

AI Engineering Services Limited
(A wholly owned subsidiary of Air India Limited)



Sub : Advertisement for the post of Chief of Personnel

AI Engineering Services Limited (AIESL)-MRO, a wholly owned subsidiary of Air India Limited, invites applications from the eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	SALARY & EMOLUMENTS (Cost to company)
1.	Chief of Personnel	01	Delhi	Rs.1,50,000/-

The eligibility criteria and other details are as under:

- a. **Qualification**: Full time 02 years Masters Degree in Business Administration with specialization in Personnel Management or its equivalent.
- b. **Experience**: Should have minimum 10 years post qualification experience in HR. The candidate with working experience in Aviation industry, preferably in MRO will be given preference. Out of 10 years experience, 02 years should be in a senior position as per details given below:
 - Candidates from Central/State/ Public Sector Enterprises working at the level of E-6 and above.
 - Candidates from Private Sector who are working not more than 2 levels below CEO/ Head of Institution.
- c. **Age**: Maximum 48 years as on 1st February, 2021.
- d. **Job Description**: The post carries the duties and responsibilities as overall In-charge of all the Personnel & IR related activities of the Company, Statutory Compliances, etc.
- e. **Selection procedure**: Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria & Pre Employment Medical Examination.

The Candidates will have to bear the cost of Pre Employment Medical Examination and any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

- f. **Fixed Term Employment Contract**: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of five years extendable by another five years based on performance of the candidate/incumbent. The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

How to Apply:-

Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application by Post/Speed post/courier at following address in an envelope that must be super scribed with the post:

<p>Post Applied for <u>Chief of Personnel</u></p> <p>AI Engineering Services Limited Personnel Department, 2nd Floor, CRA Building, Safdarjung Airport Complex, Aurbindo Marg, New Delhi – 110 003</p>
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The last date of receipt of application is 1700 hours on 24th February, 2021 on the above address. Applications received after the last date will not be entertained.

Applications received late/incomplete/mutilated or without any of the supporting documents with regard to eligibility criteria, Demand Draft will be rejected. AIESL will not be responsible for any postal delay/loss of any document during transit.

Applicants servicing in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.

Management reserves the right to change in above schedule/conditions, based on requirements.

Candidates are required to submit following documents with the application:-

- i) A duly filled in Application Form in the prescribed format which is available on Career Page of Website www.airindia.in
- ii) A recent passport size photograph pasted in the space provided in the Application Format.
- iii) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience etc. will be required to be submitted with the application. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.
- iv) If the candidate is working in private sector, he is required to submit a certificate from the existing employer that the post held by him not more than 2 levels below the post of CEO.
- v) The Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) drawn in favour of Air India Engineering Services Limited, payable at New Delhi (Not Applicable for SC/ST).

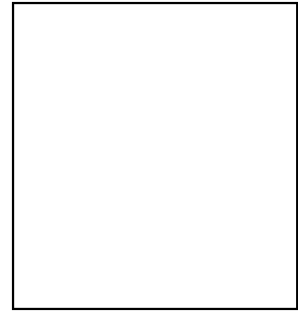
Canvassing in any form will disqualify the candidate.

APPLICATION FORM

1. Name of the post applied for **Chief of Personnel – AIESL**

2. (a) Applicant's Name: _____

(b) Address for communication: _____



3. Telephone No: Office _____ Residence _____

4. Mobile No. _____

5. E-Mail Id _____

6. Date of Birth (**DD/MM/YY**), Age as on 01st February, 2021 (**Years/Months/Days**)

7. Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution/ University	Duration of the Course	Whether Full-Time or otherwise Please mention, if applicable)
1	2	3	4	5

* Should be exactly as per Degree/ Diploma issued by the university.

8. Positions held (in support of the total requisite experience of 10 years at managerial level/present grade/02 years at senior management level)

Sl. No.	Complete Designation*	Name of the Organization	Pay scale	Period		Brief Job Profile
				From	To	
1	2	3	4	5		6

*The positions should be indicated in order of the most recent assignment

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9. Certificate from the existing employer that the post held is not more than two level below the post of CEO, is required to be attached.

10. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

i) Civil /Criminal	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
ii) Departmental Enquiry			

(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof

i) Civil /Criminal	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		
ii) Departmental Enquiry			

11. Whether SC/ST/OBC/GEN/OTHERS

I certify that the details furnished above by me are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Note:

1. Please attach a write-up, **not exceeding 400 words**, in support of your candidature, for reference at the time of interview.

2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment.