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AIR INDIA EXPRESS LIMITED

Date: May 29, 2019

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **May 01, 2019** for the following posts, on fixed term contract basis.

Sr. No.	Post	No of posts	Reserved For	Qualification	Relevant Experience In the Field	Preference will be given to	Upper Age Limit	Approx. Emoluments per month [CTC]
OPERATIONS DEPARTMENT								
1	Manager – Flight Dispatch Grade- M-4 [Mumbai]	02	OBC- 01 ST - 01	10+2 or an equivalent Examination with Physics & Maths from recognized University/Board as per DGCA requirement. This is not applicable in case of those already holding a valid DGCA Dispatcher approval on B737 type of aircraft	1.DGCA approved Dispatcher as per current CAR or 2. previous DGCA, India Flight Dispatcher approval or 3. Individual who have held DGCA approval/ALTP/SCPL / CPL/PPL licenses but have been permanently medically or otherwise grounded or retired from any airline.	1..Endorsed Flight Dispatchers on B737 type of aircraft. 2. Experienced Flight Dispatchers holding current DGCA approval	Minimum age limit not less than 21 years of age	Rs. 70,000/- pm

2	Manager [OCC] Grade M-4 [Mumbai] Will be required to work in shifts round the clock	01	UR - 01	Graduate in any discipline from a recognized university or has been an approved flight dispatcher in any commercial airline	15 years of airline experience with thorough knowledge of flight dispatch functions, flight operations functions, flight following, emergency response, coordination with other agencies to maintain flight schedules and proficiency in Microsoft Excel/ Word application.	Should have good communication skills, excellent team leadership qualities and able to work as team leader in a challenging environment.	60 years	Rs. 70,000/- pm
3	Dy. Manager - [OCC] Grade M-3 [Mumbai] Will be required to work in shifts round the clock.	05	UR - 04 OBC - 01	BE / B Tech / Graduate in any discipline from a recognized university	5 years of airline experience with good knowledge of flight dispatch functions, flight operations functions, crew scheduling, Flight following, emergency response, coordination with other agencies to maintain flight schedule. Should have proficiency in Microsoft Excel/ Word application.	Knowledge of MEL, Support planning for flight disruptions.	40 years	Rs. 60,000/- pm
4	Sr. Officer- Flight Dispatch Grade - M-2 [Mumbai]	01	UR - 01	10+2 or an equivalent Examination with Physics & Maths from recognized University/Board as per DGCA requirement.	3 years' experience in Flight Dispatch Section of any Airline. Candidates should be proficient in computer operations, Windows, MS/Open office .	Candidates, who have successfully completed a Flight Dispatcher Training course/exam, will be considered and given preference.	Minimum age limit not less than 21 years of age	Rs. 40,000/- pm

5	Officer - [OCC] Grade - M-1 [Mumbai] Will be required to work in shifts round the clock.	05	UR - 4 OBC - 01	BE / B Tech / Graduate in any discipline from a recognized university	3 years' experience in airport operations environment. Should have proficiency in Microsoft Excel/ Word application.	Able to work as a part of a team with proactive approach to manage flight disruptions effectively	35 years	Rs. 35,000/-pm
6	Sr. Assistant - Data Processing Grade - S-3 [Mumbai]	01	UR - 01	Graduate in any discipline /Engineering from a recognized university with proficiency in computer operations windows XP and MS office	Minimum One year's experience in aviation industry or organized private / public sector organization		25 years	Rs. 28,000/-pm
7	Co-ordinator [Flight Operations / Dispatch] Grade - S-3 [Calicut]	01	UR - 01	Graduate from a recognized university • Knowledge of computer operation- Windows XP, MS Office	•Minimum of 2 years with similar experience in aviation.		25 Years	Rs. 28,000/-pm
8	Assistant - Technical Library Grade - S-2 [Mumbai]	01	UR - 01	Graduate in any discipline from a recognized university with proficiency in computer operations, Windows XP, MS office.	Minimum 1 year of experience in Library / Documentation Management		25 Years	Rs. 25,000/-pm
COMMERCIAL DEPARTMENT								

9	<p>Chief of Commercial Grade- M-8</p> <p>[The selected candidate shall be positioned in Mumbai initially and relocated in Cochin in due course]</p>	01	UR-01	<p>Post Graduate in Management (Full Time course) from recognized University / Top Management Institutes</p>	<p>Minimum of 25 years' experience in Managerial positions in Commercial Department of Scheduled Passenger Airline(s) with in-depth knowledge of typical commercial functions in a large airline operating scheduled services.</p> <p>Must have served as the Head of Commercial / Revenue Management for a period of at least 3 years in an LCC with scheduled operations on international sectors. Must have independently implemented PSS in an LCC.</p> <p>Should possess in-depth knowledge / hands on experience in implementing online schemes for generating ancillary revenues. Knowledge of various sources of market data, tools and systems for analyzing and optimizing schedules / revenues.</p>	<p>Candidates who have served as head of Commercial / RM – in charge of inventory control, pricing and distribution functions in an LCC Airline., having significant experience in handling operations in India – Gulf & India – South East Asia markets.</p>	57 Years	<p>Rs. 1,50,000/- pm.</p> <p>[Under process of being reviewed – fitment of salary maybe considered based on experience and competencies]</p>
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10	Chief Manager- Scheduling & Network Planning - Grade - M-6 [Mumbai]	01	UR - 01	Post Graduate degree/ diploma in Management from a recognized university.	Minimum 10 years of Experience in any Airline Scheduling and Network development functions in an Airline with international operations and having at least 20 jet aircraft.	Those who are well conversant with and have previously worked on SABRE scheduling / Slot Management / Profit Manager / PAX -IS systems.	45 Years	Rs. 1,10,000/ PM
11	Officer - Commercial Grade M-1 [Cochin]	01	UR - 01	MBA in Aviation Management from a recognized university.	Minimum 5 year of experience in Airline Industry.		30 years	Rs. 35,000/-PM
12	Assistant - Commercial Grade S-2 [Mumbai]	08	UR - 05 OBC - 02 SC - 01	Graduate from a recognized University.	Minimum 1 year of experience in Airline Industry.	1) Preference will be given to candidates possessing IATA/UFTAA qualification. 2) Knowledge of computer operation - Windows XP, MS Office. Especially advanced Excel 3) Proficiency in English.	28 years	Rs. 25,000/- PM
AIRPORT SERVICES DEPARTMENT								
13	Deputy Manager - Airport Services- Grade - M-3 [Cochin] Job Specification: Training & Compliance	01	UR - 01	Graduate in any discipline from a recognized university	Minimum of 20 years' experience in airline industry out of which 10 years of experience as a licensed load controller.	Preference will be given to candidates with experience as an Instructor in DCS / Check-in / Supervisory Training	60 Years	Rs. 60,000/- PM
14	Deputy Manager - Airport Services - Grade - M-3 [Cochin] Job Specification: Traffic Services &	01	UR - 01	Graduate in any discipline from a recognized university	Minimum of 20 years' experience in airline industry out of which 10 years of experience as a licensed load controller. Should have	Preference will be given to candidates with exposure to SITA DCS with knowledge of its data base.	60 Years	Rs. 60,000/- PM

	Systems Admin (DCS).				thorough knowledge in DCS and RES System, should have worked in all areas of flight handling. Should have thorough knowledge on IATA AHM policies and procedures.			
15	Senior Officer - Catering Services - Grade-M-2 [Cochin]	01	UR - 01	Graduate Diploma in Hotel Management or Graduate in any Discipline with proven experience in In-Flight Catering	Minimum 5 Years' Experience in the Catering Department of an Airline / Flight Kitchen.	Thorough Knowledge and experience in Airline In- flight sales and inventory management	40 Years	Rs. 40,000/- PM
16	Senior Assistant - Airport Services - Grade S- 3 [Delhi - 01, Surat - 01, Pune - 01, Kannur - 02, Cochin - 01]	06	UR - 01 OBC - 03 SC - 01 ST - 01	Graduate in any discipline from a recognized university	Minimum 3 years' experience in International flight handling, Cargo handling Departure control system in a reputed airline / ground handling agency or cargo handling agency or reputed travel agency.	Persons who have got experience in SDCS, Computer proficiency	30 Years	Rs. 28,000/- PM
INFORMATION TECHNOLOGY DEPARTMENT								
17	Chief Of IT Grade- M-8 [Mumbai]	01	UR - 01	B.Tech- computer science / BE (E&C) / MCA	<ul style="list-style-type: none"> IT professionals with minimum 15 years of experience in Industry at a Sr. Management level. Minimum 7 years' experience in Airline industry, managing multiple information 	<ul style="list-style-type: none"> Hands on experience in handling Airline reservation/ DCS system Exposure in ERP like SAP / CM / CMM. Exposure to facilitating e-marketing 	50 years	Rs. 1,50,000/- pm [Under process of being reviewed - fitment of salary maybe considered based on experience and

					and communication system and projects, including voice, data, imaging, distribution and office automation. • Previous experience in handling major IT projects independently. • Experience in maintaining system security and backup procedures. • Familiar with IT governance framework and standards.	Initiatives. • Proven ability to monitor the SLA's with different Service providers. • Proven track record of managing IT security System, MIS/ Communication system, IT Strategy, Policy and Governance functions in an Airline. • Exposure to BCM - Business Continuity Mgt.		competencies]
MATERIALS MANAGEMENT DEPARTMENT								
18	Manager – Stores Grade – M-4 [Mumbai - 01 & Trivandrum-01]	02	UR - 02	MBA or B.Tech from a recognized university.	Minimum 10 years' experience in handling Materials Management / Stores function in a large company of which at least 5 years in an airline. Experience in independently working on ERP system / Inventory Management System.	Exposure/ Experience in Handling aircraft Stores / Procurement / Materials Management. Experience on ERP system.	45 Years	Rs. 70,000/- PM
19	Senior Officer - Stores Grade – M-2 [Mumbai - 02 & Trivandrum - 03]	05	UR – 4 OBC - 01	MBA – Finance / Materials Management / Inventory Management from a recognized university.	Minimum 3 years' experience in the store officer capacity in airlines stores department. Thorough knowledge off all the store functions, receipt/dispatch section, ERP	Candidates well conversant with working on SAP/RAMCO systems.	40 Years	Rs. 40,000/- PM

					process/transaction, progression section etc.			
20	Officer - Stores Grade - M-1 [Trivandrum]	01	UR - 01	MBA - Finance / Materials Management / Inventory Management from a recognized university.	Minimum 2 years' experience in the store officer capacity in airlines stores department. Thorough knowledge off all the store functions, receipt/dispatch section, ERP process/transaction, progression section etc.	Candidates well conversant with working on SAP/RAMCO systems.	40 Years	Rs. 35,000/- PM
21	Storekeeper Grade -S-2 [Trivandrum -04, Calicut -01, Delhi - 01, Mangalore -01, Mumbai -06]	13	UR - 07 SC - 04 ST - 02	1. Graduate in any discipline from a recognized University And 2. Should have knowledge of computer in MS Office.	Minimum 01 year experience in handling stores functions in an airline or in a clearing and forwarding agency attached to airports.	Candidates having Experience in Aircraft stores. Conversant with ERP and having valid driving licence.	35 Years	Rs. 25,000/- PM
22	Assistant - Stores Grade -S-2 [Trivandrum -03, Calicut -01, Delhi - 01, Mangalore -01, Mumbai -04]	10	UR - 07 OBC - 02 SC- 01	Graduate in any discipline from a recognized Board or University. Should have knowledge of computer in MS Office.	06 months experience in the stores department of an airline or in clearing and forwarding agency operation from an airport.	Having valid driving licence	35 Years	Rs. 25,000/- PM
ENGINEERING DEPARTMENT								
23	Deputy Chief of Engineering [Trivandrum]	01	UR-01	Graduation in Aeronautical/ Mechanical/ Electrical/	Minimum 20 years of experience as a type rated B1/B2 AME on Turbojet passenger	Candidate who have worked in Key Engineering position of a commercial	60 Years	Rs. 2,00,000/- PM

				Electronics & Communication Engineering, from a recognized University/ Institution.	aircraft with a scheduled Airline/MRO and Minimum 6 years' experience in a management cadre.	Airline. Preference will be given to candidates who have served as AME on B737-800 type of aircraft.		
24	Deputy Quality Manager [Trivandrum]	01	UR-01	Graduation in Aeronautical/ Mechanical/ Electrical/ Electronics & Communication Engineering, from a recognized University/ Institution.	Minimum 3 years of experience as a type rated B1/B2 AME on Turbojet passenger aircraft and 02 years' experience in Tech Services/Quality or 12 Years' experience in Tech services/Quality in an Airline or MRO.	Candidate who has worked in senior position of the quality set up of a commercial Airline.	60 Years	Rs. 1,62,000/- PM
25	Deputy CAM [Trivandrum]	01	UR -01	Graduation in Aeronautical/ Mechanical/ Electrical/ Electronics & Communication Engineering, from a recognized University/ Institution.	Minimum 3 years of experience as a type rated B1/B2 AME on Turbojet passenger aircraft and 02 years' experience in Tech Services/Quality or 12 Years' experience in Tech services/Quality in an Airline or MRO.	Candidate who have worked in senior position of the tech services set up of a commercial Airline	60 Years	Rs. 1,62,000/- PM
26	Technical Assistant [Trivandrum & Mumbai]	09	UR - 06 OBC - 02 SC - 01	AME Diploma from approved AME Institute / Diploma in Electronics & Telecom /Electrical/ Mechanical/ OR Science Graduate with Physics /Mathematics.	One Year Experience including training period in Aviation organization and proficiency in computer.	Preference for the candidate having Experience in CAMO/QA in an Aviation organization. . . .	30 Years	Rs. 18,000/- PM

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/ Ex-Serviceman candidates
 - Ø 03 years for OBC candidatesPreference 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 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.1000/- and Rs.2,000/-. 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/ Ex-Serviceman 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 / Air India Express 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**.
- m) **UNDERTAKING / BANK GUARANTEE**
- i) **For Manager Flight Dispatch**
At the time of joining, the Manager Flight Dispatch would be required to submit the bank guarantee of Rs.5/- lakhs (Five Lakhs) as Security Deposit, which will be encashed, if he /she does not satisfactorily complete the training and does not complete a period of 05 years of service in Air India Express, and will have to execute an Agreement before joining the company.
- ii) **For Senior Officer Flight Dispatch**
At the time of joining, the Manager Flight Dispatch would be required to submit the bank guarantee of Rs.3/- lakhs (Three Lakhs) as Security Deposit, which will be encashed, if he /she does not satisfactorily complete the training and does not complete a period of 05 years of service in Air India Express, and will have to execute an Agreement before joining the company.

5. **HOW TO APPLY**

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **May 01, 2019**, 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 Express 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 Express 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 and experience, as on **May 01, 2019**. 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 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. 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) Air India Express is not responsible for any postal delay/loss at any stage of transmission/communication.
- n) Last date of receipt of Applications is **within 15 days of advertisement**.
- o) For Blank Application format, visit our website at www.airindiaexpress.in.

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