

NOTE : RECRUITMENT IN AIR INDIA EXPRESS LIMITED IS FREE AND IS DONE ONLY AFTER THE VACANCIES ARE ADVERTISED. HOWEVER, AS MENTIONED IN THE ADVERTISEMENT, AN APPLICATION FEE MAY BE REQUIRED FROM THE APPLICANT, WHICH IS IN THE FORM OF A DEMAND DRAFT OR POSTAL ORDER, DRAWN IN FAVOUR OF THE COMPANY.

**ADVERTISEMENT – WEBSITE**  
**AIR INDIA EXPRESS LIMITED**

Date: October 04, 2017

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **October 01, 2017** for the following posts, on fixed term contract basis.

Sr. No.	Post	No of posts	Reserved For	Qualification	Relevant Experience In the Field	Preference will be given to	Upper Age Limit	Approx. Emoluments per month [ CTC ]
<b>COMMERCIAL DEPARTMENT</b>								
1	Manager- Scheduling & Network Planning [ Mumbai ] Grade - M-4	1	UR-01	MBA from a recognized university	Minimum 5 years of experience in supervisory capacity in the scheduling and network planning department of a scheduled airline with a fleet of at least 10 aircraft.  Hands on experience in any computerized scheduling system.  Hands on experience in filing/managing slots.	1) Those who are conversant with or have previously worked on Sabre Scheduling System.  2) Those who have attended at least one IATA slot conference.	40 Years	70,000/-PM
<b>FINANCE DEPARTMENT</b>								
2	Dy. Chief of Finance [ Kochi ] Grade - M-7	1	UR-01	CA/ICWA	10 years of post-qualification experience in finance out of which at least 5 years in a supervisory rank. Effective communication / presentation skills. Proficient in English and	1) Those possessing Hands on experience in working in SAP accounting system. 2) Knowledge of laws of the land relating to taxation, contracts, remuneration to	45 Years	1,25,000/-PM

					Hindi – both written and spoken.	employees, contractual employees etc.  3) Knowledge of SAP accounting system.  4) Previous experience in Airline industry, Airline revenue accounting, on-line payment systems.		
3	Dy Manager- Finance [ Anywhere in India and currently at Mumbai ] Grade - M-3	03	UR-01 OBC-01 SC-01	CA/ICWA	1 year post qualification experience in Finance Department of a large organisation / Airline. Knowledge in SAP – Accounts Payable and Accounts Receivable. Knowledge on SAP inventory accounting and management system.	Candidates with 1) Experience in Airline Accounting. Additional Professional qualification like ACS / MBA / CMA / Post Graduation in Commerce etc. would be advantage.  2) Those secured High credentials / marks / ranks etc. in the relevant professional exams.  3) Experience in Airline Revenue and expenditure accounting.  4) MIS Preparation through system and knowledge on MS Office / Excel / Spread sheets/ PPT etc.	35 Years	60,000/-PM

4	Officer- Finance [ Anywhere in India and currently at Mumbai ] Grade - M-1	05	UR-04 OBC-01	MBA-Finance from a recognized University/CMA	2 years post qualification experience in Finance Department of a large organization	Candidates with 1)Experience in Airline Accounting.  2)Working knowledge in SAP.  3) Those who possess additional qualifications would be considered accordingly with due weightage.  4)Sound knowledge on system – MS Office / Excel sheets / Spread sheets / PPT etc. would be advantages.	30 Years	35,000/-PM
5	Sr Assistant- Finance/Cashier ( ) Anywhere in India - Delhi/Mumbai/Thiruvana nthapuram/Chennai/Kozh ikode/Kochi/Mangalore/ Madurai/Coimbatore) Grade- S-3	05	UR-02 OBC-02 ST-01	Graduate from a recognized university	1 year experience in Cashier/Cash handling/Finance Department - Preferably in Airline/Ticketing office.	Candidates with Cashier / Banking knowledge is preferable. SAP knowledge will be added advantage.	25 years	20,000/-PM
<b>HR DEPARTMENT</b>								
6	Dy Chief of HR [Kochi] Grade - M-7	01	UR-01	Post Graduate Degree in HR / Management (specialization in Personnel Management) from a recognized university	A minimum of 15 yrs experience in handling HR Functions in a large organization in similar capacity	Those possessing relevant airline experience	50 years	Rs 1,25,000/- PM
7	Assistant – HR [ Mangalore / Kozhikode ] Grade – S-2	02	UR-02	Graduate in any discipline from a recognized university	A minimum of 01 year post qualification experience in handling HR Functions	Those possessing relevant airline experience	25 years	Rs 18,000/-PM
<b>ENGINEERING DEPARTMENT</b>								

8	Assistant General Manager (CAMO) (Thiruvananthapuram/ Mumbai)	02	UR-02	Graduation in Aeronautical/Mechanical/ Electrical/Electronics Engineering, from a recognized University/Institution.  (or) AME Diploma passed from a recognized Institution with BAMEC/BAMEL.	12 Years of Experience of Technical Services in Aviation Industry.	DGCA Type rated in B1 or B2 Category.	45 Years	Rs. 1,38,000/-
9	Manager - Airworthiness Review (Thiruvananthapuram)	02	UR-02	Graduation in Aeronautical/Mechanical/ Electrical/ Electronics Engineering from a recognized University/Institution.  or AME Diploma passed from DGCA approved Aviation institution  And Type rated license in B1 or B2 on Heavy Aircraft in compliance with CAR 66	10 Years of Aviation Experience out of which 3 Years as type rated B1 or B2 AME on heavy Aircraft.	Experience in Quality/CAMO.	45 Years	Rs. 1,62,000/-

**STORES DEPARTMENT**

10	Store Inspector ( Thiruvananthapuram /Mumbai)	3	UR-03	<p>1. Minimum 10+2 passed in Physics, Chemistry and Mathematics from a recognized board And</p> <p>2. AME Diploma by DGCA approved Institute or Diploma in Mechanical,/Electrical/ Aeronautical/ Electronics Engineering recognized by state technical education board. And</p> <p>3. Should have BAMEC/ BAMEL And</p> <p>4. Should have good knowledge in MS Office.</p>	Minimum One Year Aviation Experience including OJT/ Practical training period in Airlines or MRO.	Candidates having experience in Aircraft components/parts stores.	35 Years	Rs. 65,000/-PM
11	Officer Material Management ( Thiruvananthapuram /Mumbai)	2	UR-02	<p>1. MBA/PG Diploma in Materials Management/Logistics Management or equivalent which covers vital logistics aspects. And</p> <p>2. Should have good command of computer knowledge (In MS Office).</p>	2 Years' experience in material management.	Candidates having Experience in Aircraft stores including working on SAP. Conversant with Aviation Software Solution.	40 Years	Rs. 40,000/-PM

12	Store Keeper ( Thiruvananthapuram /Mumbai/Kozhikode/Kochi/Mangalore/Delhi)	22	UR-13 OBC-05 SC-03 ST-01	1. Graduate in any discipline from a recognized Board or University And 2. Should have knowledge of computer in MS Office.	01 Years Aviation stores experience in an Airline/Ground handling Agency or clearing and dispatch agency.	Candidates having Experience in Aircraft stores. Conversant with RAMCO/Aviation Solution Software.	35 Years	Rs. 22,000/- PM
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## 2. **RESERVATION :**

- 1) Reservation figures are indicative and reservation in posts will be based on post-based roster as per the prevailing cadre strength.
  - 2) Relaxation in Upper Age Limit :
    - Ø 05 years for SC / ST/ Ex-Serviceman candidates
    - Ø 03 years for OBC candidates
- Preference will be given to candidates as stated above.

## 3. **SELECTION PROCEDURE**

- a) The Application Form of the candidate would be scrutinized and prima facie eligible candidates only, will be called for the selection procedure.
- b) Selection Procedure involves :
  - Ø Written Test
  - Ø Personal Interview (s)
  - Ø Pre-employment Medical Examination.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could range between Rs.2000/- and Rs.4,000/-. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

Shortlisted candidates will be inducted as per vacancies and Reservation requirements, subject to being found FIT in the PEME.

## 4. **GENERAL CONDITIONS**

- a) *Period of Contract: Selected Candidates will be appointed on fixed-term contract basis for a period of 05 years. The contract could be terminated at the discretion of the Management during the tenure of contract, and / or in the event of unsatisfactory performance or Company requirement.*
- b) Engagement beyond the period of contract will depend on the Company's requirement / performance.
- c) The candidates will initially be positioned at any city on the network as per the Company requirement.
- d) The candidates will have to make their own arrangement for housing accommodation.
- e) The Company, at its discretion, may assign additional duties, as and when required.
- f) Consideration and Relaxation of SC/ST/OBC/ Ex-Serviceman candidates will be as per Government directives on reservation of posts.
- g) Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / affiliate sister concern / subsidiary, anywhere in India.
- h) Such of the candidates belonging to SC/ST Communities who are called for Personal Interview (s), residing beyond 80 kms. from the nearest Selection Centre to their residence, and not employed in any Government, Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect, along with a copy of the call-letter for Personal Interview.
- i) Candidates must ensure that they fulfill all the Eligibility conditions and prescribed criteria as enumerated in Para 1 above and the particulars furnished by them in the application are correct in all respects.
- j) At any stage of the selection process in case it is detected that the particulars provided by the candidate in the Application Form or testimonials supplied are found to be incorrect / false or the candidate does not meet with any of the Eligibility Criteria prescribed for the post, or has suppressed any material fact(s), his / her application shall be treated as **NOT ELIGIBLE** and his/ her candidature will stand rejected.
- k) Candidates must note that, if any shortcomings are detected, even after the appointment, his / her services are liable to be terminated, without giving any notice or reason therefor.
- l) Any canvassing by or on behalf of the candidates or other outside influence with regard to their selection / recruitment shall be considered as a **DISQUALIFICATION**.

5. **HOW TO APPLY**

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **October 01, 2017**, are required to forward their Application, in the prescribed format, which is available on this website. The Application, duly filled in, together with its enclosures, **superscribing on the envelope the post applied for**, in capital letters, should reach the following address within 15 days of the advertisement.

The Chief of HR  
Air India Express Limited  
Airlines House, Durbar Hall Road,  
Near Gandhi Square,  
Kochi- 682016

- b) The Application Form of the candidate would be scrutinized and prima-facie Eligible candidates only will be called for the Selection Process. *(NOTE : Candidates not meeting with the Eligibility Criteria will not be scheduled for the Selection Process and no communication will be entertained in this regard.)*
- c) Candidates belonging to General & OBC categories will be required to submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of Air India Express Limited, payable at Mumbai, along with their Application. ( *Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee* ).
- d) **Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without Requisite Fee / without supporting documents of Eligibility Criteria / Caste Certificate (if applicable)**, will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.
- e) Applications once submitted, will not be allowed to be withdrawn and the fees paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.
- f) 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.
- g) The candidates belonging to OBC categories, at the time of Application, must submit a self-attested photocopy of the 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.
- h) 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, within whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.



- i) The applicant should ensure that they fulfill all the eligibility criteria regarding educational qualifications, age and experience, as on **October 01, 2017**. 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 post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons therefor.
- j) Self-attested clear copies of the supportive documents in respect of Educational Qualifications, Age and Experience, must be submitted along with the Application in the prescribed format, accompanied with 02 recent (not more than 6 months old) passport sized coloured photographs–matt finish paper with light background, with the name on the reverse of the photographs. Self-Attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC candidates. The certificate should also contain the “Non Creamy Layer” clause.
- k) Original certificates are required to be brought along, at the time of appearing for the Selection Process, for verification purpose only, but should not be submitted / attached along with the Application. The Company is not responsible for returning any original copy/ies of certificates / testimonials submitted with the application.
- l) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply with complete Application Form routed through proper channel or along with “**No Objection Certificate**” from their present employer.
- m) Air India Express is not responsible for any postal delay/loss at any stage of transmission/communication.
- n) Last date of receipt of Applications is **within 15 days of advertisement**.
- o) For Blank Application format, visit our website at [www.airindiaexpress.in](http://www.airindiaexpress.in).

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