



Ref No: AIESL/COP/2021/1852

Date: 13 August 2021

**REVISED ADVERTISEMENT**

**Sub: Advertisement for the post of Junior Executive – Finance and Assistant Supervisor - Accounts on Fixed Term Contract Basis**

AI 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 invites applications from Indian Nationals **for the post of Junior Executive – Finance & Asst. Supervisors – Accounts on Fixed Term Employment basis.**

S.NO.	POST	NO. OF VACANCIES	PLACE OF VACANCY	CONSOLIDATED MONTHLY SALARY
1	Junior Executive - Finance	1	Hyderabad	Rs. 50,000/- (All inclusive)
		1	Kolkata	
		3	Delhi	
		2	Mumbai	
		1	Nagpur	
2	Assistant Supervisor - Accounts	2	Hyderabad	Rs. 24,000/- (All inclusive)
		2	Kolkata	
		4	Delhi	
		4	Mumbai	
		2	Nagpur	

Reservation will be applicable as per Government guidelines.

The eligibility criteria and other details are as under:

a. **Qualification:**

**For Junior Executive - Finance:** Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or full time MBA in Finance from recognized university/institute.

**For Assistant Supervisor - Accounts:** Candidate should be commerce graduate from a recognized university.

b. **Experience:**

**For Junior Executive - Finance:** Candidate should have minimum 03 years post qualification experience. Proficiency is must in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc. The candidate with working experience in Aviation / MRO industry and working experience in SAP/ERP, will be given preference.

**For Assistant Supervisor - Accounts:** Candidate should have minimum 01 years post qualification experience. Proficiency is must in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc. The candidate with working experience in an airline / MRO and working experience in SAP/ERP would be given preference.

**Age:**

**For Junior Executive - Finance:** Upto 30 years as on 1<sup>st</sup> August, 2021.

**For Assistant Supervisor - Accounts:** Upto 28 years as on 1<sup>st</sup> August, 2021

- c. **Job Description:** The post carries the duties and responsibilities as related to all the finance activities of the Company.
- d. **Selection procedure** - Selection procedure involves personal interview of the candidates for the post of **Junior Executive** & Written Test for the post of **Assistant Supervisor** 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 by another two years 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.

- e. **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 of Personnel, AIESL by Post/ Speed post/ courier at following address in an envelope that must be super scribed with the post:

**Post Applied for Accounts Officer/ Accounts Assistant**

AIESL

Personnel Department,

2<sup>nd</sup> Floor, CRA Building, Safdarjung Airport Complex,

Aurbindo Marg, New Delhi – 110 003

**The last date of receipt of application is 17:00 hours on 28<sup>th</sup> August, 2021 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.

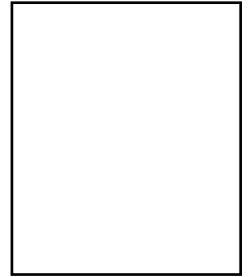
**Candidates are required to submit following documents along with the application form:-**

- 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. 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.

**Candidates who have applied earlier need not apply again.**

## APPLICATION FORM



1. Name of the post applied for:  
**Junior Executive – Finance / Assistant Supervisor – Accounts**
  
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> August, 2021 (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 Organisation	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 may be 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

ii) Departmental Enquiry

Yes	No
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(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

ii) Departmental Enquiry

Yes	No
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8. Whether SC/ST/OBC/GEN/OTHERS

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**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 thereof.

(Name & Signature of the Applicant)

## 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 does 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 of 2 years depending 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 Walk-in.
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/received by post/courier services will not be considered.

14. The applicant should ensure that they fulfil all the eligibility criteria as on 01<sup>st</sup> August 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 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 Walk-in (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