

NOTE : Recruitment in Air India Charters 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.

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**April 30, 2013**

**ADVERTISEMENT - WEBSITE**

**AIR INDIA CHARTERS LIMITED**

Air India Charters Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **May 01, 2013**, for the following posts, on fixed term contract basis, at **Kochi**.

					ELIGIBILITY CRITERIA			
Sr No	Post	Number of posts	Reserved for	Emoluments PM INR	Educational Qualification	Relevant Experience in the field	Upper Age limit in years	Preference will be given to
1	Chief of HR	1	UR=02	130000	Post-Graduate Degree in HR / Management (specialisation in Personnel Management)	20 yrs	60	those possessing relevant airline experience
2	Deputy Chief of HR	1		115000	Post-Graduate Degree in HR / Management (specialisation in Personnel Management)	15 yrs	60	those possessing relevant airline experience
3	Manager - IR	1	UR=01	65000	Post-Graduate Degree in Law (LLM)	5 years in IR	35	those possessing post-Graduate Degree in Management / relevant airline experience
4	Officer - HR	3	OBC=01	25000	Post-Graduate Degree in HR / Management (specialisation in Personnel Management)	NIL	25	those possessing relevant airline experience
5	Officer - IR	2	UR=04	25000	Graduate in Law (LLB) / Post-Graduate Diploma in Labour Laws / Personnel Management (min 01 year)	NIL	25	those possessing relevant airline experience
6	HR Assistant	5	OBC=01 UR=04	15000	Graduate	NIL	25	

1. Reservation figures are indicative and reservation in posts will be based on post-based roster as per the prevailing cadre strength.
2. Relaxation in Upper Age Limit, for posts below age limit of 60 years, will be :
  - ✓ 05 years for SC / ST candidates
  - ✓ 03 years for OBC candidates
3. Preference will be given to candidates as stated above.
4. **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
    - ✓ Group Discussion and / or
    - ✓ Personal Interview (s)
    - ✓ Pre-employment Medical Examination.Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could range between Rs.500/- and Rs.1000/-. 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.

5. **General Conditions :**

- i) **Period of Contract :** Candidates found suitable and shortlisted will be appointed on fixed-term contract basis for a period of 05 years **OR** up to a maximum upper age limit whichever is less. 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 requirements.
- ii) Engagement beyond the period of contract will depend on the Company's requirement / performance.
- iii) As per requirement of the Company, candidates may be initially deployed to Mumbai / any other station for training.
- iv) The candidates will initially be positioned at **Kochi / station as indicated in the advertisement.** However, the job is transferable to any station in India, based on Company requirement.

- v) The candidates will have to make their own arrangement for housing.
- vi) The Company, at its discretion, may assign additional duties, as and when required.
- vii) Reservation and Relaxation for SC/ST/OBC candidates will be made as per Government of India Rules.
- viii) Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / AICL affiliate sister concern / subsidiary, anywhere in India.
- ix) 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.
- x) Candidates must ensure that they fulfill all the Eligibility conditions and criteria as prescribed for the post and the particulars furnished by them in the application are correct in all respects.
- xi) 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.
- xii) **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.**
- xiii) **Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their selection shall be considered a disqualification.**

6) **How to apply :**

- a) Applicants meeting with the Eligibility criteria mentioned in this advertisement, as on **May 01, 2013**, are required to forward their applications, in the prescribed format, by post, at the address given below. Prima-facie Eligible candidates only, will be called for the Selection Process subsequently.

The Chief of Personnel  
**Air India Charters Limited**  
HR Department,  
3<sup>rd</sup> Floor, Canteen Annexe Building,  
Old Airport, Kalina, Santa Cruz (East)  
Mumbai – 400 029

- b) Candidates belonging to General & OBC categories should submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of Air India Charters Limited, payable at Mumbai, along with their Application. (SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee).
- c) Self-Attested copies of 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.
- d) Original Certificates will be required to be brought along for verification purpose only, at the time of the Selection Process, 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.
- e) Applications which are incomplete / unsigned / not meeting the prescribed Eligibility Criteria / without requisite Documents / without requisite Fee, shall be treated as **NOT ELIGIBLE** and such candidates will not be allowed to appear for the Selection Process. No communication in this regard shall be entertained.
- f) Application once submitted, will not be allowed to be withdrawn and the Fees once paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.
- g) AICL is not responsible for any postal delay / loss at any stage of transmission / communication.

- h) A recent (not more than three months old) passport-size coloured photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- i) SC/ST candidates must submit proof (clear self-attested copy of Caste Certificate) in support of their claim that they belong to SC/ST.
- j) Scheduled Castes candidates who were originally professing Hindu religion and have embraced Neo Buddhism will also be considered for appointment against posts reserved for Scheduled Caste.
- k) The candidates belonging to OBC categories, at the time of application, must submit a clear self-attested photocopy of the Certificate recently issued by the Competent Authority, in the format as prescribed by Government of India. The Certificate, inter alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservations for OBC in civil posts and services under the Government of India. The Certificate should also contain the “Non-Creamy Layer” Clause. The Certificate produced by the candidates of OBC community should be as per the Central List published by the Government of India and not as per the State Lists.
- l) The applicant should ensure that they fulfill all the Eligibility Criteria regarding qualifications, age, etc. as on **May 01, 2013**. Other particulars furnished should be correct in all respects.
- m) Applicants ordinarily domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 who are eligible for the upper age relaxation, must produce the Domicile Certificate to this effect at the time of Interview from the District Magistrate in the Kashmir Division, within whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.
- n) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must submit the completed Application Form routed through proper channel or along with “No Objection Certificate” from their present employer.
- o) Applications, superscribing on the envelope the “**POST APPLIED FOR**” in capital letters, should reach **on or before June 08, 2013.**
- p) For Blank Application format visit our website at **www.airindia.in** **OR** **www.airindiaexpress.in.**

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