

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.

Date: October 21, 2020

**AIR INDIA EXPRESS LIMITED**

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **October 01, 2020** 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 |
|---------------------------|--|-------------|--------------|---------------|--|--|-----------------|------------------------------|
| <b>FINANCE DEPARTMENT</b> |  |             |              |               |  |  |                 |                              |
| 1                         | Chief Manager Finance - Grade - M-6 [Mumbai] | 01          | UR - 01      | CA            | Minimum 7 Years of post-qualification experience in the Finance Department of a large organization. Experience in finalization, consolidation of accounts, tax audit. Knowledge of SAP accounting system and IND AS is must, GST, TDS Exposure in coordinating the Govt. Audit Exposure in Managing and overseeing the daily operations of the accounting department, handling Revenue accounting & Accounts Receivable, MIS & Costing, Budget preparation, Accounts payable & Vendor reconciliation, fixed assets & inventory, fund flow etc. | 1) Experience in on-line Payment systems, e-commerce, GST<br>2) Candidates having experience in Airline industry.<br>3) Well versed with SAP & tally | 40 years        | Rs.1,25,000/- PM             |

|   |   |    |         |           |  |  |          |                  |
|---|---|----|---------|-----------|--|--|----------|------------------|
| 2 | Manager Finance -<br>Grade - M-4<br>[Mumbai]      | 03 | UR - 03 | CA        | <p>Minimum 5 Years of post-qualification experience in the Finance Department of a large organization.<br/>Experience in finalization, consolidation of accounts, tax audit.<br/>Knowledge of SAP accounting system and IND AS, GST, TDS is must.<br/>Exposure in coordinating the Govt. Audit<br/>Exposure in Managing and overseeing the daily operations of the accounting department, handling Revenue accounting &amp; Accounts Receivable, MIS &amp; Costing, Inventory Management, Budget preparation, Accounts payable &amp; Vendor reconciliation, fixed assets &amp; inventory, fund flow etc.</p> | <p>1) Experience in on-line Payment systems, e-commerce, GST<br/>2) Candidates having experience in Airline industry.<br/>3) Knowledge of SAP-FICO Module, MM Module</p>   | 40 years | Rs. 70,000/- PM  |
| 3 | Dy. Manager- Finance -<br>Grade - M-3<br>[Mumbai] | 03 | UR - 03 | CA / ICWA | <p>CA / ICWA with minimum 1 year of post-qualification experience in Finance Department of a large Organization / Airline.<br/>Knowledge of SAP -FICO, Inventory &amp; Fixed Assets, HR module<br/>Experienced in handling Accounts Payable and Vendor reconciliation<br/>Experience in handling revenue and customer</p>  | <p>Candidates with<br/>1) Experience in Airline Accounting. Additional Professional qualification like CA/ MBA / ICWA / Post Graduation in Commerce etc. would be advantage.<br/>2) Those with High credentials / marks / ranks etc. in the relevant</p> | 38 years | Rs. 60, 000/- PM |

|                              |   |    |         |  |   |   |          |                   |
|------------------------------|---|----|---------|--|---|---|----------|-------------------|
|                              |   |    |         |  | reconciliation, Foreign General Sales Agents Reconciliations, TCS, GST, TDS.<br>Exposure in preparing various kinds of reports for management for MIS.<br>Experience in preparation of Financial Statements & handling Statutory Audit<br>Experience in handling payroll processing and individual taxation | professional exams.<br>3) Experience in Airline Revenue and expenditure accounting.<br>4) MIS Preparation through system and knowledge on MS Office / Excel / Spread sheets/ PPT etc.<br>4) SAP knowledge   |          |                   |
| <b>COMMERCIAL DEPARTMENT</b> |   |    |         |  |   |   |          |                   |
| 4                            | Deputy Chief of Commercial - Grade - M-7<br>[Mumbai]      | 02 | UR - 02 | Post Graduate in any discipline from a recognized university                             | Minimum of 10 years' experience in Revenue Management / Scheduling in automated environment at a senior level.  | Preference will be given to candidates who have experience in handling international routes.  | 50 Years | Rs. 1,75,000/- PM |
| 5                            | Manager- System Administration<br>Grade - M-4<br>[Mumbai] | 01 | UR - 01 | BE / B. Tech or Graduation in Mathematics / Statistics / IT from a recognized university | Minimum 5 years of experience in system administration of a reputed firm.<br>• Excellent analytical and problem solving skills. Ability to work under pressure to achieve the goals.<br>• Attention to detail is essential.<br>Excellent PC skills with MS office.  | Persons with previous experience in administering the PSS / DCS system in a scheduled airline with a fleet of at least 10 aircraft will be preferred. Having hands on experience in Airline IT Infrastructure; Solutions Architect; Revenue Optimization; systems. Airline Reservation and those who have | 40 Years | Rs. 70,000/- PM   |

|                                 |  |    |                     |   |  |  |          |                 |
|---------------------------------|--|----|---------------------|---|--|--|----------|-----------------|
|                                 |  |    |                     |   |  | been actively involved in the selection or implementation of airline Passenger Services systems. |          |                 |
| 6                               | Manager- [Scheduling & Network Planning]<br>Grade - M-4<br>[ Mumbai] | 01 | UR - 01             | BE / B. Tech or Graduation in Mathematics / Statistics / IT from a recognized university.   | Minimum 5 years of Experience in any aviation marketing function.  | Those who are conversant with or have previously worked on Scheduling/Slot Management.           | 40 Years | Rs. 70,000/-PM  |
| 7                               | Route Manager<br>Grade- M-2<br>[ Mumbai]                             | 03 | UR - 02<br>OBC - 01 | <ul style="list-style-type: none"> <li>• MBA (Marketing &amp; sales / Operations / Finance /Aviation)</li> <li>OR</li> <li>• BE / B. Tech from a recognized university</li> </ul> | <ul style="list-style-type: none"> <li>• Excellent analytical and problem solving skills. Ability to work under pressure to achieve the goals.</li> <li>• Attention to detail is essential.</li> </ul> Excellent PC skills with MS office. | Previous experience in Aviation  | 35 Years | Rs. 50,000/- PM |
| 8                               | Officer - Commercial<br>Grade- M-1<br>[ Mumbai / Cochin]             | 01 | UR - 01             | BE / B. Tech or Graduate in Maths / Statistics / IT/ Post Graduation in Aviation Management   | <ul style="list-style-type: none"> <li>• Excellent analytical and problem solving skills. Ability to work under pressure to achieve the goals.</li> <li>• Attention to detail is essential.</li> </ul> Excellent PC skills with MS office. | Previous experience in Aviation industry.  | 30 years | Rs. 35,000/-PM  |
| <b>FLIGHT SAFETY DEPARTMENT</b> |  |    |                     |   |  |  |          |                 |
| 9                               | Dy. Manager- Flight Safety [ Mumbai]<br>Grade - M-3                  | 01 | UR - 01             | B.E/ B. Tech from a recognized university   | 5 years' experience in Accident/Incident investigation, SMS, Flight Safety Documentation   | Prior experience in Airline Flight Safety Department   | 45 Years | Rs 60,000/-PM   |

|                      |  |    |         |   |  |  |          |                 |
|----------------------|--|----|---------|---|--|--|----------|-----------------|
|                      |  |    |         |   | System, FOQA and Flight Safety related activities.                           |  |          |                 |
| 10                   | Dy. Manager- Flight Safety [ Mumbai] Grade - M-3 | 01 | UR - 01 | Should have held Pilot Licence or Flight Engineer License | With at least 1500 hrs Airline Cockpit Experience                            | Prior experience in Airline Flight Safety Department | 60 Years | Rs 60,000/-PM   |
| <b>HR DEPARTMENT</b> |  |    |         |   |  |  |          |                 |
| 11                   | Assistant - HR - Grade - S-2 [Cochin]            | 01 | SC - 01 | 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. 25,000/- PM |

## **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 candidates
  - Ø 03 years for OBC candidates
  - Ø 03 years for Ex-Serviceman candidates for direct recruitment other than through open competitive examinations (Interview only) / 05 years for Ex-Serviceman candidates for direct recruitment on result of competitive examinations.
  - Ø 05 years for Persons with benchmark disabilities for direct recruitment other than through open competitive examinations (Interview only) / 10 years for Persons with benchmark disabilities for direct recruitment on result of competitive examinations.
  - Ø Air India Express follows all Government norms of reservations in recruitment process.
  - Ø 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.1000/- and Rs.2,000/-. 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/Economically Weaker Sections (EWS) / Persons with benchmark disability 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 / Air India Express 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, 2020**, 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, **super scribing 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. Please also note that the validity of “Non- Creamy layer” Certificate should not be older than 6(Six) months from the date of eligibility criteria.

- h) The candidates belonging to Economically Weaker Sections (EWS ) 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. Income and Assets of the families to be certified by an officer not below the rank of Tehsildar.
- i) The applicant should ensure that they fulfil all the eligibility criteria regarding educational qualifications, age and experience, as on **October 01, 2020**. 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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