

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**

Date: December 11, 2019

**AIR INDIA EXPRESS LIMITED**

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **December 01, 2019** 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 of Finance - Grade - M-8 [Mumbai]	01	General Category - 01	CA	Minimum 20 Years of post-qualification experience in the Finance Department of Large Multinational / Multi Branch / Multi Location Public Sector Company or Listed Company employing at least 1,000 persons, preferably having turnover in excess of Rs. 250 Cr. and adopting state of art ERP / Financial Tools / Systems. Last 5 years of employment should have been in the capacity of Chief/Deputy Chief of Finance in organization conforming to the above description.	1) Knowledge of SAP accounting system. 2) Experience in on-line Payment systems, e-commerce, GST / Customs matters. 3) Additional Qualification like CS/ICWA	50 years	Rs. 2,25,000/PM

AIRPORT SERVICES DEPARTMENT								
2	Deputy Manager - Airport Services - [Training & Compliance -DGR] Grade - M-3 [Mumbai]	01	UR - 01	Graduate in any discipline from a recognized university	Minimum of 15 years' experience in Airline industry out of which 5 years of experience as an instructor in DGR and with having worked as a DG Inspector / Auditor for DGCA	Preference will be given to candidates with approved DGCA license.	50 Years	Rs. 60,000/- PM
3	Officer - Airport Services - Grade - M-1 [Pune, Surat]	02	UR - 01 SC -01	Graduate in any discipline from a recognized university	Minimum 5 years of experience in Airline Industry	Candidate with experience in International flight handling/ Departure control system/ Customer services	35 Years	Rs. 35,000/- PM
4	Senior Assistant - Airport Services - Grade S- 3 [Delhi, Trichy, Kannur, Trivandrum]	04	OBC - 02 SC- 01 ST - 01	Graduate in any discipline from a recognized university	Minimum 3 years' experience in International flight handling, Departure control system.	Persons who have got experience in SDCS, Computer proficiency	30 Years	Rs. 28,000/- PM
5	Senior Assistant - Airport Services - Grade S- 3 [Cochin]	01	OBC - 01	Graduate in any discipline from a recognized university.	Minimum 3 years' experience in Billing / Invoice or IT support of any reputed Firm with excellent computer skills.	Preference will be given to candidates with experience in airline or IT related industry, should have exposure In software programming. Preference for MCA qualified candidates	30 years	Rs. 28,000/-PM

INFORMATION TECHNOLOGY DEPARTMENT								
6	Dy. Manager - IT [ Applications Development & Support] Grade M-3 [Mumbai]	01	UR - 01	BE / B.Tech – Computer Science / MCA	<ul style="list-style-type: none"> <li>• Minimum 6 years of experience in the IT Systems field – predominantly in Software and Application development / Maintenance and Application administration.</li> <li>• Should have reasonable exposure on Microsoft Frameworks, or Java programming and Microsoft/Oracle DB expertise.</li> <li>• Need to be familiar with Web architecture and Web Apps</li> <li>• Need to have good familiarity on developing / managing “interfaces” to interconnect different systems and data exchange on live mode</li> <li>• Minimum 3 years’ experience in Airline / Aviation Field</li> <li>• Should liase with users and identify performance issues and or pain areas and suitably anchor the process with the service provider(s).</li> <li>• Should also interact</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge to manage the system Applications developed in Different Technology like Java,.Net , Mobile App in Android &amp; IOS etc of the existing setup.</li> <li>• Implementation of New Software Projects based on requirement from Various Departments for various Locations. Hands on experience in handling Airline reservation/ DCS system will be preferred</li> <li>Exposure to Airline Passenger Service system /Customer Relation Systems and Revenue Management system</li> <li>Exposure to Flight Operation/ Engineering systems .</li> </ul>	35 Years	Rs 60,000/-PM

					<p>with Users and understand their business and functional requirements and translate the same into scope documents and then liase with probable service providers if possible to do any Pilot to validate prior to RFP process.</p> <ul style="list-style-type: none"> <li>• Able to coordinate with staff or clients through a series of actions, over the telephone, to help set up systems or resolve issues.</li> </ul>			
7	Dy. Manager - IT [IT Support Services] Grade M-3 [Mumbai]	01	UR - 01	BE / B.Tech – Computer Science/Electronics Engineering / MCA	<p>Minimum 6 years of experience in the IT Systems field – predominantly in Supporting large user base.</p> <ul style="list-style-type: none"> <li>• Hands-on experience with various Hardware servers Maintenance on production environment. Minimum 3 years’ experience in Airline / Airport .</li> <li>• Should liase with USERS and identify performance issues and or pain areas and suitably anchor the process with the service provider(s).</li> <li>• Should also interact with Users and</li> </ul>	<p>Knowledge in implementation of Hardware /Network as per New IT Requirement of various Locations. Certification in Microsoft Server Administration and Unix/Linux platform. Certified in Web Server Administration and Mobile Applications Administration</p>	35 years	Rs 60,000/-PM

				<p>understand their business and functional requirements and translate the same into scope documents and then liaise with probable service providers if possible to do any Pilot to validate prior to RFP process.</p> <ul style="list-style-type: none"> <li>• Able to co-ordinate with staff or clients through a series of actions, over the telephone, to help set up systems or resolve issues.</li> <li>• Successfully delivered projects under strict schedules and quality control.</li> <li>• Experience with DNS, DHCP, NTP, SMTP, SNMP, SSH, Squid, FTP, Active Directory.</li> <li>• Strong troubleshooting skills on Windows Server and Linux server administration.</li> <li>• Experience with virtualization technologies, such as VM Ware, KVM and HYPER V.</li> </ul>			
--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

8	Dy. Manager - IT [Infrastructure and Networks] Grade M-3 [Mumbai]	01	UR - 01	BE / B.Tech - Computer Science/Electronic Engineering / MCA	<p>Minimum 7 years of experience in the IT Systems field - predominantly in IT infrastructure and Network Implementation / Maintenance of large IT Network &amp; live Projects. Minimum 3 years' experience in supporting and managing IT infrastructure and Network for Airline / Airports. Support, administration and installations / upgrades of network hardware and software Support, administration and installations of firewall hardware and software Troubleshooting network and firewall problems.</p> <ul style="list-style-type: none"> <li>• Should also interact with Users and understand their business and functional requirements and translate the same into scope documents and then liaise with probable service providers if possible to do any Pilot to validate prior to RFP process.</li> <li>• Able to coordinate with staff or clients through a</li> </ul>	Data network switches - hands-on skills An industry-recognized network qualification e.g. Cisco Certified Network Associate (CCNA) Hands-on experience of Virtual Private Networks (VPN) Experience of wireless Local Area Networks (LAN) Nokia / Checkpoint firewall hands-on skills and knowledge. IT Infrastructure Library (ITIL) Foundation.	35 years	Rs. 60,000/- PM
---	-------------------------------------------------------------------------------	----	---------	-------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	-----------------

					<p>series of actions, over the telephone, to help setup systems or resolve issues. Should support messaging system. Successfully delivered projects under strict schedules and quality control.</p> <ul style="list-style-type: none"> <li>• Good Knowledge of TCP/IP, Networking and VPN.</li> </ul>			
9	Senior Officer - IT [Application Development & Management] Grade M-2 [Mumbai]	01	UR - 01	<p>BE / B.Tech- Computer Science/MCA</p> <p>OR</p> <p>BCA/B.Sc. Computer Science/B.Sc. IT/ OR Graduate in Science with PG Diploma/Degree in Computer Science from recognized university in India.</p>	<p>Minimum 4 years of experience in the IT Systems field - predominantly in Software and Application development / Maintenance and Application administration.</p> <ul style="list-style-type: none"> <li>• Should have reasonable exposure on Microsoft Frameworks, or .Net programming and knowledge of DB.</li> <li>• Need to familiar with Web architecture and Web Apps</li> <li>• Should able to Identify and solving Issues of Applications.</li> <li>• Able to coordinate with staff or clients through a series of actions, over the telephone, to help setup systems or resolve issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge in implementation of software changes by source code change, changes in look and feel etc.</li> <li>• Software Development based on different departments new requirements.</li> </ul>	30 years	Rs 40,000/- PM

					<ul style="list-style-type: none"> <li>• Minimum 2 years' Applications Support / Development.</li> <li>• Good knowledge of development of Mobile App (Android &amp; IOS) will be an added advantage.</li> </ul>			
10	Senior Officer - IT [IT Support Services] Grade M-2 [Mumbai]	01	UR - 01	BE / B.Tech Computer Science / BSc IT/BSc Computer Science/BCA/ / Graduate in Computer Science /Diploma in Computer Engineering from State Board	<ul style="list-style-type: none"> <li>• Minimum 4 years of experience in the IT Systems field - Desktop/Server and Network troubleshooting and able to implement new setup.</li> <li>• Able to handle the Desktop/Server/other IT related Hardware / Network related issues in an efficient manner.</li> <li>• Should have knowledge of New technologies and tools to Manage the setup.</li> <li>• Able to coordinate with staff or clients through a series of actions, over the telephone, to help set up systems or resolve issues.</li> </ul> <p>Minimum 2 years' experience in IT Infrastructure.</p>	Working Knowledge on ITIL processes will be preferred. Microsoft Certification is must. Cisco Certified Network Associate (CCNA) will be an advantage	30 years	Rs 40,000/- 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 **December 01, 2019**, 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) 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 fulfill all the eligibility criteria regarding educational qualifications, age and experience, as on **December 01, 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 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).

\* \* \* \* \*