

NOTE : RECRUITMENT IN AIR INDIA EXPRESS 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.

Date: July 29, 2020

**AIR INDIA EXPRESS LIMITED**

Air India Express Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on **July 01, 2020** 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
<b>MEDICAL SERVICES DEPARTMENT</b>								
1	Chief Medical Officer Grade-M-5 [Mumbai]	01	UR - 01	MBBS degree of Indian University recognized by the Medical Council of India	Should have minimum of 10 years of aviation experience. Should be capable to oversee and manage the compliance of all medical requirements of airline company, especially those relating to flying crew.  Ability and skill to conduct classes for flying crew to familiarize them with aviation medicine and fatigue management.  Should be familiar with Directorate of Civil Aviation (DGCA) guidelines. Co-ordinate with DGCA and attend the internal audits and investigations.	Preference will be given for doctors retired from Airline Medical Services / Defence services with knowledge of Aviation medicals.	65 years	Rs.1,00,000/-pm

2	Senior Assistant Medical Grade-S-3 [Mumbai]	01	UR - 01	Graduate in any discipline from a recognized university.	Minimum 2 years of experience in handling the data base of medical records of a large institutions / hospital.	1)Preference will be given to those candidates with Professional qualifications like M.Sc. Medical Documentation / Diploma in Medical Record Documentation (MRD) Courses. 2)Previous experience in the Medical Department of an airline industry is preferable.	30 years	Rs. 28,000/- pm
<b>FINANCE DEPARTMENT</b>								
3	Deputy Chief of Finance - Grade - M-7 [Mumbai]	01	UR - 01	CA/ICWA	10 years of post-qualification experience in finance out of which at least 5 years in a Supervisory rank. Effective communication / presentation skills. Proficient in English and Hindi – both written and spoken.	1) Those possessing Hands on experience in working in SAP accounting system. 2) Knowledge of Finalization, IND AS, treasury, Handling revenue accounting, Accounts Receivable & payable, taxation, contracts, remuneration to employees, etc. 3) Should be able to handle a large team 4) Previous experience in Airline or retail industry, Airline revenue accounting, on-line payment systems	50 Years	Rs.1,75,000/-pm

4	Manager Finance - Grade - M-4 [Mumbai]	02	UR - 02	CA	<p>Minimum 6 Years of post-qualification experience in the Finance Department of a large organization - out of which minimum two years in a large airline operating scheduled services.</p> <p>Experience in finalization, consolidation of accounts, tax audit.</p> <p>In-depth knowledge of SAP accounting system and IND AS is must.</p> <p>Exposure in coordinating the Govt. Audit</p> <p>Exposure in Managing and overseeing the daily operations of the accounting department, handling</p> <p>Revenue accounting &amp; Accounts Receivable, MIS &amp; Costing, Budget preparation, Accounts payable &amp; Vendor reconciliation, fixed assets &amp; inventory, fund flow etc.</p>	<p>1) Experience in on-line Payment systems, e-commerce, GST</p> <p>2) Candidates having experience in the revenue accounting section of a large commercial airline.</p>	35 years	Rs. 70,000/- pm
5	Dy. Manager- Finance - Grade - M-3 [Mumbai]	02	UR - 02	CA /ICWA	<p>2 years of post-qualification experience in Finance Department of a large Organization / Airline.</p> <p>Knowledge of SAP -FICO, Inventory &amp; Fixed Assets, HR module.</p> <p>Experienced in handling Accounts Payable and Vendor reconciliation</p>	<p>Candidates with</p> <p>1) Experience in Airline Accounting. Additional Professional qualification like CA/ MBA / ICWA / Post Graduation in Commerce etc. would be advantage.</p> <p>2) Those with</p>	35 years	Rs. 60, 000/- pm

					<p>Experience in handling revenue and customer reconciliation, Foreign General Sales Agents Reconciliations, TCS Exposure in preparing various kinds of reports for management for MIS.</p> <p>Experience in preparation of Financial Statements &amp; handling Statutory Audit</p> <p>Experience in handling payroll processing and individual taxation.</p>	<p>High credentials / marks / ranks etc. in the relevant professional exams.</p> <p>3) Experience in Airline Revenue and expenditure accounting.</p> <p>4) MIS Preparation through system and knowledge on MS Office / Excel / Spread sheets/ PPT etc.</p>		
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## **2. RESERVATION :**

### **1) Relaxation in Upper Age Limit:**

- Ø 03 years for Ex-Serviceman candidates for direct recruitment other than through open competitive examinations (Interview only) / 05 years for Ex-Serviceman candidates for direct recruitment on result of competitive examinations.
- Ø 05 years for Persons with benchmark disabilities for direct recruitment other than through open competitive examinations (Interview only) / 10 years for Persons with benchmark disabilities for direct recruitment on result of competitive examinations.
- Ø Air India Express follows all Government norms of reservations in recruitment process.
- Ø 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 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 Ex-Serviceman / Persons with benchmark disability 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.**

5. **HOW TO APPLY**

- a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on **July 01, 2020**, 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 applicant should ensure that they fulfil all the eligibility criteria regarding educational qualifications, age and experience, as on **July 01, 2020**. 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.

- h) 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.
- i) 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.
- j) 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.
- k) Air India Express is not responsible for any postal delay/loss at any stage of transmission/communication.
- l) Last date of receipt of Applications is **within 15 days of advertisement.**
- m) For Blank Application format, visit our website at [www.airindiaexpress.in](http://www.airindiaexpress.in).

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