



AIR INDIA LIMITED Requires

EXECUTIVE (CORPORATE AFFAIRS) – ON FIXED TERM CONTRACT BASIS

Air India is looking for bright and energetic Indian Nationals for filling up of ONE (GEN) post of Executive (Corporate Affairs) on Fixed Term Contract basis and to form panel for future requirements.

ELIGIBILITY CRITERIA (AS ON 01.03.2020)

ACADEMIC & PROFESSIONAL QUALIFICATION:

Graduate from a recognized University/Institution and Associate Member of the Institute of Company Secretaries of India

EXPERIENCE:

Mandatory Minimum 2 years experience (Post Qualification) in Secretarial Department of a Public/Private Limited Company.

Preference will be given to candidates having working knowledge of SAP, Performing/assisting in the Company Secretarial functions of listed Company and Law Graduates

UPPER AGE LIMIT:

35 Years (Ex.SM & PWD candidates will be given age relaxation as per rules)

POSTING:

On appointment, candidate will be positioned at Mumbai. He/She may however, be transferred to any Station/Base on Air India Network based on operational requirements at the sole discretion of the Management.

Duration of Fixed Term Contract:

Candidate will be engaged on a Fixed Term Contract (FTC) for a period of 2 years. The Fixed Term Contract is however, extendable depending upon the performance of the candidate and Company's requirement.

SALARY:

During the period of FTC of 2 years, candidate will be paid a consolidated remuneration of Rs.50,000/- per month in the 1st year and Rs.55,000/- per month in the 2nd year. No other payment shall be made apart from said consolidated monthly remuneration.

Contd./-

PROCESS FOR WALK-IN-SELECTION:

Interested candidates, who fulfil the above eligibility criteria as on **01.03.2020**, would be required to report for registration followed by personal interview on the same/subsequent day/s, at the **following venue and date between 1030 hrs. to 1230 hrs.:-**

Day & Date	Venue
Wednesday, 18 th March 2020	Office of General Manager (Personnel) Air India Limited, Western Region THQ Building Old Airport, Santa Cruz (East) Mumbai- 400029

Candidates would be required to bring with them: -

- i) A duly filled in Application Form in the prescribed format which is available on Career Page of our **Website: www.airindia.in**
- ii) A recent passport size photograph pasted in the space provided in the Application Format
- iii) One set of SELF ATTESTED photocopies of supporting testimonials for Date of birth, Educational Qualification, Professional Qualification, Caste Certificate (For SC/ST/OBC Candidates only), EWS Certificate in the prescribed Format issued by the Competent Authority (For EWS Candidates only) and Experience {such as Appointment Letter, Photo Identity Card etc., Salary Slips (For previous 3 months), Experience Letter from previous employer etc.} along with ORIGINALS
- iv) **A Demand Draft for an amount of Rs.1,000/- (Rupees One Thousand only)** in favour of **Air India Limited payable at Delhi** being the Application Fee-Non-refundable (Application Fee not applicable in case of SC/ST/ExSM Candidates). Please mention your Full Name & Mobile No. on the reverse of the Demand Draft'
- v) Candidates belonging to OBC Category should be in possession of Category Certificate in the prescribed Format meant for Central Government employment along with "Non-Creamy Layer" status. Please note that the validity of "Non-Creamy layer" Certificate should not be older than 6 months from the date of eligibility criteria.
- vi) Applicants serving in Government/Semi-Government/Public Sector Undertakings or Autonomous bodies, must walk-in with the Complete Application Format routed through proper channel or along with the "No Objection Certificate" from their present employer.

NOTE: Candidature of employees of subsidiary companies of Air India Limited currently working as Company Secretary with them, will not be considered.

GENERAL:

- (i) Selected candidate would be required to undergo for Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.

Contd./-

- (ii) Candidates belonging to SC/ST categories will be entitled for reimbursement of second class return rail/bus fare, on production of railway receipt/ticket, as per rules. After verification of documents, if their eligibility is established and they appear for Personal Interview, reimbursement of fare will be made by cheque and sent to them by post. No other expenses, whatsoever will be reimbursed.
- (iii) Candidates must ensure that they fulfill the requisite eligibility criteria as on 01.03.2020 and the particulars furnished by them in the Application Format are correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates or the testimonials attached/provided, are found incorrect/false or it is found that the candidates do not possess the laid down qualification/stipulated eligibility criteria as on the date of reckoning eligibility, i.e. 01.03.2020, their candidature is liable to be rejected at any stage, without entering into any correspondence with them in the matter and if appointed, services will be terminated without giving any notice or reasons thereof.
- (iv) During the tenure of Fixed Term Contract, candidate will also be eligible for Medical Facilities for Self (Only) and Leave as per rules.
- (v) During the course or after completion or during extended term of fixed term engagement, the candidate will not claim for permanent absorption in the Company.
- (vi) Management reserves the right to change in above schedule/condition, based on requirements.
- (vii) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their selection/appointment shall be considered as DISQUALIFICATION.
