rs. 80,000/- per month

Selection Process: Group Discussion followed by Interview through walk-in.

## **INFORMATION TECHNOLOGY(IT)**

### **EXECUTIVES- IT**

B.E /B.Tech in Computer Sciences / Electronic / IT with minimum 5 years of service experience in IT in a reputed Co. Preference would be given to those who are having experience in Aviation Industry and also to those who are having working knowledge of latest technologies required for Web pages design & development e.g., .net / Java/ SQL/ C Sharp etc. and having hands on experience of working on ERP Systems viz. : SAP, Oracle, Ramco etc. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have a career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts: 07 - to be based in Delhi/Mumbai/ Kolkata/ Hyderabad/ Trivandrum. But the candidates may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emoluments offered would be Rs. 80000/- per month

## **ENGINEERING FACILITIES (EFD)**

### **EXECUTIVES- EFD**

BE/ B.Tech or equivalent in Mechanical/ Aeronautical/ Electrical/Electronics/ Instrumentation/ Industrial Production with minimum 5 years of service experience in the field of Engineering facilities in a reputed Co. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable for 5 years at a time depending upon requirement of the co. and performance of the candidate. The selected candidates will have a career progression in the Co. as existing for FTE.

Upper age limit: 45 years which would be relaxable for SC/ST/OBC/Ex-Servicemen candidates as per rule / Govt. directives in this regard.

No. of Posts: 08 - to be based in Delhi/Mumbai/ Kolkata/ Hyderabad/ Nagpur. But the candidates may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all inclusive emoluments offered would be Rs. 80000/- per month

Selection Process: Group Discussion followed by Interview through walk-in.

### **2. Reservation**

Reservation would be applicable as per Govt. Directives in this regard.

Total Posts to be filled: 45 (24 General, 12 OBC, 06 SC, 03 ST)

### **3. PERIOD OF CONTRACT**

Fixed Term Contract for a period of 5 years which may be extended for further period of 5 years based on performance and requirement of AIESL. The contract can be terminated earlier at any time at the discretion of the Management during the tenure of the contract by giving one month's notice or one month's pay in lieu of notice period. Similarly, the candidate may also terminate the contract by giving one month's notice or one month's pay in lieu of notice period.

#### **4. SELECTION PROCEDURE :**

Interested Candidates may WALK-IN for an INTERVIEW on 25/07/2016 at Delhi between 0900 hours and 1600 Hours. at the following venue:

##### **Venue:**

Air India Engineering Services Limited,  
Office of General Manager (Engineering),  
Northern Region  
New Avionics Complex  
Terminal -2, I.G.I. Airport,  
New Delhi- 110037  
  
(Land Mark: Near New Customs House,  
New Delhi)

In case of reporting of large no. of candidates, the interview for the eligible candidates may continue to the next and subsequent days. Candidates reporting for walk-in interview may take note of this and outstation candidates may be required to stay back on their own arrangements.

##### **Pre-Employment Medical Test for the selected candidates:**

Candidates are required to produce a certificate from Registered Medical Practitioner i.e. M.B.B.S. Doctor with regard to Medical Fitness and submit it to the Company Medical doctor in respect of the tests as specified by the Company Doctor.

The short listed candidates will be inducted as per vacancies subject to being found FIT in the Pre Employment Medical Examination.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), any additional tests, if required; the additional cost thereof will also have to be borne by the candidate.

#### **5. HOW TO APPLY:**

- a) Applicants meeting the eligibility criteria, mentioned above, as on 25<sup>th</sup> July, 2016 may WALK-IN to the venue mentioned on the date and time as indicated, along with the Application Form in the attached specified format, duly filled in Hindi or English with requisite documents as indicated below with non-refundable Application Fee of Rs.2000/- (Rupees Two Thousand only) by means of an A/c Payee Demand Draft in favour of "Air India Engineering Services Limited" payable at Delhi. No fees to be paid by Ex-Servicemen/Applicants belonging to SC/ST communities. Please mention your full name and the post applied for on the reverse of the Demand Draft.
- b) A recent (not more than 3 months old) coloured passport size photograph of full face (front view) should be pasted neatly in the space provided in the application form.
- c) **Self-attested copies of supportive documents in respect of :**

1. Educational Qualification (1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year of Graduation or higher education with mark sheets), as applicable.
2. Date of birth proof (Original School Leaving Certificate or attested photo copy duly signed by the Principal of same School/College and SSC passing certificate.)
3. Experience- candidates are advised to carry experience certificate and if currently employed they should bring along with them the appointment letter and the latest pay slip as supporting document.
4. Caste Certificate in original in the prescribed format along with self-certified photo copy in case of SC/ST/OBC candidates.

The application, in the prescribed format, must be submitted along with the above mentioned requisite documents. Original Certificate should not be submitted with the application, but should be brought for verification along with one set of photocopies. The Company is not responsible for returning any original or copies of certificates/testimonials submitted along with the application. Candidates who fail to produce the original testimonials for verification may not be allowed for the Selection process.

- d) Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued in current financial year in the format as prescribed by Government of India and issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the Creamy Layer Exclusion clause. The Certificate produced by the candidates of OBC community should be as per the Central List of OBCs published by the Government of India and not as per State List.
- e) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies, must walk-in with the completed application form routed through Proper Channel along with No Objection Certificate from the present employer.

## **6. GENERAL CONDITIONS :**

- a) The short listed candidates will be considered for engagement on the fixed term Contract basis, subject to their medical fitness prescribed for the post. The selected candidates may be posted in any station/ region of the Airline.
- b) Candidates will have to bear the cost of the Pre-Employment Medical examination(s). Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.
- c) Reservation and concessions/relaxations to SC/ST/OBC/Ex-Servicemen candidate would be extended as per rule and Government Directives in this regard.
- d) SC/ST candidates fulfilling the requirements and appearing for Personal Interview residing beyond 80 kms. from the Test Centre and not employed in any

Government/Semi-Government/Public Sector Undertaking or Autonomous Bodies will be reimbursed second class to and fro rail/bus fare by the shortest route as per rules, on production of evidence to that effect.

- e) Applications which are unsigned/incomplete/mutilated/received after the prescribed Walk-In date and time/not in person will be rejected. Applications sent by email/post will not be considered.
- f) The applicant must ensure that they fulfill all the eligibility criteria as on 25/07/2016 and that the particulars furnished by them in the application are correct in all respects. Candidates failing to bring the relevant original and photocopy of testimonials will be disqualified. At any stage of the Selection Process, if the particulars provided by the candidate in the application or testimonials supplied are found incorrect/false or not meeting the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services terminated without giving any notice or reasons thereof.
- g) The Management reserves the right to change/ alter any of the conditions of this Notification, at any time, if so warranted.
- h) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their engagement/selection will be considered a **DISQUALIFICATION**.





a) Telephone No. (Residence with STD Code) : \_\_\_\_\_

b) Mobile : \_\_\_\_\_ c) Email (if any):: \_\_\_\_\_

5. Gender (please tick whichever applicable) : MALE / FEMALE

6. Marital status : Mark "X" in appropriate Box.

Unmarried	Married	Divorce	Widow(er)	Separated

7.

7a) Nationality:	7b) Religion:
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8. i) Do you have fluency in English : Yes / No

ii) Conversant with local language [mention the language(s)] : Yes / No

iii) Conversant with basic Computer Operation : Yes / No

9. a) Whether SC/ST/OBC/OTHERS : (Also mention sub-caste):

	SC	ST	OBC	OTHERS
Sub Caste				

(Indicate category to which you belong by marking "X" in the appropriate box and also mention sub-caste)

i) If SC/ST – attach copy of the caste certificate as per Central Govt. Format.

ii) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

**b) Whether Ex-Servicemen : YES / NO**

(If yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents.)

**c) Whether working in any Govt./Semi-Govt. / Public Sector Undertaking or autonomous body.**

(If "YES" enclose "No Objection Certificate")

**YES / NO**

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)
10 <sup>th</sup> (SSC)				
12 <sup>th</sup> (HSC or pre-degree)				
MBA /CA/ BE/ B.Tech, etc. or its equivalent- 1st Year .....				
MBA /CA/ BE/ B.Tech, etc. or its equivalent- 2 <sup>nd</sup> Year .....				
MBA /CA/ BE/ B.Tech, etc. or its equivalent- 3 <sup>rd</sup> Year .....				
MBA /CA/ BE/ B.Tech, etc. or its equivalent - 4 <sup>th</sup> Year .....				
Any other (PI specify)				

Candidates **must carry** all original testimonials along with a set of self-certified photo copy of academic qualifications.

11. Details of related Work Experience : (Period / Capacity / Salary): (Attach separate Sheet if required)

Name of Company	Period of Employment	Capacity /Position held	Nature of job	Gross Salary
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*****				

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

13. Do you have any relative working in Air India Engineering services Ltd./ Air India Charters Ltd. / Air India Air Transport Services Ltd. /Hotel Corporation of India Ltd. / Airline Allied Services Ltd. (AASL)/ Air India Ltd. If yes, furnish the details as follows:

Name	Designation	Company	Relationship

14. Declaration: I hereby certify that the foregoing information are 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 fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated at any time without giving any notice or reason therefor.
15. Place :
16. Date : (Signature of the applicant)

Copy of following documents must be attached with the application  
(Please also bring all ORIGINALS for verification along with self attested photo copies)

1	Application Fee, wherever applicable	
2	Two additional recent passport-size photographs	
3	School leaving Certificate	
4	Caste Certificate in case of SC/ST/OBC, if applicable	
5	Matriculation/SSC Admit card as proof of date of Birth	
6	Degree /MBA or equivalent/ CA /BE/B Tech Mark-sheet, as applicable, and Passing Certificate (with copies of Mark-sheets of all Semesters), as applicable	
7	All Other Mark-sheets / Certificates, as applicable	
8	Discharge Certificate in case of Ex-Serviceman, if applicable	
9	Experience Certificate(s)	
10	Applicants working in Government/ Semi-Government/ Public Sector Undertakings or autonomous bodies, to submit NOC from their organization.	