

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



Ref No:

Date: 03 August 2021

Sub: Advertisement for the post of Accounts Officer and Accounts Assistant

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

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	CONSOLIDATED MONTHLY SALARY
1.	Accounts Officer	01	Hyderabad	Rs. 80,000/- (All inclusive)
		01	Kolkata	
		02	Delhi	
		02	Mumbai	
2.	Accounts Assistant	02	Hyderabad	Rs. 25,000/- (All inclusive)
		02	Kolkata	
		04	Delhi	
		04	Mumbai	

The eligibility criteria and other details are as under:

a. Qualification:

For Accounts Officer: Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or MBA in Finance.

For Accounts Assistant: Candidate should be commerce graduate from a recognized university.

b. Experience:

For Accounts Officer: Candidate should have minimum 03 years post qualification experience with an airline. Proficiency is must in statutory payments like ESIC, PF, welfare fund, Professional Tax, GST etc. The candidate with working experience in Aviation industry, preferably in MRO will be given preference.

For Accounts Assistant: Proficiency is must in statutory payments like ESIC, PF, welfare fund, Professional Tax, GST etc. The candidate with working experience in an airline would be preferable.

c. **Age:**

For Accounts Officer: Upto 30 years as on 1st August, 2021.

For Accounts Assistant: Upto 28 years as on 1st Aug. 2021.

d. **Job Description:** The post carries the duties and responsibilities as related to all the finance activities of the Company.

e. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria & Pre Employment Medical Examination.

The selected candidate will have to bear the cost of Pre Employment Medical Examination and any additional tests if required.

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 two 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.

f. **How to Apply:-** Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed to Chief of Personnel, AIESL by Post/ Speed post/ courier at following address in an envelope that must be super scribed with the post:

Post Applied for Accounts Officer/ Accounts Assistant

AIESL

Personnel Department,

2nd Floor, CRA Building, Safdarjung Airport Complex,

Aurbindo Marg, New Delhi – 110 003

The last date of receipt of application is 17:00 hours on 23rd August, 2021 on the above address. Applications received after the last date will not be entertained.

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.

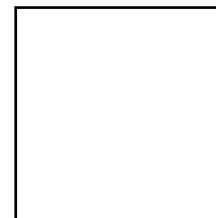
Management reserves the right to change in above schedule/ conditions, based on requirements.

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

- i. A recent passport size colour photograph pasted in the space provided in the Application Format.
- ii. One set of self attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, 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.
- iii. 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 is not more than 2 levels below the post of CEO.
- iv. 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. Only shortlisted candidates would be contacted for interviews and/or for making an offer. AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

APPLICATION FORM



1. Name of the post applied for
Accounts Officer/ Accounts Assistant – AIESL
2. (a) Applicant's Name: _____
(b) Address for communication: _____

3. Telephone No: Office _____ Residence _____
Mobile _____ E-Mail Id _____

4. Date of Birth (DD/MM/YY) _____,
Age as on 23rd August, 2021 (Years/Months/Days) _____

5. Educational/Professional Qualifications:

SN	Qualification* (starting from most recent till 10 th standard)	Name of Institution/ University/ Board	Duration of the Course	Whether full- time of otherwise (please mention, if applicable)
1	2	3	4	5

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

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

SN	Complete designation*	Name of the organisation	Pay scale/ monthly salary	period		Brief job profile
1	2	3	4	5		6
				From	To	

*The positions should be indicated in order of the most recent assignment. Separate page may be attached in case space provided is not sufficient.

7. 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.

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

If yes, the details thereof i) Civil /Criminal

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 hereof i) Civil /Criminal

Yes

No

ii) Departmental Enquiry

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

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.

(Name & Signature of the Applicant)

GENERAL CONDITIONS

1. Management reserve all right to take any decision with regard to conduct of this exercise including interpretation of eligibility, deferment/cancellation of this exercise and/or delete/alter any of the condition of this exercise, if so necessitated.
2. The selected candidate will be posted based on the requirements of the Company. Selection and empanelment does not guarantee that the candidate will be appointed. Release of candidate for appointment from the select list would depend upon the decision of the Company and its business requirements at the material point of time, which decision would be final and binding.
3. 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.
4. The contract is extendable for further term of 5 years depending upon satisfactory performance of the candidate and requirement of the company.
5. The job is transferable to any station in India, based on Company's requirement.
6. The candidates will have to make their own arrangement for housing accommodation at the place of posting.
7. The Company, at its discretion, may assign additional duties, as and when required.
8. SC/ST candidates who are reporting for interview 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.
9. Candidates must ensure that they fulfill all the laid down procedure eligibility criteria, prescribed for the post before reporting for Walk-in.
10. At any stage of the selection process, if it is found that the particulars furnished by the candidate in the Application Form 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 application shall be summarily rejected without making any further reference.

11. Canvassing in any form by or on behalf of the candidate or bringing in any outside influence with regard to further the selection of the candidate shall be considered as a DISQUALIFICATION.
12. Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs.3,000/- and Rs.10,000/-. Any additional tests, if required, the cost thereof will also have to be borne by the candidates.
13. Applications which are unsigned/incomplete/mutilated/received by post/courier services will not be considered.
14. The applicant should ensure that they fulfill all the eligibility criteria as on 23rd August 2021. 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 terminated, without giving any notice or reasons therefore.
15. Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience (mentioning the post /designation held, period of experience and seal of the company) 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.
16. Original certificates are required to be brought, at the time of Walk-in (Group Discussion/Personal Interview), 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.
17. 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