

WALK IN EMPLOYMENT NOTICE NO-01 OF 2019**AIR INDIA EXPRESS LIMITED**

Applications are invited for the post of **Deputy Manager-Secretarial**

Walk in day: 17 July 2019, 09.00am to 12.00pm at HR Department, 1st floor, Old Operations Building, Air India Ltd , Kalina, Santacruz East, Mumbai.

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st July 2019 are required to walk in person to the venue on the date and time as specified above

Positions:

S.No	Post	No. of Posts	Reserved for	Qualification	Relevant Experience in the Field	Preference	Upper Age Limit	Approx. Emoluments per month [CTC]
01	Deputy Manager - Secretarial-Grade M-3 (Mumbai)	01	UR-01	Graduate from recognized University + ACS	Minimum 02 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. 60,000/-

1. RESERVATION :

Reservation figures are indicative and reservation in posts will be based on post-based roster as per the prevailing cadre strength.

Relaxation in Upper Age Limit :

- 05 years for SC / ST candidates
- 03 years for OBC candidates
- 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.
- 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.
- Air India Express follows all Government norms of reservations in recruitment process.
- Preference will be given to candidates as stated above.

2. NATURE OF EMPLOYMENT:

Contractual Employment: Candidates will be appointed on fixed term contract basis for a period of five 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 requirements. The job is transferable to any station in India.

3. SELECTION PROCEDURE INCLUDES:

- a. Personal Interview and /or Group discussion
- b. Pre-Employment Medical Examination
- c. Background Verification

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could Range from Rs.1,000/- to Rs.2,000/-. For any additional tests, if required, the candidate has to bear the additional cost.

4. HOW TO APPLY (Strictly for this recruitment exercise):

- a. All candidates who are meeting with the eligibility criteria as on **01 July 2019**, are required to download application form our website (www.airindiaexpress.in) and should bring the duly filled application along with the self-attested copies of all relevant document with originals at the time of personal interview on **17 July 2019**
- b. 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 at the time of personal interview. (*Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee*).
- c. **Original certificates will be required to be brought along for verification purpose only, at the time of the walk-in-interview on 17 July 2019, and should not be submitted/ attached along with the application.** The Company is not Responsible for returning any original copy/s of certificates/ testimonials submitted with the application.
- d. SC/ST candidates must submit proof (clear self-attested copy of caste certificate) in support of their claim that they belong to SC / ST.
- e. The candidates belonging to OBC categories must submit a clear self-attested photocopy of the certificate recently issued by the Competent Authority, in the format as prescribed by Government 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.
- f. 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.
- g. Recent (not more than three months old) passport- size colored photograph of the full face (front view) should be pasted neatly in the space provided in the application form.
- h. Applications which are incomplete/ not meeting the prescribed Eligibility Criteria/ without Requested documents/candidates not in possession of the requisite licenses, Such candidates will not be allowed to appear for the Selection Process. No communication in this regard shall be entertained.
- i. Scheduled caste candidates who were originally professing Hindu religion and have embraced Neo Buddhism will also be considered for appointment against posts reserved for Scheduled Caste.

5. GENERAL CONDITIONS

- a) Engagement beyond the period of contract will depend on the Company's requirement / performance.
- b) The candidates will have to make their own arrangement for housing accommodation.
- c) The Company, at its discretion, may assign additional duties, as and when required.
- d) Consideration and Relaxation of SC/ST/OBC/ Ex-Serviceman/Economically Weaker Sections (EWS) / Persons with benchmark disability candidates will be as per Government directives on reservation of posts.
- e) 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.
- f) 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.
- 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**.
