

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.

June8th , 2016

ADVERTISEMENT - WEBSITE
AIR INDIA CHARTERS LIMITED

Air India Charters Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **June1, 2016** for the following posts, on fixed term contract basis.

Sr. No	Post	Qualification	Relevant Experience In the Field	Preference will be given to	Upper Age Limit	Emoluments per month
1	Chief Of IT Mumbai	B.Tech- computer science / BE (E&C) / MCA	<ul style="list-style-type: none"> 15 years of experience in Industry at a Sr. management level. Minimum 7 years experience in Airline / Aviation Field The Candidate should be either a Project management professional or fully familiar of Industry standard Project management methodology – from planning to base line project plans and tracking the project with milestones and tracking time, cost and 	<ul style="list-style-type: none"> Hands on experience in handling Airline reservation/ DCS system Exposure in ERP like SAP / CM / CMM . Exposure to co ordinate e-marketing initiatives of the Airline. Able to monitor the SLA's with different service providers and their supporting helpdesk. Proven track record of setting up of IT security System, MIS/ Communication system, IT Strategy, Policy and Governance functions in an Airline. 	50 years	Rs. 150000- to Rs. 174000/- pm

			<p>quality of all IT based projects for the Airline and present to the Steering committee periodical project status and RED flagging issues that needs Management's intervention for resolution.</p> <ul style="list-style-type: none"> • Should oversee and evaluate 'system security' and 'back up procedures. • Responsible for the management of multiple information and communication system and projects, including voice, data, imaging, and office automation. • Should be familiar with IT Governance framework and standards and progressively enforce such Industry standards. • Should have the ability to innovate based on Business and IT trends and needs • As a custodian of technology for the Airline, to ensure that differentiator for the airline services is through deploying cost effective and leading edge technology solutions that addresses internal and external stake holders. 	<ul style="list-style-type: none"> • Familiar in BCM – Business Continuity Mgt 		
2	Ch. Manager-IT Mumbai	B.Tech- computer science / BE (E&C) / MCA	<ul style="list-style-type: none"> • 10 /12 years of experience in Technology / IT functions in a reputed organisation. • Minimum 5 years experience in Airline / Aviation Field. 	<ul style="list-style-type: none"> • Preferred to have a good knowledge of CLOUD based services and assess for the airline, which Application payloads can be migrated to CLOUD for the Airline. • Hands on experience in the development and execution of the ICT Roadmap and IT strategy. 	45 years	Rs. 110000/-

			<ul style="list-style-type: none"> • Should have had hands of experience in installing IT hardware (Servers and User end point devices) with its Operating systems. • Should be familiar in IT security systems (HW & SW) implementation. • Should be familiar to conduct with third party IT security Audits, to check the robustness of the systems deployed. • Should be familiar on current Network scheme and WiFi deployment for the Airlines services. • Should be reasonably familiar with IT ISO standards (ISO 27K, ISO 20K etc) • Good Vendor Management skill sets and SLA mgt • Able to oversee the back office computer operations of the airline including the local area and wide-area networks and WiFi networks, Web site / E mails. 			
3	Dy. Manager-IT (Software Applications) Mumbai	BE / B;Tech – Computer Science // MCA	<ul style="list-style-type: none"> • 7 to 8 years of experience in the IT Systems field – predominantly in Software and Application development / Maint and Application administration. • Should have reasonable exposure on Microsoft Frameworks, or Java programming and or DB expertise. • Need to familiar with Web architecture and Web Apps • Need to have good familiarity on 	<ul style="list-style-type: none"> • High preference for candidate to have worked handson in ERP (SAP / Oracle etc) • Preferred for candidate to be familiar on BI • Highly preferred if reasonable experience in Mobile applications design / development. • Ability to liaise with service providers of business solutions to extend live systems support for ease of operations 	35 years	Rs. 60000/-

			<p>developing / managing “interfaces” to interconnect different systems and data exchange on live mode</p> <ul style="list-style-type: none"> • Minimum 3 years experience in Airline / Aviation Field • Should liase with USERS and identify performance issues and or pain areas and suitably anchor the process with the service provider(s). • Should also interact with Users and understand their business and functional requirements and translate the same in to scope documents and then liase with probable service providers if possible to do any Pilot to validate prior to RFP process. • Able to co ordinate with staff or clients through a series of actions, over the telephone, to help set up systems or resolve issues. 			
--	--	--	---	--	--	--

TRAINING DEPARTMENT								
1	Deputy Manager-(Simulator scheduling) (Mumbai)	01	UR-01	Graduate in any discipline	05 years' experience in Training function in a reputed organisation	Candidates with aviation background	45	Rs.60000/-p.m.

2	Deputy Manager- (licensing and medicals) (Mumbai)	01	UR-01	Graduate in any discipline	Minimum 05 years' experience in licensing and medicals	Preferably candidates liaisoning with DGCA	45	Rs.60000/- p.m.
3	Sr. Officer (DGCA Liaison) (Delhi)	01	UR-1	Graduate in any discipline	5 year experience in DGCA liaison		40	Rs. 40000/-pm
4	Officer-Training / Training Co- Ordinator – licensing and medicals (Mumbai)	01	UR-01	Graduate in any discipline	01 year experience in training.	Candidates with aviation background.	35	Rs.35, 000/- p.m
5	Peon (Mumbai)	01	UR-01	7 th STD pass	N/A	N/A	25	Rs 12000/-p.m.

2. RESERVATION :

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 :

Ø 05 years for SC / ST candidates

Ø 03 years for OBC candidates

Preference will be given to candidates as stated above.

3. 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 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.500/- and Rs.1,000/-. 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.

4. 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) Consideration and Relaxation of SC/ST/OBC candidates will be as per Government directives on reservation of posts.
- g) Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / AICL affiliate sister concern / subsidiary, anywhere in India.
- h) 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.

- i) Candidates must ensure that they fulfill all the Eligibility conditions and prescribed criteria as enumerated in Para 1 above and the particulars furnished by them in the application are correct in all respects.
 - j) 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.
 - k) 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.
- l) 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**.

5. HOW TO APPLY

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **June 01, 2016**, are required to forward their Application, in the prescribed format, which is available on this website. The Application, duly filled in, together with its enclosures, **superscribing on the envelope the post applied for**, in capital letters, should reach the following address within 15 days of the advertisement.

The Chief of HR
Air India Charters Limited
Airlines House, Durbar Hall Road,
Near Gandhi Square,
Kochi- 682016

- 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) Candidates belonging to General & OBC categories will be required to 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. (*Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee*).

- d) **Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without Requisite Fee / without supporting documents of Eligibility Criteria / Caste Certificate (if applicable),** will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.

- e) Applications once submitted, will not be allowed to be withdrawn and the fees paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.

- f) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.
- g) The candidates belonging to OBC categories, at the time of Application, must submit a self-attested photocopy of the Certificate, recently issued by the Competent Authority, in the format as prescribed by Govt. 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.
- h) 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.
- i) The applicant should ensure that they fulfill all the eligibility criteria regarding educational qualifications, age, height, vision, as on **June 1, 2016**. 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.
- j) Self-attested clear copies of the supportive documents in respect of Item Nos : 3, 11, 12, 13, and 14 of the Application Format 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. The certificate should also contain the “Non Creamy Layer” clause.

- k) 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.

- l) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply with complete Application Form routed through proper channel or along with “**No Objection Certificate**” from their present employer.

- m) Last date of receipt of Applications is **within 15 days of advertisement.**

- n) For Blank Application format, visit our website at www.airindiaexpress.in.

* * * * *

For Office Use Only

PI DATE/SLOT: _____

Roll No.: _____

Remarks : **ELIGIBLE / NOT-ELIGIBLE**

Any other:

Authorised signatory

FORMAT OF APPLICATION

(Information to be filled in BLOCK Letters)

To,

AIR INDIA CHARTERS LTD

Kochi

POST APPLIED FOR : _____

Affix recent
Passport size
coloured photograph
(Self attested)

1. Name : _____
(SURNAME) (NAME) (MIDDLE NAME)

2. Father's Name : _____
(SURNAME)(NAME) (MIDDLE NAME)

3. Date of Birth : _____ (dd / mmm / yyyy)

4. Place & State of Birth: _____

5. Age (as on 1st June, 2016): _____
(YEARS) (MONTHS)

6. Contact Details

a) Mailing Address : _____

City _____ Pin code _____

State _____

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

Mobile: _____

c) Email address (MANDATORY): _____

7. Gender : Male Female

8. Nationality : _____

9. Religion: _____

10.a) Whether SC / ST / OBC / Unreserved :

S C	ST	OB C	Unreserv ed

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”. OBC community should be as per the Central List of OBCs published by the Government of India).

b) 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)

c) Whether working in any Govt., Semi-Govt. / Public Sector Undertaking or autonomous body :

YES / NO . If “Yes”, enclose “No Objection Certificate” .

11.

A. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree/Diploma/ Course)	Name of the University / Institution	Date, 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)
Bachelor Degree in Engineering (Specify field) 1 st Year 2 nd Year 3 rd Year 4 th Year				

C.

Examination/Courses	Name of the University/	Year	Semest	Month & Year of	Percentage of Marks
----------------------------	--------------------------------	-------------	---------------	----------------------------	----------------------------

Passed	Institution		er	Passing	(Class/Division)
Any other (specify) <hr/> <hr/> <hr/> <hr/>					
Management Degree (Specify Specializations) <hr/> <hr/> <hr/> <hr/>					

12. Fluency in Languages: Tick 'X' in appropriate spaces.

Languages	Read	Speak	Write	Remarks*
(a) English				
(b) Indian (Specify) _____				
(c) Foreign (specify) Arabic/others _____ —				

*Indicate whether any Certificate/
Language Course done and the
duration of the course.

13. Work Experience (if any):

Name of Company	Period of Employment	Capacity / Position held	Nature of Job

14. 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.)

15. Relatives working 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

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 satisfy the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated even after employment, without giving any notice or reasons thereof.

Place: _____

Signature Date :

List of following Documents (self-attested copy) to be attached with the Application :

(ORIGINALS for verification only to be brought at the time of Interview)

	Application Fee, wherever applicable	
	05 Additional Recent Passport Size Photographs	
	School Leaving Certificate or SSC Passing Certificate	
	Matriculation Mark-sheet	
	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
	Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters)	
	All Other Mark-sheets / Certificates, if any	
	Diploma/Degree in Catering, if any	
	Domicile Certificate, wherever applicable	
	Caste Certificate in case of SC / ST / OBC candidates	
	Experience Certificate (s) wherever applicable	
	Discharge Certificate, in case of Ex-Serviceman	
