



## AI ENGINEERING SERVICES LIMITED NEW DELHI

Ref No: AIESL/HR-HQ/2023/3881

Date: 07-11-2023

### **Sub: Advertisement to fill up various post in Finance 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. AIESL employs around 5000 skilled workers including Aircraft Maintenance Engineers and Aircraft Technicians.

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 FINANCE - SR LEVEL	5	DELHI	120000
			MUMBAI	(Under Revision)
	EXECUTIVE FINANCE – LEVEL II		HYDERABAD	100000 (Under Revision)
2	EXECUTIVE - FINANCE	3	DELHI	85000
		1	HYDERABAD	(Under Revision)
3	JUNIOR EXECUTIVE - FINANCE	5	HQ - DELHI	55000 (Under Revision)
		1	MUMBAI	
		1	HYDERABAD	
4	ASSISTANT MANAGER - FINANCE	4	HQ - DELHI	50000
		1	MUMBAI	(Under Revision)

Reservation will be applicable as per Government guidelines.

The eligibility criteria and other details are as under:

#### 1) **Executive Finance – Senior Level**

Candidate should be a CA/ICWA/ with minimum 10 years of post-qualification experience or CA/ICWA (Inter) / MBA with 15 years' experience in Finance in a reputed Company. The individual must have compiled and finalized Annual and quarterly accounts of company and shall have good exposure to taxation matters of the company. 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:** 45 years for General candidates  
48 years for OBC Candidates  
50 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 **1,20,000/-** per month.

Candidates with a minimum of three years' experience in the 'Aviation Industry,' as well as exposure to the SAP environment and working knowledge of SAP, will receive a two-year relaxation from the overall experience requirement. However, in order to avail the aforementioned experience relaxation, selected candidates will need to execute a one-year indemnity bond with AIESL, for Rs 2.50 lakhs

## 2) **Executive Finance – Level II**

Candidate should be a CA/ICWA/ with minimum 07 years of post-qualification experience or CA/ICWA (Inter) / MBA with 12 years' experience in Finance in a reputed Company. The individual must have compiled and finalized Annual and quarterly accounts of company and shall have good exposure to taxation matters of the company. 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:**       40 years for General candidates  
                                  43 years for OBC Candidates  
                                  45 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 **1,00,000/-** per month.

Candidates with a minimum of three years' experience in the 'Aviation Industry,' as well as exposure to the SAP environment and working knowledge of SAP, will receive a two-year relaxation from the overall experience requirement. However, in order to avail the aforementioned experience relaxation, selected candidates will need to execute a one-year indemnity bond with AIESL, for Rs 2.50 lakhs

## 3) **Executive Finance**

Candidate should be a CA/ICWA/ with minimum 05 years of post-qualification experience or CA/ICWA (Inter)/ MBA with 10 years' experience in Finance in a reputed Company. The candidate with working experience in Aviation / MRO industry and working experience in SAP/ERP 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  
                                  40 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.

**No. of Posts:** 04 – to be based in Delhi & Hyderabad, but the candidate may be transferred to other locations also depending upon requirement of the Company.

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

#### **4) Junior Executive - Finance**

Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or full time MBA on regular basis from recognized university/institute with minimum 03 years of post-qualification experience in Finance in a reputed Co. Proficiency is must in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc, and vendor and employee related payments. The candidate with working experience in Aviation / MRO industry and working experience in SAP/ERP will be given preference.

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

**No. of Posts:** 06 – to be based in Delhi, Mumbai & Hyderabad, however the candidate may be transferred to other locations also depending upon requirement of the Company.

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

#### **5) Assistant Manager - Finance**

Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or full time MBA on regular basis from recognized university/institute with minimum 02 years of post-qualification experience in Finance in a reputed Co. Proficiency is must in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc, and vendor and employee related payments. The candidate with working experience in Aviation / MRO industry and working experience in SAP/ERP will be given preference.

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

**No. of Posts:** 05 – to be based in Delhi & Mumbai, however the candidate may be transferred to other locations also depending upon requirement of the Company.

**Emoluments:** Starting all-inclusive emolument offered would be **Rs 50,000/- per month.**

**For Position at SI no 03, 04 & 05,** Candidates having experience in Aviation / MRO industry (along with SAP working experience) will be given relaxation in post qualification experience. In such cases, candidates need to fulfil BOTH the below conditions:

1. Total experience in Aviation / MRO industry (along with SAP working experience) will be considered at par with post qualification (while evaluating post qualification experience required)

And

2. Minimum post qualification experience required would be 50% (half) of post qualification experience required.

Candidates having MBA Degree acquired through distant learning will also be considered for above cases.

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 with the requirement of 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.

Candidates with a minimum of three years' experience in the 'Aviation Industry,' as well as exposure to the SAP environment and working knowledge of SAP, will receive a two-year relaxation from the overall experience requirement. However, in order to avail the aforementioned experience relaxation, selected candidates will need to execute a one-year indemnity bond with AIESL, for Rs 2.50 lakhs.

**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 \_\_\_\_\_  
To  
Chief Human Resource Officer  
AI Engineering Services Limited  
2nd Floor, CRA Building,  
Safdarjung Airport Complex,  
Aurobindo Marg, New Delhi – 110 003

**The last date of receipt of application is 17:00 hours on 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:-**

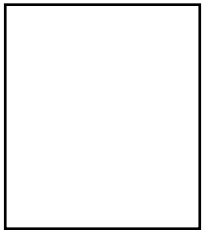
- i. A recent passport size colour photograph pasted in the space provided in the Application Format.
- ii. One set of self-attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. 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. If the candidate is working in private sector, he / she 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. (only applicable if applying for the post of chief of personnel)

- 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: **Executive Finance -SR Level / Executive Finance / Junior Executive/ Assistant Manager- Finance** (\_\_\_\_\_)

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 01<sup>st</sup> Nov, 2023 (Years/Months/Days) \_\_\_\_\_

5. Educational/Professional Qualifications:

SN	Qualification* (Starting from most recent till 10 <sup>th</sup> 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 of the Organization	Pay scale/ monthly salary	Period		Brief Job Profile
				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

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

8. 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)

**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	

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## 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 01<sup>st</sup> 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**