

AIR INDIA ENGINEERING SERVICES LTD

(A Wholly Owned Subsidiary of Air India Limited)

(Northern Region)

Ref: AIESL/NR/HR/ 02 of 2018

Date: 7thDec.2018

Sub: - Recruitment of Utility Hand & Driver from the Open Market

Air India Engineering Services Limited (AIESL) is an Aircraft Maintenance, Repair and Overhaul (MRO) Organisation, approved by DGCA (India) under Car 145, to undertake MRO activities in India. AIESL invites applications from Indian Nationals fulfilling the requirements as on 1st December 2018 to fill up the posts of "Utility Hand" and "Drivers" from the open market on Fixed Term Employment (FTE) basis.

The selected candidates will be posted at Delhi base of Air India Engineering Services Limited (AIESL, MRO) or any other station of AIESL/MRO as required by the Company. Selection and empanelment does not guarantee that the candidate will be appointed immediately. Vacancy Positions are tentative and may increase/decrease, depending upon the company's requirement. Release of candidates from the panel would depend upon the requirement of AIESL and decision taken by the Company in this regard.

(I) DETAILS OF THE POSTS:

| Sr no | Post | Eligibility Criteria | Experience |
|--------------|--|---|---|
| 01 | UTILITY HAND Total Vacancies 100 (Also to form a Panel for future requirements) | Minimum essential Qualification is Class 8 th Pass. (Candidates having ITI/ Technical Qualifications will be preferred) | CANDIDATES MUST HAVE MINIMUM ONE YEAR EXPERIENCE IN AIRLINE OR MRO (Aviation Industry). |
| 02 | DRIVER Total Vacancies 15 (Also to form a Panel for future requirements) | Minimum Class 10 th pass with HMVL (Heavy Motor Vehicle License) & LMVL (Light Motor Vehicle License) (NOTE: It will be the responsibility of the candidate/ employee to obtain necessary Driving License in any other different category at any stage, as per the requirement of the company) | CANDIDATES MUST HAVE MINIMUM ONE YEAR EXPERIENCE IN AIRLINE OR MRO (Aviation Industry). |

Note: No Experience will be accepted without attestation by the HR / Admin of the concerned Airlines / MRO mentioning the name, Designation, contact Number & email id of the concerned authority.

(II) RESERVATIONS: Utility Hand- (SC-15), (ST-07), (OBC- 27), (Others-51) = Total = 100

Driver- (SC-02), (ST-01), (OBC- 03), (Others-09) = Total = 15

(Note: Total Number of Vacancy & Reservation may vary according to the actual requirement of AIESL)

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

| Description | Details | Particulars | Remarks |
|--|---|--|--|
| Maximum Age Limit As on 1 st December 2018. | General Category - 45 years. OBC-48, Years SC/ST-50 Years | Reservation and concessions /relaxation to SC/ST/OBC/Ex-Servicemen candidate would be as per Government Directives in this regard. | In any case engagement will not be permitted beyond the age of 58 years. |
| Emoluments | For Utility Hand & Driver | For Utility hand and Driver will be approximately Rs.16,800/- pm and Rs.18,600/- pm respectively at the time of joining. | Emoluments would be increased annually, subject to approval of the competent authority. |
| Period of Contract | For all posts | Fixed term contract would be initially for a period of 5 (Five) years or upto the age of 58 years, whichever is earlier. | Extendable for a further Period of 05 years at a time as per the requirements of the company and performance of the candidate. |
| Selection Procedure | For all posts | Skill Test and Assessment followed by Pre-employment Medical Examination | Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), if selected and offered appointed. |

(IV) GENERAL CONDITIONS:

- a) **Management reserves all rights to take any decision with regard to this exercise including cancellation of the exercise if it is so necessitated. Management also reserves the right to add/ delete/ alter any of the conditions of this exercise if necessitated.**
- b) 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.
- c) The contract is extendable for further term of 5 years depending upon satisfactory performance of the candidate and requirement of the company.
- d) Candidates engaged on fixed-terms contract basis will be entitled for Provident Fund, Gratuity and ESI, if applicable, as per policy of the company.
- e) The candidates will initially be positioned at DELHI. However the job is transferable to any station in India, based on Company's requirement.
- f) The candidates will have to make their own arrangement for housing accommodation at the place of posting.
- g) The Company, at its discretion, may assign additional duties, as and when required.
- h) SC/ST candidates reporting for 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.
- i) Candidates must ensure that they fulfil all the laid down eligibility criteria, prescribed for the post before reporting for Walk-in.
- j) At any stage, if it is found that the particulars furnished by the candidate in the Application 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 candidature shall be summarily rejected without making any further reference and if appointed, the appointment would be terminated. AIESL shall not be responsible for cases where the candidate(S) resigned from his/her previous employment and joined AIESL.
- k) 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.

(V) SELECTION PROCEDURE: Selection will be through the process of Skill Test and Assessment.

Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, **as on 01st December 2018 may attend the walk-in (Skill Test & Assessment) as per given schedule** at the Venue mentioned below, with non-refundable application and processing fee of **Rs.500/- (Rupees Five Hundred Only)** for Gen. and OBC candidates & **Rs.250/- (Rupees Two Hundred Fifty only)** for **SC/ST/Ex-Servicemen candidates towards processing fees**, by means of A/C Payee Demand Draft in favour of **"Air India Engineering Services limited"** Payable at Delhi.

| Sr No | Name of Post | Date of Walk In | Reporting Time | Venue |
|-------|--------------|--------------------------|------------------------|---|
| 1 | Utility Hand | 05.01.2019 (Saturday) | 0930 Hrs. to 1130 Hrs. | AIESL, Personnel Department, A-320 Avionics Complex, IGI Airport, (Near New Customs House), Delhi 110037. (Contact No. 011-25652442) |
| 2 | Driver | 12.01.2019 (Saturday) | 0930 Hrs. to 1130 Hrs. | |

All candidates, who are meeting the eligibility criteria, are hereby informed to attend the Walk-In skill test as per above given schedule. Candidates have to bring following Original documents along with a set of Xerox copies of the same on the day of Walk-In.

- All original qualification certificates as per eligibility criteria.
- All original experience certificates.
- Original Valid Driving Licences for Both LMV & HMV. (Only for Candidates appearing For the Post of Driver)
- Proof for Date of Birth.
- **Proof for Permanent and Present Address.**
- 2 Passport Size photographs.
- ID Proof (PAN Card, Aadhaar Card, Driving License, Passport etc.)
- **Non-refundable application & processing fee of Rs.500/- (Rupees Five Hundred Only) for General and OBC candidates & Rs.250/- (Two Hundred Fifty Only) towards processing fee for SC/ST/Ex-Servicemen candidates, by means of A/C Payee Demand Draft in favour of "Air India Engineering Services limited" payable at Delhi.**
- Service Discharge Book (Only for Ex-Servicemen)

Candidates are advised to go through the following instructions before Appearing for Walk-in

- a) In case of large number of candidates reporting for the test, the same may continue/to be held on the next day or subsequent days. Candidates reporting for the test may take note of this and outstation candidates may be required to stay back on their own arrangements.
- b) 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.
- c) The candidates belonging to OBC categories, at the time of walk-in interview, 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.
- d) 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.
- e) The applicant should ensure that they fulfil all the eligibility criteria as on 1st December 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 posts, the candidatures is liable to be rejected and, if engaged, services would be terminated, without giving any notice or reasons therefore.
- f) Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience etc. must be submitted along with the Application. Self-Attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC candidates only.
- g) Original certificates are required to be brought, at the time of Walk-in (Skill Test), for verification purpose only, but original should not be submitted/attached along with the Application. The Company is not responsible for returning any original copies of certificates/testimonials if submitted with the application.
- h) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must bring complete Application Form routed through proper channel or along with 'No Objection Certificate' from their present employer.
- i) The selection of candidates would be communicated to his/her email address/Postal address as provided in the application. The candidates should check their email on regular basis. For non-receipt of communication due to wrong furnishing of email, AIESL would not in any way be responsible for the same.

11. Work Experience: (Starting from current)

| Name of the Company | Post held / Salary Drawn per annum | Period | | Nature of job | For Office use only |
|---------------------|------------------------------------|--------|----|---------------|---------------------|
| | | From | To | | |
| | | | | | |
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12. Particulars of Demand Draft (in favour of Air India Engineering Services Ltd., payable at Delhi)

| Name & Address of the issuing bank and branch. | Date of Issue | Demand Draft No. | Amount | For Office use only |
|--|---------------|------------------|--------|---------------------|
| | | | | |

Declaration:

I hereby certify that the foregoing information is correct to the best of 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 thereof.

Place

(Signature of the Applicant)

Date

List of documents to be submitted at the time of Skill Test/Assessment

Please tick "X"

| | | |
|----|---|--|
| 1 | Application Fee, wherever applicable | |
| 2 | 02 additional recent passport-size photographs | |
| 3 | School leaving Certificate | |
| 4 | 8 th / 10 th Mark-sheet and Passing Certificate | |
| 6 | Diploma/ Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters), if applicable | |
| 7 | Caste Certificate in case of SC/ ST/ OBC | |
| 8 | Experience Certificate(s) | |
| 9 | LMV & HMTV Driving License Copy | |
| 10 | Discharge Certificate in case of Ex-Serviceman | |

For Official Use only

| Category SC/ST/ OBC/GEN | Age | Experience | Airline/ MRO Experience | Qualification | ELIGIBILITY FOR REIMBURSEMENT |
|-------------------------------|-----|------------|----------------------------|---------------|----------------------------------|
| | A | B | C | D | E |
| | Yes | Yes | Yes | Yes | Yes |
| | No | No | No | No | No |

Reason for Rejection: - A _____ : B _____ : C _____ : D _____

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)

For Utility Hand / Driver 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 before hand 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, 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. 2ndClass 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: |