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ADVERTISEMENT – WEBSITE
AIR INDIA EXPRESS LIMITED

Date: November 14, 2018

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **November 01, 2018** 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]
OPERATIONS DEPARTMENT								
1	Manager – Flight Dispatch Grade- M-4 (Mumbai)	08	UR-03 OBC-04 ST-01	10+2 or an equivalent Examination with Physics & Maths from recognized University/Board as per DGCA requirement. This is not applicable in case of those already holding a valid DGCA Dispatcher approval on B737 type of aircraft.	1.DGCA approved Dispatcher as per current CAR or 2. previous DGCA, India Flight Dispatcher approval or 3. Individual who have held DGCA approval/ALTP/SCPL / CPL/PPL licenses but have been permanently medically or otherwise grounded or retired from any airline.	1..Endorsed Flight Dispatchers on B737 type of aircraft. 2. Experienced Flight Dispatchers holding current DGCA approval	Minimum age limit not less than 21 years of age	Rs. 70,000/- pm

2	Sr. Officer- Flight Dispatch (Mumbai) Grade - M-2	02	UR - 01 OBC-01	10+2 or an equivalent Examination with Physics & Maths from recognized University/Board as per DGCA requirement.	3 years' experience in Flight Dispatch Section of any Airline. Candidates should be proficient in computer operations, Windows, MS/Open office .	Candidates, who have successfully completed a Flight Dispatcher Training course/exam, will be considered and given preference.	Minimum age limit not less than 21 years of age	Rs. 40,000/pm
3	Assistant Controller CMS in Officer Cadre (Mumbai) Grade – M-1	02	UR-02	Degree in Engineering / Graduate in any discipline from a recognized University with proficiency in computer operations, windows Operating System and MS office.	Minimum 2 years' experience with crew scheduling in a commercial airline or similar experience in analytical data processing.	Preference will be given to Engineering Graduate and candidates with experience.	30 Years	Rs. 35,000/pm
4	Officer-Crew Scheduling (Mumbai/Delhi) Grade – M-1	04	UR-02 OBC - 01 ST-01	Degree in Engineering / Graduate in any discipline from a recognized University with proficiency in computer operations, windows Operating System and MS office	Minimum 2 years of experience in International BPO/voice profile experience/WFM experience in International BPO.	Preference will be given to candidates who have previous experience with crew scheduling in a commercial airline	30 Years	Rs. 35,000/pm

5	Officer - Operations (Mumbai) Grade - M-1	01	SC -01	Graduate in any discipline from a recognized university.	Minimum 2 years' experience in aviation industry or organized private / public sector organization.	Knowledge of computer operation - Windows, XP, MS office.	30 Years	Rs. 35,000/pm
6	Officer- Tech Library (Mumbai) Grade - M-1	01	UR - 01	Degree in library Science/Engineering from a recognized University with proficiency in computer operations, windows Operating System and MS office	Minimum 2 years' experience in a similar field/Document Management System		30 Years	Rs. 35,000/pm
7	Co-ordinator [Flight operations / dispatch] (Kannur) Grade- S-3	01	UR - 01	Degree in Engineering / Graduate in any discipline from a recognized University.	•Minimum of 1 year experience in aviation sector or similar experience in Organized private / public sector organization.	Knowledge of computer operation - Windows, XP, MS office.	25 Years	Rs. 25,000/pm

8	Sr. Assistant - Operations (Delhi) Grade - S-3	01	UR - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows XP and MS office.	Minimum one year experience in aviation industry or organized private / public sector organization		25 Years	Rs. 20,000/pm
9	Assistant Technical Library (Mumbai) Grade - S-2	01	UR - 01	Graduate in any discipline from a recognized university with proficiency in computer operations, Windows XP, MS office.	Minimum 1 year of experience in Library / Documentation Management.		25 years	18,000/- pm
COMMERCIAL DEPARTMENT								
10	Manager- Scheduling & Network Planning [Mumbai] Grade - M-4	01	UR - 01	Post Graduate degree/ diploma in Management 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
AIRPORT SERVICES DEPARTMENT								
11	Deputy Manager - Cargo Services [Cochin] Grade - M-3	01	UR - 01	Graduate in any discipline from a recognized university	Minimum 5 years of Supervisory / Managerial experience in Cargo Sales and Operations of an International Airline	Preference will be given to candidates who are well versed in current procedures and policies of Cargo Operations& Sales. should have knowledge of the cargo market in total.	45 Years	Rs. 60,000/pm

12	Deputy Manager – Ramp Services [Cochin] Grade - M-3	01	UR -01	B.E/B.Tech from a recognized University	Minimum 5 Years of Supervisory experience in an International Airline in Ramp Operations or Safety Department or Quality Management System	Preference will be given to candidates with experience in Ramp operations and Manpower Management.	45 Years	Rs. 60,000/pm
13	Sr. Officer- Catering Service [Cochin] Grade - M-2	01	UR - 01	Graduate / Diploma in Hotel Management or Graduate in any Discipline with proven experience in In-Flight Catering.	Minimum 5 Years' Experience in the Catering Department of an Airline / Flight Kitchen.	Through Knowledge and experience in Airline In- flight sales and inventory management.	40 Years	Rs. 40,000/pm
14	Officer - Airport Services [Varanasi, Chandigarh & Bangalore] Grade - M-1	03	UR -02 OBC - 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
15	Officer - Airport Services (Finance & Planning) [Cochin] Grade - M-1	01	UR -01	Graduate in Commerce from a recognized university.	Minimum 5 years of experience in Accounts Auditors firm or in the Accounts / Finance department of any organization. With hands on experience in multi-currency management	Post Graduates in Commerce with thorough and proven knowledge in Microsoft Excel is preferable. Tally/SAP knowledge will be added advantage.	35 Years	Rs. 35,000/- pm
16	Senior Assistant – Airport Services [Kannur, Calicut] Grade - S-3	03	UR -02 OBC - 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 23,000/pm
FLIGHT SAFETY DEPARTMENT								

17	Dy. Manager- Flight Safety [Mumbai] Grade - M-3	02	UR - 01 OBC-01	B.E/ B. Tech from a recognized university	5 years' experience in Accident/Incident investigation, SMS, Flight Safety Documentation System, FOQA and Flight Safety related activities.	Prior experience in Airline Flight Safety Department	60 Years	Rs 60,000/- PM
				OR	Should have held Commercial Pilot or Flight Engineer License	With at least 1500 hrs Airline Cockpit Experience	Prior experience in Airline Flight Safety Department	
18	Sr Officer- Flight Safety [Mumbai] Grade - M-2	01	UR-01	B.E/ B. Tech from a recognized university	3 years' experience in airline in Flight Safety/ Engineering Department	Prior experience in Airline in Accident/Incident investigation, SMS, Flight Safety Documentation System, FOQA and Flight Safety related activities	35 years * (Age relaxation up to 5 years in case the candidate has more than 03 years' experience in Aviation field)	Rs. 40,000/- PM
TRAINING DEPARTMENT								

19	Deputy Chief of Training [Mumbai] Grade - M-7	01	UR-01	Graduate in any discipline from a recognized university.	Should have 15 years' experience in aviation with proven training and managerial skills.	Experience in Airline / Aviation Training department and preferably be either a pilot/navigator/flight engineer.	50 years	Rs. 1,25,000/- PM
20	B737-800 Synthetic Flight Instructor (Mumbai)	01	OBC-01	1. ATPL holder 2. PIC on aero plane with AUW more than 5700 kgs 3. Valid medical assessment by a doctor qualified in aviation medicine Clearance from Flight safety department of previous employer certifying that no cases of BA positive or accident/incident was recorded when the pilot was flying as PIC.	5000 hours as PIC with commercial airline operator.	PIC on B737-800 (or) B737-800 SFI 2.Previous Instructor experience preferably on B737-800	70 years	Instructional allowance @ Rs 4600/-per hour for simulator training
FINANCE DEPARTMENT								

21	Dy. Chief of Finance [Kochi] Grade - M-7	01	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 Hindi – both written and spoken.	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 employees, contractual employees etc. 3) Knowledge of SAP accounting system. 4) Previous experience in Airline industry, Airline revenue accounting, on-line payment systems.	50 Years	1,25,000/-PM
22	Dy Manager- Finance [Anywhere in India and currently at Mumbai] Grade - M-3	02	OBC - 01 SC - 01	CA/ICWA	2 years of post-qualification experience in Finance Department of a large Organization / 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	35 Years	60,000/-PM

						through system and knowledge on MS Office / Excel / Spread sheets/ PPT etc.		
ENGINEERING DEPARTMENT								
23	Deputy Chief Of (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/- PM
24	Manager – Airworthiness Review	01	UR - 01	Graduation in Aeronautical/Mechanical/ Electrical/ Electronics Engineering from a recognized University/Institution. or AME Diploma passed from DGCA approved Aviation	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/- PM

				institution And Type rated license in B1 or B2 on Heavy Aircraft in compliance with CAR 66				
HR DEPARTMENT								
25	Assistant - HR (Calicut) Grade - S-2	01	UR - 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 18,000/- PM
INFORMATION TECHNOLOGY DEPARTMENT								
26	Chief Of IT - Grade- M-8	01	UR - 01	B.Tech- computer science / BE (E&C) / MCA	<ul style="list-style-type: none"> • 15 years of experience in Industry at a Sr. management level. • Minimum 7 years experience in Airline / Aviation Field • The Candidate should be either a Project management professional or fully familiar of Industry standard Project management methodology - from planning to base line project plans and tracking the project with milestones and tracking time, cost and quality of all IT based 	<ul style="list-style-type: none"> • Hands on experience in handling Airline reservation/ DCS system • Exposure in ERP like SAP / CM / CMM. • Exposure to co ordinate e-marketing initiatives of the Airline. • Able to monitor the SLA's with different service providers and their supporting helpdesk. • Proven track record of setting up of IT security System, MIS/ Communication 	50 years	Rs. 150000- to Rs. 174000/- pm

				<p>projects for the Airline and present to the Steering committee periodical project status and RED flagging issues that needs Management's intervention for resolution.</p> <ul style="list-style-type: none"> • Should oversee and evaluate 'system security' and 'back up procedures. • Responsible for the management of multiple information and communication system and projects, including voice, data, imaging, and office automation. • Should be familiar with IT Governance framework and standards and progressively enforce such Industry standards. • Should have the ability to innovate based on Business and IT trends and needs • As a custodian of technology for the Airline, to ensure that differentiator for the airline services is 	<p>system, IT Strategy, Policy and Governance functions in an Airline.</p> <ul style="list-style-type: none"> • Familiar in BCM – Business Continuity Mgt. 		
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					through deploying cost effective and leading edge technology solutions that addresses internal and external stake holders.			
27	Sr. Assistant -Web Services (Mumbai) Grade – S-3	01	UR – 01	Graduate in any discipline from a recognized university.	Candidates with Diploma in Web Designing would be considered.		25 years	Rs 20,000/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/ 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). 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 / 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**.
- m) **UNDERTAKING / SECURITY DEPOSIT**

i) For Manager Flight Dispatch

At the time of joining, the Manager Flight Dispatch would be required to submit 1 Post-Dated Cheque of Rs.5/- lakhs (Five Lakhs) as Security Deposit, which will be uncashed, if he /she does not satisfactorily complete the training and does not complete a period of 05 years of service in Air India Express, and will have to execute an Agreement before joining the company.

ii) For Senior Officer Flight Dispatch

At the time of joining, the Manager Flight Dispatch would be required to submit 1 Post-Dated Cheque of Rs.3/- lakhs (Three Lakhs) as Security Deposit, which will be uncashed, if he /she does not satisfactorily complete the training and does not complete a period of 05 years of service in Air India Express, and will have to execute an Agreement before joining the company.

5. HOW TO APPLY

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **November 01, 2018**, 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 **November 01, 2018**. 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.

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