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ADVERTISEMENT – WEBSITE
AIR INDIA EXPRESS LIMITED

Date: April 10, 2018

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **April 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	Assistant Controller CMS in Officer Cadre (Mumbai) Grade – M-1	02	UR - 02	Degree in Engineering / Graduate or Post Graduate in any discipline from a recognized University with proficiency in computer operations, windows Operating System and MS office.	Minimum 2 year's experience with crew scheduling in a commercial airline or similar experience in analytical data processing.		30 Years	35,000/ pm
2	Sr. Assistant - Operations (Mumbai) 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's experience in aviation industry or organized private / public sector organization		25 Years	Rs 20,000 /pm
3	Sr. Assistant - Data processing (Mumbai) Grade – S-3	03	UR - 03	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations	Minimum one year's experience in aviation industry or organized private / public sector organization		25 Years	Rs 20,000 /pm

				windows XP and MS office.				
4	Officer-Crew Scheduling (Mumbai) Grade – M-1	03	OBC – 01 ST-01 UR-01	Degree in Engineering / Graduate or Post Graduate in any discipline from a recognized University with proficiency in computer operations, windows Operating System and MS office	Minimum 2 year's experience with crew scheduling in a commercial airline or similar experience in analytical data processing / Call Centre		30 Years	35,000/ pm
5	Officer- Tech Library (Mumbai) Grade – M-1	01	UR - 01	Degree in library Science/Engineering or any other discipline from a recognized University with proficiency in computer operations, windows Operating System and MS office	Minimum 2 year's experience in a similar field/Document Management System		30 Years	35,000/ pm
COMMERCIAL DEPARTMENT								
6	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	70,000/-PM
FLIGHT SAFETY DEPARTMENT								
7	Dy. Manager- Flight Safety [Mumbai] Grade - M-3			B.E/ B. Tech from a recognized university OR UR - 01	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	

		02	OBC-01	Should have held Commercial Pilot or Flight Engineer License	With at least 1500 hrs Airline Cockpit Experience	Prior experience in Airline Flight Safety Department	NIL (Provided certified medical fit by Company Approved Doctor)	Rs 60,000/-PM
8	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
9	Officer- Flight Safety [Mumbai] Grade - M-1	01	UR -01	B.E/B Tech from a recognized university.	2 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	30 years * (Age relaxation up to 5 years in case the candidate has more than 02 years experience in Aviation field)	35,000/- pm
TRAINING DEPARTMENT								
10	B737-800 Synthetic Flight Instructor (Mumbai)	02	UR-01 OBC-01	1. ATPL holder 2. PIC on aeroplane with AUW more than 5700 kgs 3. Valid medical assessment by a doctor qualified in	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

				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.				
11	Deputy Manager Simulator Scheduling (Mumbai) Grade – M-3	01	UR-01	Post Graduate in any discipline	5 years of experience in aviation industry	Candidates with previous experience in training department in any airline	45 Years	Rs 60,000/- p.m
12	Assistant - Training (Mumbai) Grade – S-2	02	UR-02	Graduate with computer literacy, conversant with MS Office from a recognized university			30 Years	18,000/- PM
FINANCE DEPARTMENT								
13	Dy Manager- Finance [Anywhere in India and currently at Mumbai] Grade - M-3	02	OBC – 01 SC – 01	CA/ICWA	2 year s 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 through system and knowledge on MS Office / Excel / Spread sheets/	35 Years	60,000/-PM

						PPT etc.		
14	Officer- Finance [Anywhere in India and currently at Mumbai] Grade - M-1	02	UR – 01 OBC - 01	MBA-Finance from a recognized University/CMA	2 years post qualification experience in Finance Department of a large Organization	Candidates with 1)Experience in Airline Accounting. 2)Working knowledge in SAP. 3) Those who possess additional qualifications would be considered accordingly with due weightage. 4)Sound knowledge on system – MS Office / Excel sheets / Spread sheets / PPT etc. would be advantages.	30 Years	35,000/-PM
15	Sr. Assistant Finance / Cashier [Anywhere in India and currently at Mumbai] Grade – S-3	02	UR - 01 ST-01	Graduate from a recognized university	1 year experience in Cashier/Cash handling/Finance Department - Preferably in Airline/Ticketing office.	Candidates with Cashier / Banking knowledge is preferable. SAP knowledge will be added advantage.	25 years	20,000/-PM
STORES DEPARTMENT								
16	Stores Keeper	05	UR – 03 OBC - 01 ST - 01	1. Graduate in any discipline from a recognized Board or University And 2. Should have knowledge of computer in MS Office.	01 year Aviation stores experience in an Airline/Ground handling Agency or clearing and dispatch agency.	Candidates having Experience in Aircraft stores. Conversant with RAMCO/Aviation Solution Software.	35 Years	Rs. 22,000/- PM
ENGINEERING DEPARTMENT								

17	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
18	Manager – Airworthiness Review	1	UR - 01	Graduation in Aeronautical/Mechanical/ Electrical/ Electronics Engineering from a recognized University/Institution. or AME Diploma passed from DGCA approved Aviation institution And Type rated license in B1 or B2 on Heavy Aircraft in compliance with CAR 66	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

19	Technical Assistant	01	UR -01	AME Diploma from approved AME Institute / Diploma in Electronics & Telecom /Electrical/ Mechanical/ OR Science Graduate with Physics/Mathematic	One Year Experience including training period in Aviation organization and proficiency in computer.	Preference for the candidate having Experience in CAMO/QA in an Aviation organization.	30 Years	18,000/-PM
20	Trainee Technical Officer	01	ST -01	First Class BE/ B. Tech in Electronics & Telecom /Electrical/ Mechanical/Aeronautical/Aerospace Engineering.	One Year Experience including training period in Aviation organization	Preference for the candidate having Experience in CAMO/QA in an Aviation organization.	30 Years	25,000/-PM
HR DEPARTMENT								
21	Dy Chief of HR [Kochi] Grade - M-7	01	UR-01	Post Graduate Degree in HR / Management (specialization in Personnel Management) from a recognized university	A minimum of 15 yrs experience in handling HR Functions in a large organization.	Those possessing relevant airline experience	50 years	Rs 1,25,000/-PM
22	Assistant - HR (Calicut / Mangalore) Grade – S-2	02	UR-02	Graduate in any discipline from a recognized university	A minimum of 01year post qualification experience in handling HR Functions	Those possessing relevant airline experience	25 years	Rs 18,000/-PM
AIRPORT SERVICES DEPARTMENT								
23	Officer - Airport Services [Amritsar] Grade - M-1	01	UR - 01	Graduate in any discipline from a recognized university	Minimum 5 years of experience in Airline Industry	Candidates with experience in International flight handling/ Departure control system/ Customer services	35 Years	Rs. 35,000/-pm

24	Senior Assistant – Airport Services [Kannur, Amritsar, Mumbai] Grade - S-3	04	UR– 03 SC- 01	Graduate in any discipline from a recognized university	Minimum 3 year’s experience in International flight handling, Departure control system	Persons who have got experience in SDCS, Computer proficiency.	30 Years	Rs 20,000/pm
INFORMATION TECHNOLOGY DEPARTMENT								
25	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
CORPORATE COMMUNICATIONS DEPARTMENT								
26	Chief Of Corporate Communications [Cochin] Grade- M-8	01	UR – 01	• Post Graduation in Mass Communication & Journalism from a recognized University.	•Minimum 10 years experience in the field of Corporate Communications is mandatory of which at least 4 years should be in the airline industry. Minimum 2 year’s experience in Media/ journalism. The candidate should be experienced in the fields of Digital Marketing, Social Media, Online and Offline Advertising, Branding, Publicity Content Creation, Internal Communication etc. Should have handled high value publicity campaigns of reputed organizations.	<ul style="list-style-type: none"> • Candidate with relevant experience in airline industry with strong network within the National as well as vernacular media. • Those with relevant experience in handling passenger feedback/ complaints etc will be given preference. <p>Experience in handling government bodies is an added advantage.</p> <p>Working knowledge in Procurement/Contract procedures, RFP preparation etc. is considered as added advantage.</p>	40 Years	Rs. 1,50,000/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), 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 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 **April 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.

POST APPLIED FOR

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 **April 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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