

AI ENGINEERING SERVICES LIMITED
NEW DELHI



Ref No: AIESL/COP/2022/2803

Date: 28.10.2022

Sub: Advertisement to fill up various posts in Finance Department of AIESL on Fixed Term Contract Basis

AI Engineering Services Limited (AIESL) is an Aircraft Maintenance, Repair and Overhaul (MRO) Organization, approved by DGCA (India) under CAR 145, to undertake MRO activities in India. AIESL invites applications from Indian Nationals for the following post on Fixed Term Employment basis.

S.NO.	POSTS	NUMBER OF VACANCIES	PLACE OF VACANCY	CONSOLIDATED MONTHLY SALARY
1	EXECUTIVE –FINANCE (SENIOR LEVEL)	02	DELHI - 01	120000
			KOLKATA - 01	
2	EXECUTIVE FINANCE– LEVEL II	02	DELHI - 01	100000
			KOLKATA - 01	
3	EXECUTIVE -FINANCE	09	DELHI - 05	80000
			MUMBAI -02	
			KOLKATA -02	
4	JUNIOR EXECUTIVE - FINANCE	14	DELHI -08	50000
			MUMBAI -03	
			KOLKATA -03	

Reservation will be applicable as per Government guidelines.

The eligibility criteria and other details are as under:

a. **Executive – Finance (Senior Level):**

Candidate should be a CA/ICWA with minimum 10 years of post-qualification experience or CA/ICWA (Inter) M.com with 15 years' experience in Finance in a reputed Company. The individual must have compiled and finalized Annual and quarterly accounts of company and shall have good exposure to taxation matters of the company. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 45 years for General candidates
48 years for OBC Candidates
50 years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

No. of Posts: 02 – to be based in Delhi and Kolkata but the candidate may be transferred to other locations also depending upon requirement of the Company

Emoluments: Starting all-inclusive emolument offered would be Rs. 120000 per month

b. Executive Finance – Level II

Candidate should be a CA/ICWA/ with minimum 07 years of post-qualification experience or CA/ICWA (Inter)/M.com with 12 years' experience in Finance in a reputed Company. The candidate with working experience in Aviation/ MRO industry and working experience in SAP/ERP will be given preference. The engagement would be on FTE basis for a period of 5 years extendable depending upon requirement of the co. and performance of the candidate.

Upper age limit: 40 years for General candidates
43 years for OBC Candidates
45 years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

No. of Posts: 02 – to be based in Delhi and Kolkata but the candidate may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all-inclusive emolument offered would be Rs 100000/- per month

c. Executive - Finance

MBA/CA/ICWA or equivalent in Finance with minimum 05 years of service of experience or CA/ICWA (Inter) with 07 years of experience in Finance in a reputed Company. Preference would be given to those who are having experience in Aviation Industry. The engagement would be on FTEs basis for a period of 05 years extendable for 05 years at a time depending upon the requirement of the company and performance of the candidate.

Upper age limit: 35 years for General candidates
38 years for OBC Candidates
40 years for SC / ST Candidates

No. of Posts: 09 – to be based in Delhi, Kolkata and Mumbai but the candidate may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all-inclusive emolument offered would be Rs 80000/- per month

d. Junior Executive - Finance:

Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or full time MBA in Finance from recognized university/institute with minimum 03 years of post-qualification experience in Finance in a reputed Co. The candidate with working experience in Aviation / MRO industry and working experience in SAP/ERP will be given preference.

Upper age limit: 30 years for General candidates
33 years for OBC Candidates
35 years for SC / ST Candidates

No. of Posts: 14 – to be based in Delhi, Kolkata and Mumbai but the candidate may be transferred to other locations also depending upon requirement of the Co.

Emoluments: Starting all-inclusive emolument offered would be Rs 50000/- per month

Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of five years extendable based on performance of the candidate/incumbent. The tenure can be extended or curtailed as per the requirements of the Company. The contract could terminate at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

Candidates having experience in Aviation / MRO industry (along with SAP working experience) will be given relaxation in post qualification experience. In such cases, candidates needs to fulfill BOTH the below conditions:

1. Total experience in Aviation / MRO industry (along with SAP working experience) will be considered at par with post qualification (while evaluating post qualification experience required)

And

2. Minimum post qualification experience required would be 50% (half) of post qualification experience required.

Candidates having MBA Degree acquired through distant learning will also be considered for above cases.

SELECTION PROCEDURE AND WALK-IN SCHEDULE

Interested candidates meeting the eligibility in this advertisement, **as on 01.11.2022**, are required to appear for **WALK-IN PERSONAL INTERVIEW** at the date, time and venue as mentioned in this advertisement.

Sl. No.	Date of Walk-in at Delhi, Mumbai and Kolkata
A.	Walk-in at Delhi on <u>14-11-2022</u>
B.	Walk-in at Mumbai on <u>21-11-2022</u>
C.	Walk-in at Kolkata on <u>28-11-2022</u>

In case of reporting of large number of candidates, interview may continue on next/subsequent day or management may decide to call the candidates any other day if it is not feasible to conduct the interview on the same day. Candidates are advised to come prepared accordingly. Candidates are also advised to bring the following while coming for Walk-in selection:

Time: Walk-in from 0930 hrs. To 1200 hrs. on the dates as given above

Venue at Delhi:

**2nd Floor, CRA Building, Safdarjung Airport
Complex, Aurobindo Marg, Jor Bagh, New Delhi-110003.
Contact :011-24600779/775/776**

Venue at Kolkata

**Air India Engineering Services Ltd.,
APU Centre, Personnel Department, 1st Floor,
New Technical Area, DUM DUM,
Kolkata, West Bengal – 700052
Contact: 033-25695185**

Venue at Mumbai

**AIESL, Personnel Department
New Engineering Complex,
Sahar, Vile Parle (East),
Near Bamanwada,
Cigarette Factory,
Mumbai-400099
Contact No.: 022-26828358**

Applicants serving in Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview. Applicants working in MRO/Aviation industry engaged with Group Companies need to produce NOC from the current employer at the time of interview.

Management reserves the right to change in above schedule/ conditions, based on requirements.

Candidates are required to submit following documents along with the application form:-

- i. A recent passport size coloured photograph pasted in the space provided in the Application Format.
- ii. One set of self-attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. In case copies of required documents/ certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.
- iii. The Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) drawn in favour of AI Engineering Services Limited, payable at New Delhi (Not Applicable for SC/ST).

Canvassing in any form will disqualify the candidate. Only shortlisted candidates would be contacted for interviews and/or for making an offer. AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

Paste recent
coloured
Photograph
sign across

APPLICATION FORM

1. Name of the post applied for:
**Executive – Finance (Senior Level) / Executive Finance – Level-II / Executive Finance/
Junior Executive – Finance**

2. (a) Applicant's Name: _____

(b) Address for communication: _____

3. Telephone No: Office _____ Residence: _____

Mobile: _____ E-Mail Id: _____

4. Date of Birth (DD/MM/YY) _____,

Age as on 01st November 2022 (Years/Months/Days) _____

5. Educational/Professional Qualifications:

SNo	Qualification* (Starting from most recent till 10 th standard)	Name of Institution/ University/ Board	Duration of the course	Whether full-time of otherwise (please mention, if applicable)
1	2	3	4	5

*Should be exactly as per Degree/ Diploma issued by the university.

6. Positions held:

SN	Complete Designation*	Name of the Organizatio n	Pay scale/ monthly salary	Period		Brief Job Profile
				From	To	
1	2	3	4	5		6

*The positions should be indicated in order of the most recent assignment. Separate page maybe attached in case space provided is not sufficient.

6. (a) Whether any penalty/punishment was awarded to the applicant during the last 03 years.

If yes, the details thereof

i) Civil /Criminal

ii) Departmental Enquiry

Yes	No
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(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof

i) Civil /Criminal

ii) Departmental Enquiry

Yes	No
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7. Whether SC/ST/OBC/GEN/OTHERS

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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 at any time without giving any notice or reason thereof.

(Name & Signature of the Applicant)

GENERAL CONDITIONS

1. Management reserve all right to take any decision with regard to conduct of this exercise including interpretation of eligibility, deferment/cancellation of this exercise and/or delete/alter any of the condition of this exercise, if so necessitated.
2. The selected candidate will be posted based on the requirements of the Company. Selection and empanelment does not guarantee that the candidate will be appointed. Release of candidate for appointment from the select list would depend upon the decision of the Company and its business requirements at the material point of time, which decision would be final and binding.
3. Candidates found suitable and shortlisted will be engaged on fixed-terms contract basis for a period of 05 years. The contract may be terminated at the discretion of the Management during the tenure of the contract and / or in the event of unsatisfactory performance.
4. The contract is extendable for further term depending upon satisfactory performance of the candidate and requirement of the company.
5. The job is transferable to any station in India, based on Company's requirement.
6. The candidates will have to make their own arrangement for housing accommodation at the place of posting.
7. The Company, at its discretion, may assign additional duties, as and when required.
8. SC/ST candidates who are reporting for interview and residing beyond 80 KM from the venue of the test and not employed in any Government, Semi-Government/PublicSector Undertakings or Autonomous Bodies, will be reimbursed second class to & fro rail/ bus fare by the shortest route as per rules, on production of document of travel. Candidates are also advised to submit self-Account cancelled cheque / copy of self- account cheque along with fare reimbursement form.
9. Candidates must ensure that they fulfil all the laid down procedure eligibility criteria, prescribed for the post before reporting for Walk-in.
10. At any stage of the selection process, if it is found that the particulars furnished by the candidate in the Application Form or testimonials are incorrect/false or the candidate does not meet the Eligibility Criteria Prescribed for the post, or has suppressed any material fact(s), his/her application shall be summarily rejected without making any further reference.
11. Canvassing in any form by or on behalf of the candidate or bringing in any outside influence with regard to further the selection of the candidate shall be considered as a DISQUALIFICATION.

12. Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), Any additional tests, if required, the cost thereof will also have to be borne by the candidates.
13. Applications which are unsigned/incomplete/mutilated/received by post/courier services will not be considered.
14. The applicant should ensure that they fulfil all the eligibility criteria as on 1st October, 2022. 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 posts, the candidature is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.
15. Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience (mentioning the post /designation held, period of experience and seal of the company) etc. 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.
16. Original certificates are required to be brought, at the time of Walk-in (Group Discussion/Personal Interview), for verification purpose only, but original should not be submitted/attached along with the Application. The Company is not responsible for returning any original copies of certificates/testimonials if submitted with the application.
17. Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must bring complete Application Form routed through proper channel or along with 'No Objection Certificate" from their present employer

(Eligible SC/ST candidates to get this form filled at the time of
Personal Interview)

Sub: Reimbursement of Fare to eligible SC/Candidates-Personal Interview for

Eligible SC/ST candidates, if not employed in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body, and residing more than 80 kms away from the test centre are eligible to get reimbursement of 2nd class to & fro rail/bus fare by the shortest route on production of **photocopy of fare, caste certificate, cheque leaf of bank account**. Such SC/ST candidates may fill in this form before hand and attach copy off are, caste certificate, cheque leaf. The candidate should attach this form with their application in the prescribed format to effect payment to them, if eligible for payment, in due course of time through ECS/ Money order. Incomplete application or application not attached with copy off is, caste certificate cheque leaf shall not be considered for reimbursement.

1. Name: _____
2. _____
3. Application No. /Registration No. _____
4. Category- SC/ST _____
5. Address: _____
6. Name of bank _____
7. Bank account no. _____
8. Bank IFSC No. _____
9. Whether working in Govt./Semi-Govt./Public Sector Undertaking/Autonomous Body-- Yes/No
10. Distance from Residence to the Centre and back (In Km.)- _____
11. 2nd Class to &fro fare by shortest route by rail (in INR),PI give the details if travelled by train-
12. 2nd Class to &fro fare by shortest route by Bus (in INR),give the details if travelled by bus-

I state that the above information is true and correct.

Place:

Date:

(Name & Signature of the candidate)

OBC FORMAT

Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that.....Son/ Daughter
 of.....Village.....
District/Division.....inthe..... State Belong
 to.....Community which is recognized as a Backward Class under the Government of India,
 Ministry of Welfare.
 Resolution No.12011/68/93- BCC(C), dated 10th September 1993 published in the Gazette of India Extra -
 Ordinary
 Part I, Section I, dated 13th September 1993. Shri.....and/or his family ordinarily reside(s) in
 the..... District / Division of the
 State.

This is also to certify that he/she doesn't belong to the person/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93.

Seal
District Magistrate Deputy Commissioner etc.

N.B. (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) Where, the certificates are issued by Gazetted Officers of the union Government or State Governments, they should be in the same form but countersigned by the District . Magistrate of Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

Government.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKERSECTIONS

Certificate No _____

Date: _____

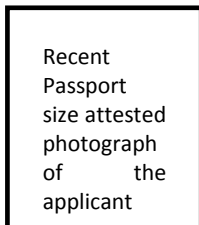
VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
_____ Permanent resident of _____ Village/Street,
_____ Post Office _____ District _____ in the State/Union Territory
_____ Pin Code _____ whose photograph is attested below belongs to
Economically Weaker Sections, since the gross annual income* of his/her family:** is below
Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/ her family does not own or
possess any of the following assets***:

- 5 acres of agricultural land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ caste which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____



Name.....
Designation.....

- *Note 1: Income covered all sources i.e salary, agriculture, business, profession, etc.
- **Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- ***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.