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AI ENGINEERING SERVICES LIMITED

(A Wholly owned subsidiary of AI Assets Holding Ltd.)

CRA Building, 2nd Floor, Safdarjung Airport, New Delhi-110003

Ref No: AIESL/HR-HQ/2024/4563 Date: 06th June' 2024

Sub: Advertisement to fill up various posts in PPMM Department of AIESL

on Fixed Term Employment Basis

AIESL is a fully owned subsidiary of AI Assets 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 Aircraft and its components. AIESL provides its maintenance services to the prime customers like Air India (now a private business entity), and other Indian Airlines. 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	SR EXECUTIVE (MM)	2	DELHI	Rs. 1,24,670/-
		1	MUMBAI	
		1	THIRUVANANTHAPURAM	
2	EXECUTIVE (MM) LEVEL-I	4	DELHI	Rs. 89,735/-
		2	MUMBAI	
		1	NAGPUR	
		1	KOLKATA	
		1	HYDERABAD	
		2	THIRUVANANTHAPURAM	
3	OFFICER (MM)	10	DELHI	Rs. 47,625/-
		5	MUMBAI	
		2	NAGPUR	
		6	THIRUVANANTHAPURAM	
		2	KOLKATA	
	TOTAL	40		

Reservation will be applicable as per Government guidelines.

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The post, eligibility criteria and other details are as under:

1) **Sr. Executive (MM)**

Candidate should be an MBA/PGDM with minimum 10 years of post-qualification experience in Material Management. The engagement would be on FTE basis for a period of 5 years (however maximum serving age is 58 Years) extendable depending upon requirement of the co. and performance of the candidate.

The engagement would be on FTE basis for a period of 5 years (however maximum serving age is 58 Years) extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 55 Years.

Emoluments: Starting all-inclusive emolument offered would be **Rs 1,24,670**/- per month.

2) **Executive (MM) – Level I**

Candidate should be an MBA/PGDM with minimum 5 Years of post-qualification experience in material management.

OR

Candidate should be a B.Tech or equivalent with minimum 7 Years of post-qualification experience in material management.

The engagement would be on FTE basis for a period of 5 years (however maximum serving age is 58 Years) extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 55 Years.

Emoluments: Starting all-inclusive emolument offered would be **Rs 89,735/-** per month.

3) OFFICER (MM)

Candidate should be a B.Tech or equivalent with minimum 2 Years of post-qualification experience in material management.

OR

Candidate should be a Graduate with minimum 5 Years of post-qualification experience in material management.

OR

Candidate should be a Graduate with minimum 10 Years of post-qualification experience in General industry work.

The engagement would be on FTE basis for a period of 5 years (However maximum serving age is 58 Years) extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 45 Years.

Emoluments: Starting all-inclusive emolument offered would be Rs **47,625**/- per month.

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- **Two (02) years relaxation in the experience criteria may be given to personnel having aviation/ central/ state government department/ undertakings.**
- **(Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates)**
- **Ex- Servicemen (will be given age relaxation as per rules).**

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.**

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 the following address in an envelope that must be super scribed with the post and additionally, they should complete and submit their information via the **Google Forms** link provided below and also in AIESL Website.

Google Form Link: ***https://forms.gle/4iLwQFsMo4z2tAsq6***

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 29 June, 2024 on the above address. Applications received after the last date will not be entertained.

Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.

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Applicants servicing in Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel and also submit No-Objection Certificate (NOC) from their present employer prior to interview. **Otherwise, candidate will not be considered for the post.**

Therefore, candidates are required to obtain the same before applying. Further, it is mandatory to produce the same NOC at the time of Document Verification.

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

a) Self-attested copies of supportive documents in respect of:

1. A recent passport size colour photograph pasted in the space provided in the Application Format.
2. Educational Qualification (i.e. SSC, HSC, 1st year, 2nd year 3rd year and 4th Year Graduation or higher education with mark sheets for each year), as applicable.
3. Date of birth proof (Original School Leaving Certificate or attested photo copy duly signed by the Principal of same School/College and SSC passing certificate.)
4. The Demand Draft for an amount of **Rs. 1,500/- (Rupees One Thousand Five Hundred only)** drawn in favour of **AI Engineering Services Limited, payable at New Delhi** (Not Applicable for SC/ST/Ex-Servicemen). Application fee, once remitted, shall not be refunded under any circumstances even if rejections of application due to ineligible for that applied post.
5. Application without the prescribed fee would not be considered and summarily rejected.
6. Caste Certificate in original in the prescribed format along with self- certified photo copy in case of SC/ST/OBC candidates.

The application, in the prescribed format, must be submitted along with the above mentioned requisite documents. **Original Certificate should not be submitted with the application, but should be brought for verification along with one set of photocopies.** The Company is not responsible for returning any original or copies of certificates/testimonials submitted along with the application. Candidates who fail to produce the original testimonials for verification may not be allowed for the Selection process.

b) Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued in current financial year in the format as prescribed by Government of India and issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the Creamy Layer Exclusion clause. The Certificate produced by the candidates of OBC community should be as per the Central List of OBCs published by the Government of India and not as per State List.

c) Candidates, who are working as Contractual Employee in Government / Semi- Government / PSUs / Autonomous bodies or institutions funded by government, also have to produce NOC mandatory.

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AI ENGINEERING SERVICES LIMITED

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Personal Interview Date: Application No. _____

Eligible ( )/ Provisional Eligible( )/ Not Eligible( )

Remarks: _____

Authorized Signatory

FORMAT OF APPLICATION

To,

CHRO-AIESL,

2nd Floor, CRA Building, Safdarjung Airport Complex, Aurobindo Marg, New Delhi — 110003.

Paste recent Colour Photograph and sign across (Passport size)

POSITION APPLIED FOR

(Write in Capital letters): _____

1. Preferred Location for Interview: _____
2. Preferred Location for Posting:

   I Preference: _____

   II Preference: _____

   III Preference: _____

3. Full Name (in Block letters): _____

   First Middle Surname

4. Father's Name: _____
5. Date of Birth (DD/MM/YYYY): _____/_____/_____

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6. Age as on (01st June' 2024) (YY/MM/DD) _____/_____/_____

7. Place and State of Birth: _____

8. Present Address:_____

_____ Pincode: _____

9. Permanent Address:_____

_____Pincode: _____

a) Telephone No.(Residence with STD Code): _____

b) Mobile: _____ c) Email:: _____

10. Gender (please tick whichever applicable) : MALE / FEMALE

11. Marital Status: Mark "X" in appropriate Box.

Unmarried	Married	Divorce	Widow(er)	Separated

12.

12a) Nationality:	12b) Religion:

(i) Do you have fluency in English : Yes/No

(ii) Conversant with local language : Yes/No

(iii) Proficiency in Computer Skills : Yes / No

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13. Whether EWS/SC/ST/OBC/OTHERS: (Also mention sub-caste):

	SC	ST	OBC	OTHERS	EWS
Sub Caste					

(Indicate category to which you belong by marking "X" in the appropriate box and also mention sub-caste)

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.

iii) If EWS, recent Income and Asset Certificate issued by a Competent Authority (Not below the rank of Thasildar) in the format prescribed by Government of India for EWS candidates.

14. **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.)

15. **Whether working in any Govt./Semi-Govt. / Public Sector Undertaking or autonomous body.**

(If "YES" enclose "**No Objection Certificate**") YES / NO

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16. Educational Qualifications: (Matriculation / SSC onwards)

Examination(s) passed (Specify Degree / Diploma / Course)	Name of the University / Institution	Date, Month and year of passing	Duration	Percentage of Marks (Class / Division)
10th (SSC)				
12th (HSC or pre-degree)				
Graduation (Please Specify)				
Post-Graduation (Please Specify)				
Additional Qualifications				

Candidates must carry all original testimonials along with a set of self-certified photo copy of academic qualifications at the time of interview.

17. Details of related **Work Experience:** (Period / Capacity / Salary): (Attach separate Sheet if required)

Name of Company	**Period of Employment**	**Position Held**	**Nature of job**

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18. Particulars of Demand Draft (in favour of **AI Engineering Services Ltd.** Payable at New Delhi)

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

19. Do you have any relative working in AI Assets Holding Ltd. / AI Engineering Services Ltd. / AI Airport Services Ltd. / HoteI Corporation of India Ltd./ Airline Allied Services Ltd. (AASL). If yes, furnish the details as follows:

Name	Designation	Company	Relationship

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

If yes, the details thereof (i) Civil/Criminal

(ii) Departmental Enquiry

Yes	No

(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

(ii) Departmental Enquiry

Yes	No

20. **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 therefor.

Place:

Date:

(Signature of the Applicant)

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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	Recent Salary Slip from current employer	
9	Discharge Certificate in case of Ex-Serviceman	
10	Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies, to submit NOC from their organization.	

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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/- to Rs.10,000/-. Any additional tests, if required, the cost thereof will also have to be borne by the candidates.

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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 June, 2024. 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 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.

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(Eligible SC/ST candidates to get this form filled at the time of Personal Interview)

Sub: Reimbursement of Fare to eligible SC/ST Candidates-Personal Interview for the post in PPMM Department

Eligible SC/ST candidates, if not employed in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body, and residing more than 80 kms away from the test center are eligible to get reimbursement of 2nd class to & fro rail/bus fare by the shortest route on production of **photocopy of fare, caste certificate, cheque leaf of bank account** .Such SC/ST candidates may fill in this form beforehand and attach copy off are, caste certificate, cheque leaf. The candidate should attach this form with their application in the prescribed format to effect payment to them, if eligible for payment, in due course of time through ECS/ Money order. Incomplete application or application not attached with copy off are, caste certificate cheque leaf shall not be considered for reimbursement.

1. Name:_____
2. Application No. /Registration No:_____
3. Category- SC/ST:_____
4. Address:_____

   _____
5. Name of Bank: _____
6. Bank account no:_____
7. Bank IFSC No. :_____
8. Whether working in Govt. /Semi Govt. /Public Sector Undertaking/ Autonomous Body-- Yes/No
9. Distance from Residence to the Centre and back (In Km.)-_:_____
10. 2nd Class to &fro fare by shortest route by rail (in INR),Pl give the details if travelled by train:_____

    _____
11. 2nd class to &fro fare by shortest route by Bus (in INR),give the details if travelled by bus-:_____

    _____

I state that the above information is true and correct.

Place: Name & Signature of the candidate

Date:

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Annexure-1

OBC FORMAT

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

This is to certify that……Son of …… Village…….District/Division……..……in the State Belong to the Community which is recognized as a Backward Class under the Government of India, Ministry of Welfare ResolutionNo.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 does not 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.

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).