

AIR INDIA CHARTERS LIMITED

Air India Charters Limited (AICL) invites applications from Indian nationals, who meet with the requirements specified herein, for engagement at **KOCHI** for ground duties at Airport / City Offices, on a fixed-term contract, for a period of three years OR till such time AICL has the contract for ground handling functions at Cochin International Airport, whichever is earlier, for the following positions as indicated below and to maintain a waitlist for the same.

| Category | Vacancies | |
|--------------------|------------------|------------------|
| | Scheduled Castes | Scheduled Tribes |
| Customer Agent | 14 | 12 |
| Ramp Service Agent | -- | 05 |
| Security Agent | 07 | 07 |

1. ELIGIBILITY CRITERIA :**1.1 Qualification****A) CUSTOMER AGENT :**

- (a) Graduate in any discipline (minimum three years duration) from a recognized University, plus
- (b) Diploma in IATA-UFTAA or IATA-FIATAA or IATA-DGR.

OR

- (a) Graduate in any discipline (minimum three years duration) from a recognized University, plus
- (b) One year experience in fares, reservation, ticketing, passenger / cargo handling area with any airline or IATA travel agency or ground handling agency.
- (c) **Height** :Not below 158 cms. for male and 152.5 cms. for female

Preferable :

- i) Diploma / Certificate in Computer Application
- ii) Ability to communicate in foreign languages like French, German, Spanish, etc.

B) RAMP SERVICE AGENT :

- (a) ITI with NCTVT (total 3 years) in Motor Vehicle / Auto Electrical / Air Conditioning / Diesel Mechanic, after passing SSC / equivalent examination with Hindi / English / Marathi, as one of the subjects.
- (b) Must possess valid Heavy Motor Vehicle Driving license at the time of appearing for Trade Test.

C) SECURITY AGENT:

- (a) Graduate in any discipline (minimum three years duration) from a recognized University,

OR

Ex-Servicemen who have acquired the Qualification equivalent to Graduation in the Armed Forces and have a service record of minimum :

- i) 15 years in the Armed Forces, not below the rank of Junior Commissioned Officer or its equivalent in the other wings of Services, who had been discharged from service during the preceding two years **OR**
 - ii) 5 years in the Armed Forces, not below the rank of Captain or its equivalent in the other wings of Services, who had been discharged from service during the preceding two years.
- (b) **Height** : Not below 165 cms. for male and 153 cms. for female.

Preferable : i) NCC 'C' Certificate

- ii) One year experience in the related area.
- iii) Diploma / Certificate in Computer Application

1.2. Upper Age Limit As on February 01, 2008

(Common for all the above positions)

30 years (including relaxation)

(Relaxation in age for Ex-Servicemen as per Govt. Guidelines)

1.3. Language Proficiency : (Common for all the above positions)

Should be fluent in Hindi, English & local language.

2. **Selection Procedure :**

Interested candidates are required to **WALK-IN** to the venue, on the date and time for the respective category as given below, along with the Application Form duly filled in and requisite documents as indicated at Sr.No.3 in *HOW TO APPLY* :

Ramp Service Agent : WALK-IN DATE : February 25, 2008 (Monday) only

Walk-In Registration Time : 9.00 am to 1.00 pm only

Applicants walking in, will have to appear for Trade Test including Driving on the same day / following day(s). Those who qualify in the Trade Test will have to appear for Personal Interview (s) on the same day / following day(s).

Note : *Eligibility for the post will be verified in case of candidates who qualify in the Trade Test and only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for **Personal Interview**.*

Customer Agent : WALK-IN DATE : February 26, 2008 (Tuesday) only

Walk-In Registration Time : 9.00 am to 1.00 pm only

Applicants walking in, will have to appear for a Group Discussion, on the same day / following day(s). Those who qualify in the Group Discussion will have to appear for Personal Interview (s) on the same day / following day(s).

Note : *Eligibility for the post will be verified in case of candidates who qualify in the Group Discussion and only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for **Personal Interview**.*

Security Agent : WALK-IN DATE : February 28, 2008 (Thursday) only

Walk-In Registration Time : 7.00 am to 9.00 am only

Applicants walking in, will have to undergo a Physical Endurance Test running of 100 metres or 1000 metres within the stipulated time, on the same day / following day(s). The candidate will be given the option of running 100 metres or 1000 metres. *In their own interest, candidates should come prepared for the Physical Endurance Test with a tracksuit / pair of shorts and running shoes, etc.*

Those who qualify in the Physical Endurance Test will have to appear for Report Writing on the same day / following day(s). Those who qualify in the Report Writing will have to appear for Personal Interview(s) on the same day / following day(s).

Note : *Eligibility for the post will be verified in case of candidates who qualify in the Report Writing Test and only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for **Personal Interview**.*

The short listed candidates will be considered for engagement on a fixed-term Contract basis, for a period of three years OR till such time AICL has the Contract for ground handling functions at Cochin International Airport, whichever is earlier, subject to their Medical fitness, prescribed for the position.

Candidates are requested to ensure that they fulfill all the eligibility criteria regarding educational Qualifications, age and such other particulars, prescribed for the respective post. If at any stage, it is detected that any candidate does not meet with the requirement stipulated for the post or has furnished false/incorrect information, his/her candidature will be cancelled and if appointed, he/she will be removed from services of the company, without assigning any reasons therefor.

3. How to apply :

- a) Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **February 01, 2008**, are required to **WALK-IN** to the venue given below, on the date and time for the respective category as indicated above, along with the Application Form duly filled in and requisite documents as indicated in para 3 (d) below, in Hindi or English, in the specified format.

VENUE : **AIR INDIA LIMITED,
NEW AIRLINES OFFICE BUILDING
COCHIN INTERNATIONAL AIRPORT
NEDUMBASSERY, KOCHI AIRPORT PO
PIN – 683 111
Telephone Number – 0484-2610050/110 – Enquiry**

- b) Separate application for each position, is required to be submitted on the respective date.
- c) A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.

- d) Attested copies of the supportive documents in respect of Item Nos. 2, 9, 10, 11, 12, 13 & 14, of the Application Form must be submitted along with the application. **Original Certificates should not be submitted along with the application.** The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the application.
- e) Attested photocopy of the caste certificate should also be submitted.
- f) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply through proper channel. However, an advance copy can be submitted at the time of Walk-in. In such cases, their candidature will be considered only on provisional basis. Such applicants will be allowed to appear in the Personal Interview(s) only if they produce “No Objection Certificate” from their present employer at the time of Personal Interview (s).

4. General Conditions :

- a) Period of Contract : Fixed Term Contract for a period of three years OR till such time AICL has the Contract for ground handling functions at Cochin International Airport, whichever is earlier. This Contract could also be terminated earlier at the discretion of the Management during the tenure of contract, and/or in the event of unsatisfactory performance. The job is transferable to any station in India.
- b) Emoluments : The job carries an all-inclusive package of Rs.8,000/- per month, for the posts of Customer Agent, Ramp Service Agent and Security Agent. Annual Retention Bonus as applicable is also payable.
- c) Relaxation of height requirement up to 2.54 cms (1”) will be considered for Gorkhas, Garhwalis and those hailing from North-East States & hilly areas. This relaxation will be granted to candidates who produce a Certificate of Domicile of these areas.

- d) SC/ST candidates called for Written Test / Personal Interview (s), residing beyond 80 kms. from the Test Center, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & 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 & Time / not in person will be rejected. Applications sent by email / post will not be considered.
- f) The applicant / candidates must ensure that they fulfil all the eligibility criteria, as on **February 01, 2008**, and that the particulars furnished by them in the application are 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 post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons therefor.**
- g) Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered a DISQUALIFICATION.
