

NOTE : RECRUITMENT IN AIR INDIA EXPRESS LIMITED IS FREE AND IS DONE ONLY AFTER THE VACANCIES ARE ADVERTISED. HOWEVER, AS MENTIONED IN THE ADVERTISEMENT, AN APPLICATION FEE MAY BE REQUIRED FROM THE APPLICANT, WHICH IS IN THE FORM OF A DEMAND DRAFT DRAWN IN FAVOUR OF THE COMPANY.

ADVERTISEMENT – WEBSITE
AIR INDIA EXPRESS LIMITED

Date: February 1, 2018

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **February 1, 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	Co-ordinator [Flight operations / dispatch] Grade- S-3 [Mumbai]	02	UR -02	<ul style="list-style-type: none"> • Graduate from a recognized university • Knowledge of computer operation- Windows XP, MS Office 	•Minimum of 2 years with similar experience in aviation		25 Years	Rs. 25000/pm
2	Manager- Flight Dispatch (Mumbai) Grade - M-4	03	OBC-02 SC-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. Current FAA/CAA/JAA flight dispatcher or 4.Individual who have held DGCA approval/ALTP/SCPL/CPL/PPL licences 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

3	Sr. Officer- Flight Dispatch (Mumbai) Grade - M-2	2	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 Operations Department 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
4	Officer - Cockpit / Cabin Crew Scheduling (Delhi/Mumbai) Grade - M-1	01	UR-01	Graduate in any discipline from a recognized university with proficiency in computer operations , Windows XP, MS office.	Minimum 2 years of experience with crew scheduling in a commercial Airline.	Preference will be given to candidate who have previous experience or currently working in crew scheduling (CMS).	30 years	35,000/-PM
5	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 2 years of experience in similar field	With previous experience in the same field in aviation industry	25 years	18,000/- PM
COMMERCIAL DEPARTMENT								
6	Route Manager Grade- M-2 [Mumbai]	01	ST – 01	<ul style="list-style-type: none"> • MBA (Marketing & sales) OR • MBA (Aviation) OR • BE / B.Tech from a recognized university 	<ul style="list-style-type: none"> • Excellent analytical and problem solving skills. Ability to work under pressure to achieve the goals. • Attention to detail is essential. Excellent PC skills with MS 	Previous experience in Airline	35 years	Rs. 50000/pm
7	Officer- Sales Grade- S-3 [Mumbai]	01	OBC - 01	MBA (Marketing & Sales) from a recognized university		Previous experience in sales and marketing especially in Airline.	30 Years	Rs. 25000/pm

8	Manager- Scheduling & Network Planning [Mumbai] Grade - M-4	01	UR – 01	MBA from a recognized university	Minimum 5 years of experience in supervisory capacity in the scheduling and network planning department of a scheduled airline with a fleet of at least 10 aircraft. Hands on experience in any computerized scheduling system. Hands on experience in filing/managing slots.	1) Those who are conversant with or have previously worked on Sabre Scheduling System. 2) Those who have attended at least one IATA slot conference.	40 Years	70,000/-PM
AIRPORT SERVICES DEPARTMENT								
9	Officer – Airport Services Grade - M-1 (Amritsar/Coimbatore)	02	UR-02	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
10	Senior Assistant – Airport Services - Grade - S-3 (Delhi /Mumbai / Trichy)	06	UR-02 OBC-01 SC-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 20,000/pm
11	Sr. Officer- Catering Service [Cochin]	01	UR-01	Graduate in any discipline / or diploma in Hotel Management from a recognized university	Minimum 5 years of experience of catering service in any Airline. Should be able to handle Purchase Orders for dry store, bonded store items etc in co ordination with Materials Department. Should be able to handle correspondence for passengers regarding catering complaints.		35 years	40,000/-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 candidatesPreference 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 **February 1, 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 **February 1, 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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