

# AI ENGINEERING SERVICES LIMITED



Ref No: AIESL/COP/2022/2274

Date: 19-04-2022

## **Sub: Advertisement to fill up various posts in Finance and HR 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.	POST	NO. OF VACANCIES	PLACE OF VACANCY	CATEGORY WISE DISTRIBUTION	CONSOLIDATED MONTHLY SALARY
1	EXECUTIVE FINANCE - SR LEVEL	1	DELHI	UR -03 OBC -01 SC -01	Rs.1,20,000/-
2	EXECUTIVE - FINANCE	1	DELHI		Rs.1,00,000/-
		1	KOLKATA		
		1	MUMBAI		
3	EXECUTIVE HR	1	DELHI	Rs.80,000/-	
4	JUNIOR EXECUTIVE - FINANCE	2	DELHI	UR - 04 ST -01	Rs.50,000/-
		1	KOLKATA		
		1	MUMBAI		
		1	CHENNAI		

The eligibility criteria and other details are as under:

### 1) **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:** 01 – to be based in Delhi 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.

2) **Executive – Finance:**

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:** 03 – to be based in Delhi, Kolkata, Mumbai 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 100000/- per month.

3) **Executive - Human Resource:**

Candidate should have full time post graduate degree from recognized university with specialization in HR management/ Industrial Relations/ Labour Laws. Candidates with LLB Degree and with minimum 05 years' post qualification experience of having handled court cases, conciliation matters, wage and salary administrations, statutory compliances. 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:** 35 years for General candidates  
38 years for OBC Candidates  
40 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:** 01 – to be based in Delhi 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 80000/- per month.

**Selection Procedure** - Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria & Pre-Employment Medical Examination. The selected candidate will have to bear the cost of Pre-Employment Medical Examination and any additional tests if required.

4) **Junior Executive - Finance:**

Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or full time MBA from recognized university/institute with minimum 03 years of post-qualification experience in Finance in a reputed Co. Proficiency is must in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc, and vendor and employee related payments. 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:** 05 – (to be based in Delhi -2, Kolkata- 1, Nagpur-1 and Chennai-1) 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 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 be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

**How to Apply:** - Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed to Chief of Personnel, AIESL by Post/ Speed post/ Courier at following address in an envelope that must be super scribed with the post:

**Post Applied for :** .....

To,  
Personnel Department,  
AIESL- Headquarters,  
2<sup>nd</sup> Floor, CRA Building,  
Safdarjung Airport Complex, Aurobindo Marg,  
New Delhi – 110 003.

**The last date of receipt of application is 17:00 hours on 10<sup>th</sup> May, 2022 on the above address. Applications received after the last date will not be entertained.**

Applicants servicing in Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to 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 colour 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) (Non-refundable) 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.

## APPLICATION FORM

Paste Latest  
Colour  
Photograph  
and  
Sign Across

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name: \_\_\_\_\_  
 (b) Father's Name: \_\_\_\_\_  
 (c) Address for communication:  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ E-Mail Id: \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_,  
 Age as on 01<sup>st</sup> April, 2022 (Years/Months/Days) \_\_\_\_\_
5. Educational/Professional Qualifications:

SN	Qualification* (Starting from most recent till 10 <sup>th</sup> 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 & Location of the Organization	Pay scale/ monthly salary	Period (DD/MM/YYYY)		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.

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

If yes, the details thereof

i) Civil /Criminal

Yes

No

ii) Departmental Enquiry

(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

Yes

No

ii) Departmental Enquiry

8. Whether SC/ST/OBC/GEN/OTHERS

i) If SC/ST — attach copy of the caste certificate as per Central Govt. Format.

ii) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

9. Whether Ex-Servicemen: YES /NO

(If yes, furnish details of service, position held, date of release, details of experience after release)  
(Attach copies of relevant documents.)

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

YES /NO

(If "YES" enclose "No Objection Certificate")

11. Particulars of Demand Draft (in favour of AI Engineering Services Ltd., payable at Delhi)

Name & Address of the issuing bank and branch.	Date of Issue	Demand Draft No.	Amount

**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)

Place:

Date:

**List of documents to be submitted only at the time of Interview  
Originals (along with a set of photocopies) to be brought for verification only**

Please tick "X"

1	Application Fee, wherever applicable	
2	02 additional recent passport-size photographs	
3	School leaving Certificate	
4	Matriculation Mark-sheet and SSC Passing Certificate	
5	PG / Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters), if applicable	
6	Caste Certificate in case of SC/ ST/ OBC	
7	Experience Certificate(s)	
8	Discharge Certificate in case of Ex-Serviceman	

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## 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 do 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 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/Public Sector 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), which could be between Rs.3,000/- and Rs.10,000/-. 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 01<sup>st</sup> April, 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