

NOTE : RECRUITMENT IN AIR INDIA EXPRESS LIMITED IS FREE AND IS DONE ONLY AFTER THE VACANCIES ARE ADVERTISED. HOWEVER, AS MENTIONED IN THE ADVERTISEMENT, AN APPLICATION FEE MAY BE REQUIRED FROM THE APPLICANT, WHICH IS IN THE FORM OF A DEMAND DRAFT OR POSTAL ORDER, DRAWN IN FAVOUR OF THE COMPANY.

ADVERTISEMENT – WEBSITE
AIR INDIA EXPRESS LIMITED

Date: April 21, 2021

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **April 01, 2021** for the following posts, on fixed term contract basis.

Sr. No.	Post	No of posts	Reserved For	Qualification	Relevant Experience In the Field	Preference will be given to	Upper Age Limit	Approx. Emoluments per month
OPERATIONS DEPARTMENT								
1	Chief Manager - Crew Scheduling - Grade-M-6 [BOM]	01	UR - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows and MS office.	10 years of experience in an airline or in analytical data processing/programming or similar experience out of which 05 years in managerial capacity in a major Airline in crew scheduling.	Thorough Knowledge of DGCA Regulations related to scheduling and experience in crew administration. Preference will be given to candidates with experience in handling of ARMS system in a major airline.	45 Years	Rs.1,25,000/- pm
2	Manager - Crew Scheduling - Grade -M-4 [BOM]	01	UR - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows and MS office.	8 years of experience in an airline or in analytical data processing/programming or similar experience out of which 03 years in managerial capacity in a major Airline in crew scheduling..	Thorough Knowledge of DGCA Regulations related to scheduling and experience in crew administration. Preference will be given to candidates with experience in handling of ARMS system in a major airline.	40 Years	Rs. 70,000/- pm

3	Officer - Operations Grade - M-1 [Mumbai]	01	SC - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows and MS office.	Minimum 2 years' experience in aviation industry or organized private / public sector organization.	Knowledge of computer operation -Windows, XP, MS office. Knowledge on DGCA regulations.	35 Years	Rs. 35,000/pm
4	Officer-Crew Scheduling - Grade - M-1 [Mumbai]	01	SC - 01	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations, windows Operating System and MS office	Minimum 2 years' experience in an airline. or similar experience in analytical data processing/ programming / Call Centre	Candidate with crew scheduling experience in a commercial airline	35 years	Rs. 35,000/pm
5	Senior Assistant - Operations Grade - S-3 [Mumbai]	03	UR - 03	Graduate in any discipline / Engineering from a recognized university with proficiency in computer operations windows and MS office.	Minimum One year's experience in aviation industry or organized private / public sector organization	Knowledge of computer operation -Windows, XP, MS office. Airline/ Airport experience	30 years	Rs. 28,000/-pm

2. RESERVATION :

1) Relaxation in Upper Age Limit:

- Ø 03 years for Ex-Serviceman candidates for direct recruitment other than through open competitive examinations (Interview only) / 05 years for Ex-Serviceman candidates for direct recruitment on result of competitive examinations.
- Ø 05 years for Persons with benchmark disabilities for direct recruitment other than through open competitive examinations (Interview only) / 10 years for Persons with benchmark disabilities for direct recruitment on result of competitive examinations.
- Ø Air India Express follows all Government norms of reservations in recruitment process.
- Ø Preference will be given to candidates as stated above.

3. SELECTION PROCEDURE

a) The Application Form of the candidate would be scrutinized and prima facie eligible candidates only, will be called for the selection procedure.

b) Selection Procedure involves:

- Ø Written Test
- Ø Personal Interview (s)
- Ø Pre-employment Medical Examination.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could range between Rs.1000/- and Rs.2,000/. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

Shortlisted candidates will be inducted as per vacancies and Reservation requirements, subject to being found FIT in the PEME.

4. GENERAL CONDITIONS

- a) *Period of Contract: Selected Candidates will be appointed on fixed-term contract basis for a period of 05 years. The contract could be terminated at the discretion of the Management during the tenure of contract, and / or in the event of unsatisfactory performance or Company requirement.*
- b) Engagement beyond the period of contract will depend on the Company's requirement / performance.
- c) The candidates will initially be positioned at any city on the network as per the Company requirement.
- d) The candidates will have to make their own arrangement for housing accommodation.
- e) The Company, at its discretion, may assign additional duties, as and when required.

- f) Consideration and Relaxation of Ex-Serviceman / Persons with benchmark disability candidates will be as per Government directives on reservation of posts.
- g) Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / Air India Express affiliate sister concern / subsidiary, anywhere in India.
- h) Such of the candidates belonging to SC/ST Communities who are called for Personal Interview (s), residing beyond 80 kms. from the nearest Selection Centre to their residence, and not employed in any Government, Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect, along with a copy of the call-letter for Personal Interview.
- i) Candidates must ensure that they fulfill all the Eligibility conditions and prescribed criteria as enumerated in Para 1 above and the particulars furnished by them in the application are correct in all respects.
- j) At any stage of the selection process in case it is detected that the particulars provided by the candidate in the Application Form or testimonials supplied are found to be incorrect / false or the candidate does not meet with any of the Eligibility Criteria prescribed for the post, or has suppressed any material fact(s), his / her application shall be treated as **NOT ELIGIBLE** and his/ her candidature will stand rejected.
- k) Candidates must note that, if any shortcomings are detected, even after the appointment, his / her services are liable to be terminated, without giving any notice or reason therefor.
- l) Any canvassing by or on behalf of the candidates or other outside influence with regard to their selection / recruitment shall be considered as a **DISQUALIFICATION**.

5. **HOW TO APPLY**

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **April 01, 2021**, are required to forward their Application, in the prescribed format, which is available on this website. The Application, duly filled in, together with its enclosures, **superscribing on the envelope the post applied for**, in capital letters, should reach the following address within 15 days of the advertisement.

The Chief of HR
Air India Express Limited
Airlines House, Durbar Hall Road,
Near Gandhi Square,
Kochi- 682016

- b) The Application Form of the candidate would be scrutinized and prima-facie Eligible candidates only will be called for the Selection Process.
(NOTE : Candidates not meeting with the Eligibility Criteria will not be scheduled for the Selection Process and no communication will be entertained in this regard.)
- c) Candidates belonging to General & OBC categories will be required to submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of Air India Express Limited, payable at Mumbai, along with their Application. (*Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee*).
- d) **Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without Requisite Fee / without supporting documents of Eligibility Criteria / Caste Certificate (if applicable),** will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.
- e) Applications once submitted, will not be allowed to be withdrawn and the fees paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.
- f) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- g) The applicant should ensure that they fulfil all the eligibility criteria regarding educational qualifications, age and experience, as on **April 01, 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 post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons therefor.

- h) Self-attested clear copies of the supportive documents in respect of Educational Qualifications, Age and Experience, must be submitted along with the Application in the prescribed format, accompanied with 02 recent (not more than 6 months old) passport sized coloured photographs–matt finish paper with light background, with the name on the reverse of the photographs.
- i) Original certificates are required to be brought along, at the time of appearing for the Selection Process, for verification purpose only, but should not be submitted / attached along with the Application. The Company is not responsible for returning any original copy/ies of certificates / testimonials submitted with the application.
- j) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply with complete Application Form routed through proper channel or along with “**No Objection Certificate**” from their present employer.
- k) Air India Express is not responsible for any postal delay/loss at any stage of transmission/communication.
- l) Last date of receipt of Applications is **within 15 days of advertisement.**
- m) For Blank Application format, visit our website at www.airindiaexpress.in.
