

AIR INDIA MRO NAGPUR

Plot No.1, Sector 9, Notified Area of SEZ, (Near Khapri Railway Station),
MIHAN, Nagpur – 441 108.

Air India Engineering Services Limited: WR
(A Wholly Owned Subsidiary of Air India Limited)

Ref: MRO/NAG/HRD/2018/459

Date:05.11.2018

Subject: **-WALK-IN** Recruitment of **ASSISTANT SUPERVISOR (FTE)**
from the open market.

Air India Engineering Services Limited (AIESL) is an Aircraft Maintenance Repair and Overhaul (MRO) organization, approved by DGCA, India under CAR 145 to undertake MRO activities in India. AIESL MRO, Nagpur invites applications from Indian Nationals fulfilling the requirements **as on 01.11.2018 to fill up the post of ASSISTANT SUPERVISOR. Selection will be through WALK-IN for SKILL TEST / WRITTEN TEST** from the open market on "Fixed Term Employment basis" (FTE)" and also to form a Wait-List for future requirements. The selected candidates will be posted in MRO, Nagpur. Selection and empanelment does not guarantee that the candidate will be appointed immediately. Release of candidates from the panel would depend upon the requirement of AIESL MRO, Nagpur and decision taken by the company in this regard. Management reserves all rights to take any decision in regard to this exercise.

1. No of Vacancies

There are 12 vacancies at present which may undergo change depending upon the actual requirement of the company.

Distribution of Vacancies: (SC - 01, ST- 01, OBC- 02, others - 08, Total - 12)

2. ELIGIBILITY CRITERIA AS ON 01.11.2018

1. Qualification:

Graduate from Govt. recognized university in any discipline and Diploma/certificate course in Computer (Minimum 01 year duration) from recognized institute with **Minimum 01 year of post-qualification (after Graduation) work experience** in data entry / computer applications in an organization of repute.

OR

BCA/B.Sc. IT/ Graduate in IT.

OR

Diploma in Aircraft Maintenance Engineering (AME) **and one year post qualification working experience in Aviation related software (e.g AMOS / RAMCO / TRAX etc.)**

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2. Age Limit:

Description	Details	Particulars	Remarks
Age Limit	<p>General Category- Not above 33 yrs. as on 01.11.2018</p> <p>OBC - Not above 36 yrs. as on 01.11.2018</p> <p>SC/ST- Not above 38 yrs. as on 01.11.2018</p>	<p>In the case of Ex-Servicemen- Upper age limit of 35 yrs. 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.</p>	<p>Reservation and concessions/relaxation to SC/ST/OBC/Ex-Servicemen candidate would be as per Government Directives in this regard.</p>

Note: Candidates having minimum 05 years of experience of Aviation related software (e.g AMOS / RAMCO / TRAX etc.) will be considered for age relaxation of maximum upto 03 years.

3. EMOLUMENTS:

The job carries an all-inclusive consolidated pay of INR 19,570/- p.m.

4. PERIOD OF CONTRACT:

Fixed Term Contract for a period of 5 years which may be extended for further period of 5 years based on performance and requirement of the company. The contract may be terminated at any time at the discretion of the Management during the tenure of the contract by giving one months' notice or one months' pay in lieu of notice period.

Similarly, the candidate may also terminate the contract by giving one months' notice or one months' pay in lieu of notice period.

5. SELECTION PROCEDURE – through **SKILL TEST / WRITTEN TEST**

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6. PROCEDURE THAT WILL BE ADOPTED ON DAY OF WALK IN

- a) The gates will open for **WALK-IN for SKILL TEST / WRITTEN TEST** at 0930 hours and close at 1200 hours. Candidates coming after 1200 hours will NOT be permitted into the premises.
- b) On the date of **WALK-IN only 30 eligible candidates** will be administered the **SKILL TEST / WRITTEN TEST**.
- c) Token system will be adopted to determine the 30 candidates.
- d) All the remaining candidates, if any, will have to submit their applications alongwith the required documents as detailed in this advertisement and the Demand Draft, if applicable. Their applications will be scrutinised and the eligible candidates will be intimated through E-MAIL / SMS /TELEPHONE regarding the date of their **SKILL TEST / WRITTEN TEST** for which they may appear, if they so desire.
- e) Such of the outstation candidates who will be appearing for the **SKILL TEST / WRITTEN TEST as in (b) & (d) above, will have to make their own arrangements for travel and stay, if required.**

7. HOW TO APPLY

Interested candidates meeting the eligibility criteria mentioned in this advertisement, **as on 01.11.2018**, are required to appear for **WALK-IN for SKILL TEST / WRITTEN TEST** at the date, time and venue as mentioned below along with the duly filled in Application form, in the prescribed format with all the requisite documents **along with non-refundable application fee of INR 1,000/- (Rupees One Thousand Only) by means of A/c Payee Demand Draft in favour of “Air India Engineering Services Limited” payable at Nagpur. (SC/ ST/ Ex-Serviceman candidates are exempted from payment of this fee).**

Sl.No.	Designation	Date of WALK-IN for SKILL TEST / WRITTEN TEST
1.	ASSISTANT SUPERVISOR (FTE)	03.12.2018

Time : Walk-in from 0930 hours to 1200 hours on the given date

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**Venue : Human Resources Department,
MRO, Nagpur,
Plot No.1, Sector 9,
Notified Area of SEZ,
(Near Khapri Railway Station),
MIHAN, Nagpur – 441 108.**

8. PRE EMPLOYMENT MEDICAL TEST FOR THE SELECTED CANDIDATES:

The short listed candidates will be inducted as per vacancies subject to being found FIT in the Pre-Employment Medical Examination conducted by the Company Medical officer.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

9. GENERAL CONDITIONS

- a) The candidates will be posted in MRO, NAGPUR.
- b) The candidates will have to make their own arrangement for housing accommodation.
- c) The Company, at its discretion, may assign additional duties, as and when required.
- d) SC/ST candidates reporting for the **WALK-IN for SKILL TEST / WRITTEN TEST** and residing beyond 80 kms. of the venue for **WALK-IN for SKILL TEST / WRITTEN TEST** 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 document of travel.
- e) Candidates must ensure that they fulfill all the laid down procedure and eligibility criteria & experience prescribed for the post before reporting for **WALK-IN for SKILL TEST / WRITTEN TEST**
- f) 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 and / or experience prescribed for the post or has suppressed any material fact(s), his/her application shall be summarily rejected without making any further reference.
- g) Any canvassing 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.

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AIR INDIA ENGINEERING SERVICES LIMITED
(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LIMITED)

APPLICATION FORMAT

For Office use only				
Eligible/Not Eligible	Advert.	Roll No.	Date of Skill Test / Written Test	Remarks
(Please tick/fill up the above as applicable)				
				Authorised Signatory
To				
Human Resources Department, MRO, Nagpur, Plot No.1, Sector 9, Notified Area of SEZ, (Near Khapri Railway Station), MIHAN, Nagpur – 441 108.			Paste recent colour photograph and sign across (PASSPORT Size)	
TO BE FILLED IN BY THE APPLICANT				
POST (Write in Capital letters)		:	ASSISTANT SUPERVISOR (FTE)	
1.	Full Name (in Block letters)	:		
2.	a) Father's Name	:		
3 a)	Place of birth	:		
3 b)	Date of Birth	:		
4 a)	Address for communication	:		

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4 b)	Permanent Address	:			
4 c)	Telephone No. (Residence with STD)	:			
4 d)	Mobile	:			
4 e)	E-mail	:			
5.	Gender (Please tick whichever is applicable)	:	MALE / FEMALE / OTHERS		
6	State of Origin	:			
7	Religion	:			
8.	Age as on 01.11.2018	:	_____(Years) _____(Months) _____(Days)		
9.	Nationality :				
10 a)	Whether SC/ST/OBC/OTHERS : (Also mention sub-caste) : (indicate category to which you belong by marking "X" in the appropriate box and also mention sub-caste)				
			SC	ST	OBC
	Sub Caste				
	i) If SC/ST/OBC – attach copy of the caste certificate as per Central Govt. Format. ii) If OBC, furnish certificate including the "Non-Creamy layer Clause" OBC Community should be as per the Central List of OBCs published by the				
10 b)	Whether Ex-Servicemen	:	YES / NO		

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10 c)	Whether working in any Govt./Semi-Govt./ Public Sector Undertaking or autonomous body. (If “YES” enclose “No Objection Certificate”)	:	YES / NO		
(If yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents))					
11.	Fluency in languages: Mark “X” in the appropriate column.				
	Languages	Read	Speak	Write	Remarks
a)	English				
b)	Hindi				
c)	Mother tongue				
d)	Others (specify)				
* indicate whether any Certificate / Language course done and the duration of the course along with copies of such certificates.					
12 a)	Educational: (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)
Candidates must carry all original testimonials along with a set of photo copies of the Certificates if called for the Personal Interview (inclusive of Mark sheets, passing certificates).					

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12 b) Technical qualification / Other Qualifications				
Technical qualification	Name of the University / Institution	Date, Month and year of passing	Duration	Percentage of Marks (Class / Division)
Candidates must carry all original testimonials along with a set of photo copies of the Certificates if called for the Personal Interview (inclusive of Mark sheets, passing certificates).				

12 c) Any other training -Please attach certificate(s):

Name of the Organisation	Type of Training	Period	
		From	To

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13.	Experience :				
	Name of the Organisation	Post held	Period		Nature of job
			From	To	
14.	Particulars of Demand Draft (in favour of Air India Engineering Services Limited payable at Nagpur). Please note; that the DD is non-refundable				
	Name & Address of the issuing bank and branch.	Date of issue	Demand Draft No.	Amount	
15.	Extra-Curricular Activities (if any):				
16.	Declaration: I hereby certify that the foregoing information is true to my knowledge and belief. I have not suppressed any material fact/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, engagement terminated at any time without giving any notice or reason thereof.				
17	Place / Date			Signature of the applicant	

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List of following documents that must be attached with the application.

(Please tick (√) against the documents which are attached with the application) :

(MUST bring the following ORIGINALS for verification at the time of interview along with a set of photocopies of the same)

1.	Application Fee (Demand Draft of ₹1000/-), wherever applicable. Please note; that the DD is non-refundable	
2.	School Leaving Certificate	
3.	Caste Certificate in case of SC / ST / OBC candidates. Central format of Caste Certificate to be produced by OBC candidates in the prescribed format given hereunder.	
4.	Non-Creamy Layer Certificate Compulsorily – (For OBC candidates)	
5.	SSC Mark sheet and SSC Passing Certificate compulsorily	
6.	12th Std. / Pre-Degree Mark sheet and Passing Certificate	
7.	Qualification related Mark Sheets / Certificates	
8.	Discharge Certificate in case of Ex-Servicemen	
9.	Experience Certificate(s)	
10.	Any other relevant certificates, if any.	

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 of
.....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 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 theState.

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.

(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).

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Sub: Reimbursement of Fare to eligible SC/ST candidates- ASSISTANT SUPERVISOR (FTE)

Eligible SC/ST candidates, not employed in Govt./Semi Govt ./Public Sector Undertaking/Autonomous Body, and residing more than 80 kms away from the test centre are eligible to get reimbursement of 2nd class to & fro rail/ bus fare by the shortest route on production of **Photocopy copy of fare, caste certificate, cheque leaf of bank account.** Such SC/ST candidates may fill in this form beforehand and attach copy of fare, 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 of fare, caste certificate, cheque leaf shall not be considered for reimbursement.

1. Name: _____
2. Category - SC/ST _____
3. Address: _____

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