

**AIR INDIA ENGINEERING SERVICES LTD**  
(A Wholly Owned Subsidiary of Air India Limited)

Ref: AIESL/HR/2019

Date: 30<sup>th</sup> AUGUST 2019

**Subject: - Recruitment on Fixed Term Contract Basis for the Post of “Assistant Supervisor”**

Air India Engineering Services Limited ( AIESL) is an Aircraft Maintenance, Repair and Overhaul (MRO) Organization, approved by DGCA (India) under CAR 145, to undertake MRO activities in India. AIESL invites applications from Indian Nationals fulfilling the requirements as on **01<sup>st</sup> August 2019 for the post of Asst. Supervisors from the open market on Fixed Term Employment basis.**

**I - DETAILS OF THE VACANCIES FOR THE POST OF ASISTANT SUPERVISORS:**

Region	Total Vacancies (Asst. Supervisors)	Others	SC	ST	OBC	EWS
Eastern	15	08	03	00	03	01
Western	80	38	08	06	20	08
Northern	50	18	*	07	12	05
Southern	25	08	04	02	08	03

**\*NOTE: (SC-NR)** - Candidates will be shortlisted for future requirement. Panel available for current vacancies (08). Reservation will be applicable for physically challenged persons (With minimum 40% disability in the category of OH, VH & HH (both partial)) as per Govt directives and considering their suitability for the post

**II – ELIGIBILITY CRITERIA:**

Eligibility Criteria for Assistant Supervisor - (Either A of both or B of both to be fulfilled)			
Sr.No	Post	Qualification	Experience
01	Assistant Supervisor  (General Admin/ Finance/ MMD)	(A) Graduate from Govt. recognized university in any discipline and Diploma/certificate course in Computer (Minimum 6 MONTHS duration) from recognized institute.  OR BCA/B.Sc.IT/ Graduate in IT.  ..... (B) Diploma in Aircraft Maintenance Engineering (AME)	(A) Minimum 01 year of post-qualification (after Graduation) work experience in data entry / computer applications / relevant field in any organization of repute.  ..... (B) One-year post qualification working experience in Aviation related software (e.g AMOS/RAMCO/TRAX etc.)
<p><b>NOTE:</b> Candidates with post-graduation Degree/ Diploma (not less than 01 year duration) in HR/ Finance/MMD /Library Science/ Stenography will be given weightage Marks upto 5% Or Candidates' having minimum 24 months of working experience in any Scheduled Airlines on Aviation related software (e.g. AMOS/RAMCO/TRAX etc.) or in SAP will be given weightage marks upto 5%. Experience must be certified by the Aviation organization with proof of salary.</p>			

**(III) OTHER CONDITIONS FOR ALL POSTS AS LISTED ABOVE:**

Description	Details	Remarks
<b>Maximum Age Limit As on 1<sup>st</sup> August 2019.</b>	General Category - 33 years. OBC-36, Years SC/ST-38 Years	Reservation and concessions /relaxation to SC/ST/OBC/Ex-Servicemen candidate would be as per Central Government Directives in this regard.

<b>Emoluments</b>	Asstt. Supervisors – Rs.19,570/- (PM) (Emoluments as per approved salary structure of AIESL)	The selected candidates would have a career progression in the Company as per the approved career progression for various cadres in AIESL.
<b>Duration of Contract</b>	Fixed term contract would be initially for a period of 5 (Five) years	Extendable for a further Period of 05 years at a time as per the requirements of the company and performance of the candidate.
<b>Selection Procedure</b>	Online Skill Test	Candidates are advised to select the Region of his/her choice and submit their online application as per instructions given in the notification.

**NOTE:** Candidates currently employed with any of the subsidiaries of Air India Ltd are not eligible to apply. In case any of the contractual employee of Air India or its subsidiary Company intends to apply for the said posts he/she would be required to resign prior to submitting his/her application.

#### IV) IMPORTANT DATES:

Sr No	Schedule	Dates:
01	Start Date of Online Application	7 <sup>th</sup> September 2019
02	Last Date of Online Application	28 <sup>th</sup> September 2019
03	Date of down loading of Admit Card	Tentatively between 5 <sup>th</sup> Oct to 19 <sup>th</sup> Oct.2019*
04	Date of Examination / Skill test	Tentative 20 <sup>th</sup> October 2019*
<b>NOTE: *Dates are tentative. Candidates are advised to keep visiting company's website for final dates</b>		

#### V) APPLICATION PROCEDURE:

Selection will be through the process of online Written Examination/ Skill Test. Interested candidates meeting with the Eligibility criteria as mentioned in this advertisement, as on 01<sup>st</sup> August 2019 may submit Online application and pay on line non-refundable processing fee of Rs.1000/- (Rupees One Thousand Only) for GEN, EWS and OBC candidates & Rs.500/- (Rupees five Hundred only) for SC/ST/Ex-Servicemen candidates towards processing fees. Physically Handicapped candidates (With minimum 40% disability) are exempted from the payment of the processing fee. The fee will be accepted only on-line and no other means of payment will be accepted.

Candidates, who are meeting the eligibility criteria, are hereby advised to submit online application by **CLICKING THE APPLICATION LINK GIVEN ON OUR WEBSITE [WWW.AIRINDIA.IN](http://www.airindia.in)**. Candidates are requested to read the instructions carefully, given online, before starting application process. They are advised to apply well before the last day of application submission so as to avoid last minute technical issues/ server errors. Candidates also need to have an active mobile no and E-mail id for completing the application process. After successful completion of application process they will be given confirmation message over mobile and e-mails. Candidates are advised to choose their Region carefully as no changes will be permitted after final submission of applications. The candidate will be allotted test centre only in the region, as chosen by him, while filling application form. In case of his selection, he will be posted in the same region and may be transferred to other regions depending upon company's requirement.

In case of any technical problem, while completing the application process, the candidates may contact the **help desk by e-mailing to support@aiesl.freshdesk.com** along with the screenshot/details of the error. In case of any clarification required with regard to eligibility, selection process etc., **candidates may contact the Personnel Department at 011-25667895 or 011-25652442 during working hours from Monday to Friday.**

- Candidates may click on the link  <http://aiesl.assistantsupervisor.parakh.online> for completing the online application process.

#### VI) GENERAL CONDITIONS:

- The vacancies put forth in this notification are indicative, which may decrease/ increase depending upon the work requirements of the Company.
- Management reserve all right to take any decision with regard to conduct of this exercise including interpretation of eligibility, deferment/cancellation of this exercise and/or delete/alter any of the condition of this exercise, if so necessitated.
- The selected candidates will be posted in the region applied for, based on the requirements of the Company. Selection and empanelment does not guarantee that the candidate will be appointed. Release of candidate for appointment from the select list would depend upon the decision of the Co. and its business requirements at the material point of time, and that decision would be final and binding.

- d) Candidates found suitable and shortlisted will be engaged on fixed-terms contract basis for a period of 05 years. The contract may be terminated at the discretion of the Management during the tenure of the contract and / or in the event of unsatisfactory performance.
- e) The contract is extendable for further term of 5 years depending upon satisfactory performance of the candidate and requirement of the company.
- f) Candidates engaged on fixed-terms contract basis will be entitled for Provident Fund, Gratuity, and ESI, if applicable, as per policy of the company.
- g) The candidates will have to make their own arrangement for housing accommodation at the place of posting.
- h) The Company, at its discretion, may assign additional duties, as and when required.
- i) SC/ST candidates who reporting for Written Examination / Skill Test and residing beyond 80 km from the venue of the test and not employed in any Government, Semi-Government/Public Sector Undertakings or Autonomous Bodies, will be reimbursed second class to & fro rail/ bus fare by the shortest route as per rules, on production of document of travel. Candidates are also advised to submit self-Account cancelled cheque / copy of self-account cheque along with fare reimbursement form on the day of skill Test.
- j) Candidates must ensure that they fulfill all the laid down procedure eligibility criteria, prescribed for the post before submission of online application.
- k) At any stage of the selection process and even after appointment, if it is found that the particulars furnished by the candidate in the Application Form or testimonials are incorrect/false or the candidate does not meet the Eligibility Criteria Prescribed for the post, or has suppressed any material fact(s), his/her application / appointment shall be summarily rejected / cancelled without making any further reference.
- l) **Any canvassing by or on behalf of the candidate or bringing in any outside influence with regard to the selection of the candidate shall be considered as a DISQUALIFICATION.**

**Candidates are advised to go through the following instructions before applying**

- a) A recent (not more than three months old) colored passport-size photograph of the full face (front view) should be uploaded while filling online application.
- b) The candidates belonging to OBC categories, at the time of documentation/ verification process, must submit a self –attested photocopy of the Non-Creamy Layer 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.
- c) 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, with whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.
- d) The applicant should ensure that they fulfill all the eligibility criteria as on 1<sup>st</sup> August 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 posts, the candidature is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.
- e) Self-attested clear copies of the supportive documents in respect of Educational Qualification, experience in the relevant field etc. must be brought along whenever called for pre joining documentation/ verification process. **Self –Attested photocopy of the Caste Certificate should also be brought in case of SC/ST/OBC candidates and income and assets certificate issued by competent authority for EWS candidates.**
- f) All related original certificates are required to be brought, at the time of documentation/ pre joining formalities for verification purpose.
- g) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must bring ‘No Objection Certificate’ from their present employer.

**Dy. Gen. Manager (P)  
For Chief of Personnel, AIESL**

**Reimbursement of Fare to eligible SC/ST candidates - Skill Test**

(Eligible SC/ ST candidates to get this form filled at the time of Skill test/Trade Test)

For Assistant Supervisor Skill test held on \_\_\_\_\_

Eligible SC/ST candidates, not employed in Govt./Semi Govt./Public Sector Undertaking/ Autonomous Body, and residing more than 80 kms away from the test centre are eligible to get reimbursement of 2nd class to &fro rail/ bus fare by the shortest route on production of Xerox copy of fare, caste certificate, cheque leaf of bank account. Such SC/ST candidates may fill in this form beforehand and attach copy of fare, caste certificate, cheque leaf. The candidate should attach this form with their application in the prescribed format to effect payment to them, if eligible for payment, in due course of time through ECS/ Money order. Incomplete application or application not attached with copy of fare, caste certificate, and cheque leaf shall not be considered for reimbursement.

1. Name: \_\_\_\_\_
2. Application No. /Registration No. \_\_\_\_\_
3. Category -SC/ST \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Name of bank \_\_\_\_\_ (Attach cancelled /photo copy of self-account cheque)
6. Bank Account no. \_\_\_\_\_
7. Bank IFSC No. \_\_\_\_\_
8. Whether working in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body-- Yes/No
9. Distance from Residence to the Centre and back (In Km.)-\_\_\_\_\_
10. 2<sup>nd</sup>Class to &fro fare by shortest route by rail/Bus (in Rs.), Pl give the details  
\_\_\_\_\_

I state that the above information is true and correct.

Place:  
Date:

Name & Signature of the candidate

<i>for office use only</i>	
PERSONNEL	FINANCE
Verified by:	Checked by:
Approved by:	Paid by:

**OBC FORMAT**

**Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.**

This is to certify that.....Son of.....of Village.....District/ Division.....in the..... State..... belongs to the..... Community which is recognized as a Backward Class under the Government of India, Ministry of Welfare Resolution No.12011/68/93- BCC(C), dated 10<sup>th</sup> September 1993 published in the Gazette of India Extra-Ordinary Part I, Section I, dated 13<sup>th</sup> September 1993. Shri.....and/or his family ordinarily reside(s) in the.....District / Division of the.....State.

This is also to certify that he/she does not belong to the person/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt. (SCT), dated 08.09.1993.

Seal

District Magistrate/ Deputy Commissioner etc.

N.B. (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) Where, the certificates are issued by Gazette Officers of the union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificate issued by Gazette Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

**Government** \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street, \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family:\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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- \*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
  - \*\*Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
  - \*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.