

**AIR INDIA ENGINEERING SERVICES LIMITED**  
**NORTHERN REGION, DELHI**

Air India Engineering Services Limited (AIESL), a wholly owned subsidiary of Air India Limited, invites applications from Eligible Indian National, fulfilling the requirement as on 01<sup>st</sup> July, 2017 to fill up the post of ASSISTANT SUPERVISOR on Fixed Terms Employment (FTE) basis, at DELHI.

**1) No of Vacancies :**

There are 85 vacancies at present which may undergo change depending upon the actual requirement of the company.

**Distribution of Vacancies: (SC -12, ST- 06, OBC- 22, others – 45, Total – 85)**

**2) ELIGIBILITY CRITERIA AS ON 01<sup>st</sup> July 2017**

**a) Qualification:**

Graduate from Govt. recognized university in any discipline and Diploma/certificate course (Minimum 01 year duration) from recognized institute with Minimum 01 year of post-qualification (after Graduation) work experience in data entry / computer applications in the organization of repute.

**OR**

BCA/B.Sc IT/Graduate in IT.

**b) Age Limit:**

General – Not above 33 years

O.B.C. – Not above 36 years

SC/ST – Not above 38 years

**Note:**

The applications received from the candidate would be scrutinized and prima-facie eligible candidates will be allowed to appear in Skill Test followed by interview.

**3) EMOLUMENTS:**

The job carries an all-inclusive consolidated pay of Rs. 15180/- p.m.(subject to revision) with annual increment Rs.400/-per year.

#### **4) PERIOD OF CONTRACT:**

Fixed Term Contract for a period of 5 years which may be extended for further period of 5 years based on performance and requirement of the company. The contract may be terminated earlier at any time at the discretion of the Management during the tenure of the contract by giving one month's notice or one month's pay in lieu of notice period.

Similarly, the candidate may also terminate the contract by giving one month's notice or one month's pay in lieu of notice period.

#### **5) SELECTION PROCEDURE:**

Eligible candidates should submit the duly filled in application in the prescribed format on or before **20<sup>th</sup> August 2017** to the address given below:

**PERSONNEL DEPARTMENT**  
**Air India Engineering Services Limited**  
NORTHERN REGION  
A320 AVIONICS COMPLEX  
IGI AIRPORT, Terminal-II  
(NEAR NEW CUSTOM HOUSE)  
NEW DELHI-110037  
**Ph: 011-25652442**

**List of eligible candidates along with the full address of the venue & schedule of the skill test/Interview will be published in Air India website on 20<sup>th</sup> Sept. 2017. Candidates will be required to appear for Skill test followed by Interview as per schedule uploaded on website ([www.airindia.in](http://www.airindia.in))**

#### **Pre-Employment Medical Test for the selected candidates:**

The short listed candidates will be inducted as per vacancies subject to being found FIT in the Pre-Employment Medical Examination conducted by the Company Medical Doctor.

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.

## 6) HOW TO APPLY:

- a) Applicants meeting the eligibility criteria as on 1st July 2017, mentioned above, are required to submit their application Form in the specified format, duly filled in Hindi or English and requisite documents as indicated below with non-refundable Application Fee of Rs.1000/- (Rs. one Thousand only) by means of Demand Draft in favour of “**Air India Engineering Services Limited**” payable at Delhi. No fees to be paid by Ex-Servicemen/Applicants belonging to SC/ST category. Applicants are advised to mention full name and the post applied for on the reverse of the Demand Draft.
- b) A recent (not more than 3 months old) coloured passport size photograph of full face (front view) should be pasted neatly in the space provided in the application form.
- c) **Self-attested copies of supportive documents in respect of:**
1. Educational Qualification (i.e. SSC, HSC, 1<sup>st</sup>. year, 2<sup>nd</sup> year and 3<sup>rd</sup>year Graduation or higher education with mark sheets) and certificate of computer qualification as applicable.
  2. Date of birth proof (Original School Leaving Certificate or attested photo copy duly signed by the Principal of same School/College and SSC passing certificate).
  3. Experience – candidates are advised to carry experience certificate and if currently employed they should bring along with them the appointment letter and the latest pay slip as supporting document.
  4. Caste certificate in original in the prescribed format along with self-certified photo copy in case of SC/ST/OBC candidates.

The application, in the prescribed format, must be submitted along with the above mentioned requisite documents. **Original certificates should not be submitted with the application, but should be brought for verification along with one set of photo copies.** The company is not responsible for returning any original or copies of certificates/testimonials if submitted along with the application. **Candidates who fail to produce the original testimonials for verification may not be allowed for the Selection process.**

- d) Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued in current financial year in the format as prescribed by Government of India and issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The certificate should also contain the Creamy Layer Exclusion clause. The certificate produced by the candidates of OBC community should be as per the Central List of OBCs published by the Government of India and not as per State List.

- e) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies their application must be routed through Proper Channel along with No Objection Certificate from the present employer.

**7) GENERAL CONDITIONS:**

- a) The short listed candidates will be considered for engagement on the fixed term engagement basis, subject to their medical fitness prescribed for the post. The selected candidates may be posted in any station/Region of the company if required in future.
- b) 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.
- c) Reservation and concessions/relaxations to SC/ST/OBC/Ex-servicemen candidate would be extended as per Government Directives in the matter.
- d) SC/ST candidates fulfilling the requirements and residing beyond 80 kms. From the Test Centre and if not employed in any Government/Semi-Government/Public Sector Undertaking or Autonomous Bodies will be reimbursed second class to and fro rail/bus fare by the shortest route as per rules, while appearing for final selection on production of proof of travel to the effect.
- e) Applications which are unsigned/incomplete/mutilated/received after last date of receipt of application will be rejected. **Applications sent by email will not be considered.**
- f) The applicants must ensure that they fulfill all the eligibility criteria as on **1<sup>st</sup> July 2017** and that the particulars furnished by them in the application are correct in all respects. Candidates failing to bring the relevant original and photocopy of testimonials will be disqualified. At any stage of the Selection Process, if the particulars provided by the candidate in the application or testimonials supplied are found incorrect/false or not meeting the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated without giving any notice or reasons thereof.
- g) The management reserves the right to change/ alter any of the condition of this notification, if so warranted.
- h) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their engagement/selection will be considered a **DISQUALIFICATION.**



8. i) Do you have fluency in English : Yes/No  
 ii) Conversant with local language : Yes/No  
 iii) Conversant with basic Computer Operation : Yes/No
9. a) Whether SC/ST/OBC/OTHERS: (Also mention sub-caste):

	SC	ST	OBC	GENERAL
Sub Caste				

(Indicate category to which you belong by marking "X" in the appropriate Box and also mentioned sub-caste.

- i) If SC/ST – attach copy of the caste certificate as per Central Govt. Format.  
 ii) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.
- b) Whether Ex-Servicemen : YES/NO**  
 (If yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents).
- c) Whether working in any Govt./Semi-Govt./Public Sector Undertaking or autonomous body.**  
 (If "YES" enclose "No Objection Certificate") **YES/NO**

10. Educational/Technical Qualifications: (Matriculation/SSC onwards):

Examination(s) passed	Name of the	Date	Duration	Percentage
SSC (10 <sup>th</sup> Standard)				
10+2 (HSSC)				
Graduation (or)				
BCA/BSc/IT				
Computer course				

Candidate **Must carry** all original testimonials along with a set of photo copy of SSC, HSC and Graduation (inclusive of Mark sheets, passing certificates.

11. Experience: (Must carry experience certificate).

Name of the organization	Post held	Period		Nature of job
		From	To	

12. Particulars of Demand Draft (in favour of Air India Engineering Services Ltd. Payable at New Delhi.

Name & address of the issuing bank	Date of issue	Demand Draft No.	Amount Rs.

Declaration: I hereby certify that the foregoing information is best to my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected/services terminated at any time without giving any notice or reason therefore.

13. Place:

14. Date:

**(Signature of the applicant)**