



AI ENGINEERING SERVICES LIMITED
(2nd Floor, CRA Building Airport Complex, New Delhi-110003)

Ref No: AIESL/HR-HQ/2023/3879

Date: 07th November 2023

Sub: Advertisement to fill up various positions in HR & Marketing Department of AIESL on Fixed Term Contract Basis

AIESL is a fully owned subsidiary of AI Asset Holding Company limited and is a Public Sector Undertaking of Government of India. AIESL is the largest MRO in the aviation industry of India. AIESL manages and maintains Airbus, Boeing & ATR's fleet with highest degree of the Technical Dispatch Reliability, with its major hangars and bases located at all the major metros. The company has state of the art capabilities for Overhaul and Maintenance of Aircrafts and its components. AIESL being the subsidiary of erstwhile Air India Limited continues to provide its maintenance services to the prime customer Air India (now a private business entity). However, as an independent MRO AIESL has embarked on business growth strategy through extensive marketing and brand building for capturing MRO service requirements of other aviation operators.

Applications are invited from eligible candidates from Open Market to fill up the following position in, AIESL.

S.NO.	POST	NO. OF VACANCIES	PLACE OF VACANCY	CONSOLIDATED MONTHLY SALARY
1	EXECUTIVE - MARKETING	1	DELHI	85000 (Under Revision)
2	JR EXECUTIVE - MARKETING	2	DELHI	55000 (Under Revision)
3	EXECUTIVE – HR	1	DELHI	85000 (Under Revision)
		1	TRIVANDRUM	
		1	HYDERABAD	
		1	NAGPUR	
4	EXECUTIVE – IR	1	DELHI	85000 (Under Revision)
		1	MUMBAI	
5	OFFICER - HR	3	DELHI	43000 (Under Revision)
		2	MUMBAI	
		1	NAGPUR	
		1	TRIVANDRUM	
		1	KOLKATA	

Reservation will be applicable as per Government guidelines.

The eligibility criteria and other details are as under:

1) EXECUTIVE – MARKETING:

Eligibility Criteria as on 01.11.2023

Qualification:

Candidate should be a MBA in Marketing with minimum 05 years of post-qualification experience in Sales & Marketing with organization of high repute Preference would be given to those who are from Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 35 years for General candidates
38 years for OBC Candidates
40years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

Emoluments: Starting all-inclusive emolument offered would be Rs 85,000/- per month

2) JUNIOR EXECUTIVE – MARKETING:

Eligibility Criteria as on 01.11.2023

Qualification:

Candidate should be a MBA in Marketing with minimum 03 years of experience in Sales & Marketing with organization of high repute Preference would be given to those who are from Aviation Industry. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 30 years for General candidates
32 years for OBC Candidates
35 years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

Emoluments: Starting all-inclusive emolument offered would be Rs 55,000/- per month

3) EXECUTIVE- HR & IR:

Qualification:

Candidate should possess at least 05 years of post-qualification experience and hold a post graduate degree from recognized university with specialization in HR management, Industrial Relations or Labour Laws. Those with a LLB Degree and having handled court cases, conciliation matters, wage and salary administrations, statutory compliances will be given preference. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 35 years for General candidates
38 years for OBC Candidates
40years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

Emoluments: Starting all-inclusive emolument offered would be Rs 85,000/- per month

4) OFFICER - HUMAN RESOURCE:

Candidate should possess at least 02 years of post-qualification experience and hold a post graduate degree from recognized university. Preference will be given to individuals with expertise in SAP ERP and experience in managing HR functions, including recruitment, promotions, establishment, salary administration, and statutory compliance. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 30 years for General candidates
32 years for OBC Candidates
35 years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

Emoluments: Starting all-inclusive emolument offered would be Rs 43,000/- per month

To determine the length of an individual's professional experience, the collective experience gained in roles within Central/State Government, Public Sector Undertakings (PSUs), and the

private sector will be considered subject to providing supporting documents. However, any teaching, academic experience, or training, including summer training, apprenticeships, or projects that are integral components of an academic or professional qualification program, will not be factored into the calculation of the aforementioned experience duration.

Employees of AIESL who meet the eligibility criteria will be granted age relaxation equivalent to the duration of their service in AIESL, with a maximum limit of up to 5 years.

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 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 addressed to Chief HR Officer, AIESL by Post/ Speed post/ courier at following address in an envelope that must be super scribed with the post and additionally, they should complete and submit your information via the Google Forms link provided in AIESL Website.

Post Applied for

Post Applied for _____

To

Chief Human Resource Officer
AI Engineering Services Limited
2nd Floor, CRA Building,
Safdarjung Airport Complex,
Aurbindo Marg, New Delhi – 110 003

The last date of receipt of application is 17:00 hours 28 November, 2023 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. The Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) (Non-refundable) drawn in favour of AI 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

Paste Latest
Colour
Photograph
and
Sign Across

1. Name of the post applied for _____
2. (a) Applicant's Name: _____
 (b) Father's Name: _____
 (c) Address for communication:

3. Telephone No: Office _____ Residence: _____
 Mobile: _____ E-Mail Id: _____
4. Date of Birth (DD/MM/YY) _____,
 Age as on 01st November, 2023 (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:

SN	Complete Designation*	Name & Location of the Organization	Pay scale/ monthly salary	Period (DD/MM/YYYY)		Brief JobProfile
				From	To	
1	2	3	4	5		6

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

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 03 years.

If yes, the details thereof

i) Civil /Criminal

ii) Departmental Enquiry

Yes	No
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(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

ii) Departmental Enquiry

Yes	No
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8. Whether SC/ST/OBC/GEN/OTHERS

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i) If SC/ST — attach copy of the caste certificate as per Central Govt. Format.

ii) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

9. Whether Ex-Servicemen: YES /NO

(If yes, furnish details of service, position held, date of release, details of experience after release)
(Attach copies of relevant documents.)

10. Whether working in any Govt./Semi-Govt./Public Sector Undertaking or autonomous body:

YES /NO

(If "YES" enclose "No Objection Certificate")

11. Particulars of Demand Draft (in favour of AI Engineering Services Ltd., payable at Delhi)

Name & Address of the issuing bank and branch.	Date of Issue	Demand Draft No.	Amount

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 fulfil 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)

Place:

Date:

**List of documents to be submitted only at the time of Interview
Originals (along with a set of photocopies) to be brought for verification only**

Please Tick "X"

1	Application Fee, wherever applicable	
2	02 additional recent passport-size photographs	
3	School leaving Certificate	
4	Matriculation Mark-sheet and SSC Passing Certificate	
5	PG / Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters), if applicable	
6	Caste Certificate in case of SC/ ST/ OBC	
7	Experience Certificate(s)	
8	Discharge Certificate in case of Ex-Serviceman	

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 do 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 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 fulfil all the laid down procedure eligibility criteria, prescribed for the post before reporting for Interview.
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 will not be considered.

14. The applicant should ensure that they **fulfil all the eligibility criteria as on 01st November, 2023**. 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 candidature 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 Interview (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

OBC FORMAT

Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that.....Son/ Daughter
of.....Village.....
.....District/Division.....in the..... State
Belong to.....Community which is recognized as a Backward Class under the
Government of India, Ministry of Welfare.
Resolution No.12011/68/93- BCC(C), dated 10th September 1993 published in the Gazette of India
Extra - Ordinary
Part I, Section I, dated 13th September 1993. Shri.....and/or his family ordinarily
reside(s) in the.....District / Division of
the State.

This is also to certify that he/she doesn't belong to the person/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93.

Seal
District Magistrate Deputy Commissioner etc.

N.B. (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) Where, the certificates are issued by Gazetted Officers of the union Government or State Governments, they should be in the same form but countersigned by the District . Magistrate of Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

Annexure-2

Government.....
(Name & Address of the authority issuing the certificate)

Certificate No _____

Date: _____

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
_____ Permanent resident of _____ Village/Street,
_____ Post Office _____ District _____ in the State/Union Territory
_____ Pin Code _____ whose photograph is attested below belongs to

Economically Weaker Sections, since the gross annual income* of his/her family:** is below
Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does
not own or possess any of the following assets***:

- 5 acres of agricultural land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ caste which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____



Name.....

Designation.....

- *Note 1: Income covered all sources i.e salary, agriculture, business, profession, etc.
- **Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- ***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.