

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 OR POSTAL ORDER, DRAWN IN FAVOUR OF THE COMPANY.

ADVERTISEMENT – WEBSITE
AIR INDIA EXPRESS LIMITED

Date: January 15, 2020

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **January 01, 2020** 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
OPERATIONS DEPARTMENT								
1	Manager – Flight Dispatch Grade- M-4 [Mumbai]	02	OBC – 01 ST - 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. Individual who have held DGCA approval /ALTP/SCPL/ CPL/PPL licenses 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
2	Manager - Crew Scheduling – Grade -M-4 [Delhi]	01	UR – 01	Graduate in any discipline from a recognized university with proficiency in computer operations, windows.	10 years of experience in cockpit crew scheduling in scheduled Airline.	Thorough Knowledge of DGCA Regulations in relations to scheduling the crew Administration, Experience in handling ARMS system of an	40 years	Rs. 70,000/pm

				Operating System and MS office.		Operations Dept.in airline.		
3	Deputy Manager - Crew Scheduling - Grade - M-3 [Delhi/Mumbai]	01	UR - 01	Graduate in any discipline from a recognized university with proficiency in computer operations, windows Operating System and MS office.	06 years of experience in crew scheduling in scheduled Airline.	Thorough Knowledge of DGCA Regulations in relations to scheduling the crew Administration, Experience in handling ARMS system of an Operations Dept.in airline.	40 Years	Rs. 60,000/pm
4	Deputy Manager - Operations - Grade - M-3 [Mumbai]	01	UR - 01	BE/ BTech or Graduate in any discipline from a recognized university.	5 years of airline experience with good knowledge of flight operations, Preparation of Ops Manuals/ DGCA liaisoning / Administration functions with good communication skills Should be proficient in computer operations, Windows / MS office etc.	Experience in Operations department of reputed airlines or Air Force/ Navy flying/technical background	40 Years	Rs. 60,000/pm
5.	Senior Officer-Crew Scheduling-Grade-M-2 [Mumbai]	02	UR - 02	Graduate in any discipline from a recognized university with proficiency in computer operations, windows Operating System and MS office.	Minimum 3 years' experience with crew scheduling in a commercial airline or similar experience in analytical data processing / Call Centre		35 years	Rs. 40,000/pm

6	Officer-Crew Scheduling - Grade - M-1 [Delhi/Mumbai]	02	UR - 02	Graduate in any discipline from a recognized university with proficiency in computer operations, windows Operating System and MS office	Minimum 2 years' experience with crew scheduling in a commercial airline or similar experience in analytical data processing / Call Centre		30 years	Rs. 35,000/pm
7	Senior Assistant (Operations - Co-ordination) - Grade - S-3 [Anywhere in India]	08	UR -05 OBC - 03	Graduate in any discipline from a recognized university.	Minimum 2 years' experience in aviation industry or reputed private / public sector.	Previous experience in the Operations Department of any airline.	30 years	Rs. 28,000/pm
8	Senior Assistant - Data Processing Grade - S-3 [Mumbai]	01	UR - 01	Graduate in any discipline /Engineering from a recognized university with proficiency in computer operations windows and MS office	Minimum One year's experience in aviation industry or organized private / public sector organization		30 years	Rs. 28,000/-pm
9	Senior Assistant - Operations Grade - S-3 [Mumbai]	01	UR - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows and MS office.	Minimum one year's experience in aviation industry or organized private / public sector organization		30 years	Rs. 28,000/-pm

10	Assistant - Technical Library Grade - S-2 [Mumbai]	01	UR - 01	Graduate in any discipline from a recognized university with proficiency in computer operations, Windows, MS office.	Minimum 1 year of experience in Library / Documentation Management		25 years	Rs. 25,000/-pm
TRAINING DEPARTMENT								
11	Chief Manager-Simulator Engineer - Grade - M-6 [Mumbai]	01	UR - 01	Graduate in engineering aeronautical / aerospace / mechanical / electrical / electronic stream from a recognized University.	Minimum 12 years relevant experience in Aviation / Airline Industry and Should have at least 8 years of experience on Boeing 737 Aircraft / Simulator maintenance.	Candidates with hands on experience on Simulator maintenance. Shall be a B737-800 Aircraft / Simulator Maintenance Engineer having undergone three years specialized course in Aviation.	50 years	Rs.1,25,000/- pm
MATERIALS MANAGEMENT DEPARTMENT								
12	Senior Officer - Stores Grade - M-2 [Mumbai - 02 & Trivandrum - 03]	05	UR - 4 OBC - 01	MBA - Finance / Materials Management / Inventory Management from a recognized university.	Minimum 3 years' experience in the store officer capacity in airlines stores department. <i>Thorough</i> knowledge off all the store functions, receipt/dispatch section, ERP process/transaction, progression section etc.	Candidates well conversant with working on SAP/RAMCO systems.	35 years	Rs. 40,000/- PM

13	Officer - Stores Grade - M-1 [Trivandrum]	01	UR - 01	MBA - Finance / Materials Management / Inventory Management from a recognized university.	Minimum 2 years' experience in the store officer capacity in airlines stores department. Thorough knowledge off all the store functions, receipt/dispatch section, ERP process/transaction, progression section etc.	Candidates well conversant with working on SAP/RAMCO systems.	30 years	Rs. 35,000/- PM
14	Storekeeper Grade -S-2 [Anywhere in India and currently at Mumbai]	02	ST - 02	1. Graduate in any discipline from a recognized University And 2. Should have knowledge of computer in MS Office	Minimum 01 year experience in handling stores functions in an airline or in a clearing and forwarding agency attached to airports.	Candidates having Experience in Aircraft stores. Conversant with ERP and having valid driving licence.	35 Years	Rs. 25,000/- PM
ENGINEERING DEPARTMENT								
15	Assistant Engineer- Technical Service (Trivandrum)	03	UR - 01 SC - 01 ST - 01	First Class BE/ B. Tech in Electronics & Telecom /Electrical/ Mechanical/ Aero nautical/ Aerospace Engineering.	Minimum 2 Years' experience including training period in Aviation organization	Preference for the candidate having Experience in CAMO/QA in an Aviation organization.	30 Years	Rs. 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 candidates
- Ø 03 years for OBC candidates
- Ø 03 years for Ex-Serviceman candidates for direct recruitment other than through open competitive examinations (Interview only) / 05 years for Ex-Serviceman candidates for direct recruitment on result of competitive examinations.
- Ø 05 years for Persons with benchmark disabilities for direct recruitment other than through open competitive examinations (Interview only) / 10 years for Persons with benchmark disabilities for direct recruitment on result of competitive examinations.
- Ø Air India Express follows all Government norms of reservations in recruitment process.
- Ø 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/Economically Weaker Sections (EWS) / Persons with benchmark disability 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 **January 01, 2020**, 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. Please also note that the validity of “Non- Creamy layer” Certificate should not be older than 6(Six) months from the date of eligibility criteria.
- h) The candidates belonging to Economically Weaker Sections (EWS) 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. Income and Assets of the families to be certified by an officer not below the rank of Tehsildar.
- i) The applicant should ensure that they fulfill all the eligibility criteria regarding educational qualifications, age and experience, as on **January 01, 2020**. 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.

* * * * *

For Office Use Only

PI DATE/SLOT: _____

Roll No.: _____

Remarks: ELIGIBLE / NOT-ELIGIBLE

Any other:

Authorised signatory

FORMAT OF APPLICATION

(Information to be filled in **BLOCK** Letters)

To,
AIR INDIA EXPRESS LTD
Kochi

Affix recent
Passport size
Colored photograph
(Self attested)

POST APPLIED FOR: _____

1. Name : _____
(SURNAME) (NAME) (MIDDLE NAME)

2. Father's Name : _____
(SURNAME) (NAME) (MIDDLE NAME)

3. Date of Birth : _____ (dd / mm / yyyy)

4. City & State of Birth: _____

5. Age (as on 1st January, 2020): _____
(YEARS) (MONTHS)

6. Contact Details

a) Address for Correspondence : _____

City _____ Pin code _____

State _____

b) Telephone No. : Residence with STD Code : _____

Mobile: _____

c) Email address (**MANDATORY**): _____

7. Aadhaar Card No : _____

8. Gender : Male Female

9. Nationality : _____

10. Religion : _____

11. a) Whether SC / ST / OBC / Unreserved :

SC	ST	OBC	Unreserved

Indicate Category to which you belong by marking 'X' in the appropriate box ←

If SC/ST – attach copy of the Caste Certificate.

If OBC – furnish certificate including the "Non-Creamy layer clause". OBC community should be as per the Central List of OBCs published by the Government of India).

b) Whether Ex-Serviceman : **YES / NO**

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether working in any Govt., Semi-Govt. / Public Sector Undertaking or autonomous body : **YES / NO**

If "Yes", enclose "No Objection Certificate"

12.

A. Educational Qualifications : (Secondary & Higher Secondary Examination)

Examination(s) Passed	Name of the Board/ University, Institution	Main Subject	Month & Year of Passing	Duration	Division & % of marks
10 th (SSC)					
12 th (HSC or Pre-Degree)					

B. Graduation

Examination/Technical Courses Passed	Name of the University/Institution	Month & Year of Passing	Duration		Division & % of marks
			From	To	

C. Additional Qualification/ Post Graduation :

Additional Examination/Courses Passed	Name of the University/ Institution	Duration	Month & Year of Passing	Division & % of marks
Any other (specify)				
Post Graduation Degree (Specify Specializations)				

13. Fluency in Languages: Tick 'X' in appropriate spaces.

Languages	Read	Speak	Write	Remarks*
(a) English				
(b) Indian (Specify)				
(c) Foreign Languages (Specify)				

*Indicate whether any Certificate/ Language Course done and the duration of the course.

14. Work Experience (if any) (Starting from Present Employer):

Name of Company	Period of Employment		Capacity / Position held	Nature of Duty
	From (dd.mm.yyyy)	To (dd.mm.yyyy)		

15. Particulars of Demand Draft (in favour of **Air India Express Ltd.** payable at **Mumbai**) :

<i>Name & Address of the Issuing Bank & Branch</i>	<i>Date of Issue</i>	<i>Demand Draft No.</i>	<i>Amount (Rs.)</i>

16. Relatives working in Air India Express Ltd / Air India Air Transport Services Ltd / Hotel Corporation of India Ltd / Alliance Air / Air India Limited)

Name	Designation	Company	Relationship

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 satisfy the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated even after employment, without giving any notice or reasons thereof.

Place: _____

Date: _____

Signature _____

List of following Documents (self-attested copy) to be attached with the Application :

(ORIGINALS for verification only to be brought at the time of Interview)

i)	Application Fee, wherever applicable	
ii)	02 Additional Recent Passport Size Photographs	
iii)	Aadhaar Card	
iv)	10 TH Std Mark-sheet & Passing Certificate	
v)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
vi)	Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters)	
vii)	Additional Qualification/ Post Graduate Mark-sheet/Certificate	
viii)	Domicile Certificate, wherever applicable	
ix)	Caste Certificate in case of SC / ST / OBC candidates	
x)	Experience Certificate (s) wherever applicable	
xi)	Discharge Certificate, in case of Ex-Serviceman	
