

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.

ADVERTISEMENT - WEBSITE June18, 2014

AIR INDIA CHARTERS LIMITED

Air India Charters Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **JUNE, 2014**, for the following posts, on fixed term contract basis.

SL NO	POST	NO OF POST	RESERVED FOR	EMOLUMENTS P/M INR [CTC]	EDUCATIONAL QUALIFICATION	RELEVANT EXPERIENCE IN THE FIELD	UPPER AGE LIMIT IN YEARS	PREFERENCE WILL BE GIVEN TO
COMMERCIAL DEPARTMENT								
1	Station Co-ordinators- at COK, CCJ, TVM, IXE, TRZ,MAA, BOM, LKO	12	UR-08 OBC-03 SC-01	25000	Graduate in any discipline	Minimum of 8 years experience in Travel/ Hospitality industry	35yrs	Candidates with experience in International flight handling/ Departure control system/Customer services
FINANCE DEPARTMENT								
2	Finance Officer- 1 each at COK, MAA, IXE, TRV, CCJ,BOM, LKO,	8	UR-05 OBC-02 SC-01	35000	CA /ICWA /MBA (Finance- Full time course)	N/A	30yrs	Candidates with previous work experience in finance department of commercial organizations
HR DEPARTMENT								
3	Manager – IR- At COK	1	UR-1	60000	Post Graduate in Law	5 years of experience in handling the IR of a reputed organization	35yrs	Those possessing relevant airline experience
4	Officer HR- at CCJ, BOM	2	UR -2	25000	MBA / MSW specialization in HR	3 years of experience in HR department of a reputed organization	30yrs	Those possessing relevant airline experience
FLIGHT SAFETY DEPARTMENT								
5	Sr.Flight Safety Officer (Operations)- BOM	2	UR -2	55000	NA	commercial pilot / flight engineer license with at least 1500 hours Airline cockpit experience.	NA	Prior experience in airline flight safety department
6	Sr.Flight Safety Officer (Tech.)- BOM	1	UR-1	55000	Engineering Graduate	3 years' experience in flight safety.	30yrs	Prior experience in airline flight safety department
7	Flight Safety Officer- BOM	1	UR-1	35000	Engineering Graduate	2 years' experience in flight safety.	30yrs	Prior experience in airline flight safety department

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 <u>on or before July7, 2014.</u>									
p) For Blank Application format visit our website at www.airindia.in OR www.airindiaexpress.in									



For AICL Office Use Only

GD TIME / SLOT : _____	ROLL NO : _____
PI TIME / SLOT : _____	
Remarks : ELIGIBLE / NOT ELIGIBLE	Authorized signatory _____
Any other Remarks _____	

To be filled in by the candidate

FORMAT OF APPLICATION

To,

**Air India Charters Limited
Kochi**

Paste
Recent colour
Photograph &
sign across

POSITION APPLIED FOR : _____
STATION : _____

1. Full Name : (In BLOCK letters) :

First	Middle	Surname
_____	_____	_____

2. Father's Full Name : _____

First	Middle	Surname
_____	_____	_____

3. Whether SC / ST / OBC / UNRESERVED :

SC	ST	OBC	UNRESERVED
_____	_____	_____	_____

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish Certificate including the "Non-Creamy layer clause".

4. Date of Birth : (DD / MMM / YYYY) _____
5. Place and State of Birth : _____
6. Gender : **Male / Female**
7. Nationality : _____
8. Religion : _____

9. Contact Detailsa) Mailing Address : _____

City _____ Pin code _____

State _____

b) Telephone No. : Residence with STD Code : _____

Mobile : _____

c) Email address (MANDATORY): _____

10. a) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

B) Whether working in any Govt., Semi-Govt. / Public Sector Undertaking or autonomous body : Yes / No
If "Yes", enclose "No Objection Certificate"

11. Educational Qualifications : (Matriculation / SSC onwards :

A.

Examination / Courses Passed	Name of the University / Institution	Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre-Degree)				
1 st Year Graduation				
2 nd Year Graduation				
3 rd Year (Final) Grad Bachelor's Degree in				



B.

Examination / Courses Passed	Name of the University / Institution	Month & Year of Passing	Duration	Percentage of marks (Class / Division)
Post-Graduate Degree in Engineering (specify field)				
1 st year				
2 nd year				
3 rd year				
4 th year				

C.

Examination / Courses Passed	Name of the University / Institution	Year	Semester	Month & Year of Passing	Percentage of marks (Class / Division)
Any other (specify) _____ _____					
Management Degree (specify specialisation/s) _____ _____		1	1		
			2		
		2	3		
			4		

12. Fluency in languages : Tick appropriate column :

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify) _____				
d) Mother Tongue (Specify) _____				
e) Others (Specify) _____				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate



13. Work Experience (if any)

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

(Attach a separate sheet, if necessary)

14. Relatives working (included retired) in Air India Charters Ltd / Air India Air Transport Services Ltd / Hotel Corporation of India Ltd / Alliance Air / Air India Limited)

Name	Designation	Company	Relationship

15. Particulars of Demand Draft (in favour of Air India Charters Ltd. payable at MUMBAI) :

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount (Rs.)
			Rs.500/-

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 without giving any notice or reasons therefor.

Place :

Date :

(Signature of Applicant)

List of Documents to be submitted at the time of Personal Interview :

(Originals to be brought for verification only, along with the a set of self-attested photocopies)

Please tick " ✓ "

i)	Application Fee, if applicable	
ii)	Two additional passport size coloured photographs	
iii)	SSC / Matriculation Mark-sheet	
iv)	School Leaving Certificate or SSC Passing Certificate	
v)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
vi)	1 st Year Graduation Mark-sheet	
vii)	2 nd Year Graduation Mark-sheet	
viii)	3 rd Year Graduation Mark-sheet	
ix)	4 th Year Graduation Mark-sheet	
x)	Graduation Degree Certificate or Provisional Degree Certificate	
xi)	Management Degree Mark-sheet 1 st Semester	
xii)	Management Degree Mark-sheet 2 nd Semester	
xiii)	Management Degree Mark-sheet 3 rd Semester	
xiv)	Management Degree Mark-sheet 4 th Semester	
xv)	Management Degree Certificate / Provisional Degree Certificate	
xvi)	Certificate of Other Qualifications, if any	
xvii)	Caste Certificate in case of SC / ST / OBC candidates	
xviii)	Discharge Certificate in case of Ex-Servicemen	
xix)	Experience Certificate(s) wherever applicable	