

AI Engineering Services Limited
(A wholly owned subsidiary of AI Assets Holding Limited)



Ref No: AIESL/CHRO/2022/2836

Date: 14-11-2022

Sub: Walk in interview for the post of Chief Human Resources Officer (CHRO) on Contract

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 POSTING	CONSOLIDATED MONTHLY SALARY
1	Chief Human Resources Officer (CHRO)	1	Delhi	Rs. 1,50,000/- (All inclusive)

The eligibility criteria and other details are as under:

- a. **Qualification:** Master of Business Administration (MBA) full time with specialization in Personnel Management/Human Resource/IR. or its equivalent Post Graduate Master's degree (2 years) course or 1 year PG Diploma in with specialization in Personnel Management/Human Resource/IR.
- b. **Experience:** Candidate should have minimum 20 years of post qualification experience in Personnel/HR/IR respectively, out of which 02 years should be in the grade of Rs.120000-280000 (IDA) post 01.01.2017 or Rs.51300-73000 (IDA) post 01.01.2007 or equivalent with CDA pattern.

Candidates from Private Sector should have minimum 20 years post qualification experience in Personnel/HR/IR and should be working at least a post on level immediately below CEO of the Company. The candidates having experience in Aviation Industry, preferably in MRO will be given preference.

- c. **Age:** Maximum 48 years as on **1st November, 2022**.
For serving employees/retired employees from PSUs, the maximum permissible age shall be 62 years (As on 1st November, 2022)
- d. **Job Description:** The post carries the duties and responsibilities as overall In-charge of all the HR activities of the Company.
- e. **Selection Procedure:** Interested candidates who fulfil the eligibility criteria, are report for **Walk-in Interview** as per details given below:

Place of Walk-in Interview	Time and Date	Venue
DELHI	1030 hours to 1300 hours on Wednesday, 30th November, 2022.	AI Engineering Services Limited, Personnel Department, 2nd Floor, CRA Building, Safdarjung Airport Complex, Aurbindo Marg, New Delhi – 110 003.

Candidates appearing for Walk-in-Interview are required to submit following documents with the application: -

- i) A duly filled in Application Form in the prescribed format, which is available on Websites of www.aiahl.in, www.allianceair.in , www.aiesl.in, www.aiasl.in and www.ncs.gov.in .
- ii) A recent passport size photograph pasted in the space provided in the Application format.
- iii) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience etc. In case copies of required Documents/certificates are not submitted with the application along with original certificates at the time of Walk-in-Interview, the candidature will not be accepted.
- iv) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience etc. In case copies of required Documents/certificates are not submitted with the application along with original certificates at the time of Walk-in-Interview, the candidature will not be accepted.
- v) **Application servicing in Government/Semi Government/Public Sector Undertaking should submit NOC for certifying working in E-08 or applicable grade for the past 02 years from the present employers prior to interview.**
- vi) The Demand Draft for an amount of **Rs.1,500/-** (Rupees One Thousand Five Hundred only) drawn in favour of Air India Engineering Services Limited, payable at New Delhi (Not Applicable for SC/ST).

Note:-

- a. Please attach a write-up not exceeding 400 words, in support of your candidature, for reference at the time of interview.
- b. Full form of all abbreviation used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment.

The selected candidates will be required to undergo a Pre-Employment Medical Examination. The Candidates will have to bear the cost of Pre-Employment Medical Examination and any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

- f. **Term of Fixed Term Employment Contract:-** The selected candidate will be appointed on Fixed Term Employment Contract for a period of Three (3) years, extendable by another two (2) years, based on the annual performance review reports of the candidate.

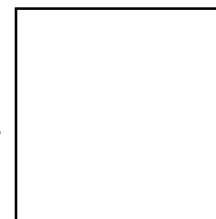
The tenure can be extended or curtailed as per the requirement of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

Application that are incomplete will not be entertained. Application that are mutilated or without any of the supporting documents with regard to eligibility criteria, will be rejected. Canvassing in any form will disqualify the candidate.

Any applicant not meeting the aforesaid requirement shall not be considered.

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

APPLICATION FORM



1. Name of the post applied for **Chief Human Resource Officer – AIESL**

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 1ST November, 2022 (Years/Months/Days) _____

5. Educational/Professional Qualifications:

SN	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 (in support of the total requisite experience of 20 years at managerial level/present grade/03 years at senior management level)

SN	Complete designation*	Name of the organisation	Pay scale/ monthly salary	period		Brief job profile
1	2	3	4	5		6
				From	To	

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

7. Certificate from the existing employer that the post held is not more than one level below the post of CEO, is required to be attached.

8. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

Yes	No
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If yes, the details thereof i) Civil /Criminal

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

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

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 fulfill 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 job is transferable to any station in India, based on Company's requirement.
3. The candidates will have to make their own arrangement for housing accommodation at the place of posting.
4. The Company, at its discretion, may assign additional duties, as and when required.
5. SC/ST candidates who are reporting for interview and residing beyond 80KM 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 & from 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.
6. Candidates must ensure that they fulfill all the laid down procedure eligibility criteria, prescribed for the post before reporting for Walk-in -Interview.
7. 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.
8. The applicant should ensure that they fulfill all the eligibility criteria as on 1st November, 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 candidatures is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.
9. 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.
10. Original certificates are required to be brought, at the time of Walk-in- 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.
11. 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