

NOTE : RECRUITMENT IN AIR INDIA EXPRESS LIMITED IS FREE AND IS DONE ONLY AFTER THE VACANCIES ARE ADVERTISED.

ADVERTISEMENT – WEBSITE

Date: 16.01.2023

AIR INDIA EXPRESS LIMITED

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on 01.01.2023 for the following posts, on fixed term contract basis.

Sr. No.	Post	No of posts	Qualification	Relevant Experience In the Field	Preference will be given to	Upper Age Limit	Approx. Emoluments per month
SECRETARIAL DEPARTMENT							
1	Manager – Secretarial - Grade M-4 [Mumbai / Delhi]	01	Graduate from recognized University + ACS	Minimum 05 years post qualification experience in Secretarial Department of a Public / Private Limited Company	Working knowledge of SAP, Performing / Assisting in the Company secretarial functions of listed Company. Law graduates	35 years	Rs. 70,000/- pm (Emoluments are under revision)

1. 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.2,000/- and Rs.3,000/. 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.

2. 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) 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.
- g) 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.
- h) 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.
- i) 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.

4. HOW TO APPLY

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on June 01, 2023, are required to submit the application via online.
- 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) Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without supporting documents of Eligibility Criteria, will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.

d) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be uploaded in the space provided in the Application Form.

e) The applicant should ensure that they fulfil all the eligibility criteria regarding educational qualifications, age and experience, as on June 01, 2023. 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.

f) 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 01 recent (not more than 6 months old) passport sized coloured photographs.

g) 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.

- h) Air India Express will not be responsible for any technical glitches at any stage of the application process.
- i) Last date of receipt of Applications is within 07 days of advertisement.