

Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref. No. :- AAAL/PERS/2024/798

Date:- 26.06.2024

Sub: Advertisement

Alliance Air invites applications from Indian Nationals for filling up the following posts:-

| Sr. Manager-Crew Controller (Crew Allowance – Operations) | |
|--|---|
| Number of Posts | 01(One) |
| Place of Posting | Delhi |
| Qualification | Minimum Full time Graduation in any discipline from a recognized University in India |
| Experience | <ol style="list-style-type: none"> 1. Should have 08 years of experience in Operations Department with scheduled airlines out of which 05 years of experience in Crew allowance section. 2. Knowledge of EGCA 3. In-Depth Knowledge of crew scheduling software / preferably ARMS software. 4. Knowledge of FDTL/DGCA CAR 6. Ability to use MS Office and other computer applications <p>(Experience should be post qualification)</p> |
| Key Responsibilities | <ul style="list-style-type: none"> • Monthly variable payroll inputs preparation, checking and validation as per their FTEA (Contract) for cockpit and cabin crew. • E-logbook (EGCA) verification for cockpit crew. |
| Job Responsibilities (In Brief) | <ul style="list-style-type: none"> • Ensure Processing of payroll inputs as per company policies. Prepare monthly pilots and cabin crew' allowance by the end of each month using ARMS portal • Statistical preparing and analysis of Crew emoluments to support payroll department. • To coordinate with regulatory bodies. • To ensure coordination with CMS department for timely updations. • Verification of EGCA logbook and physical Logbook of Cockpit Crew. • Proactive approach with supervisory skills to enhance team work and professional conduct. • Prepare reports for management. |
| Age | Maximum Age 55 years (As on 01.06.2024) |
| Salary | INR 65,000 per month approx (all inclusive) |

| Officer (Crew Allowance – Operations) | |
|--|--|
| Number of Posts | 01 (One) |
| Place of Posting | Delhi |
| Qualification | Minimum Graduation in any discipline from a recognized University in India |
| Experience | <p>Three (3) years of working experience in Schedule airline preferably Crew Allowance (Operation department).</p> <p>Ability to use MS Office and other computer applications.</p> <p>Prefer Knowledge of ARMS software.</p> |
| Job Responsibilities (In Brief) | <ul style="list-style-type: none"> •Updations of Pilot Voyage Reports / Feeding data •Generate weekly and monthly reports •Ability to effectively work with record software and update files accurately •Coordinate with Crew •Maintain records •Performing other duties as assigned •Working in shifts |
| Age | Maximum Age 45 years (As on 01.06.2024) |
| Salary | INR 36,000 per month approx (all inclusive) |

| Sr. Manager-Crew Controller (CMS – Operations) | |
|---|---|
| Number of Posts | 03(Three) |
| Place of Posting | Delhi |
| Qualification | Minimum Graduation in any discipline from a recognized University in India |
| Experience | <p>Minimum Eight (8) years of Experience in Crew Management Systems with scheduled airlines. In-Depth Knowledge of Crew Scheduling software/preferably ARMS software.</p> <p>(Experience should be post qualification)</p> |

| | |
|--|--|
| Job Responsibilities (In Brief) | <ol style="list-style-type: none"> To perform statistical analysis of various business situations for operational efficiency and optimum crew utilization in rostering / crewing and pre-ops. To do balancing and validity check of roster to be published in coordination with planning teams. Ensure working level crew management with advanced crewing and rostering methods with in depth knowledge of FDTL. To work in Liaison with regulatory bodies. To coordinate with team managers to ensure crew safety and work life balance is maintained. To provide coordination and information exchange between the departments for improvement in entire process to increase productivity of the company. |
| Age | Maximum Age 55 years (As on 01.06.2024) |
| Salary | INR 65,000 per month approx (all inclusive) |

| Assistant Crew Controller (CMS – Operations) | |
|---|--|
| Number of Posts | 05 (Five) |
| Place of Posting | Delhi |
| Qualification | Minimum Graduation in any discipline from a recognized University in India. Ability to use MS Office and other computer applications. |
| Experience | One (1) year of working experience in Crew Management System (Rostering/Scheduling) with scheduled airline. Knowledge of any rostering / scheduling software/preferably knowledge of ARMS software. |
| Job Responsibilities (In Brief) | To perform all functions related to crew scheduling. To ensure coverage of flights in day of ops, planning and pre ops window. To work in liaison with other crew controllers. Generate various reports based on crew availability/requirement/ equalization and optimization. Work in shifts as per requirements. |
| Age | Maximum Age 40 years (As on 01.06.2024) |
| Salary | INR 30,000 per month approx (all inclusive) |

- Can be transferred to any other location within India due Operational requirement.
- Reservations of SC/ST/OBC & EWS candidates will be as per Government Directives.

FIXED TERM EMPLOYMENT AGREEMENT:

All the Selected candidates will be appointed for on a Fixed Term Employment Agreement. The Fixed Term Employment Agreement is extendable subject to satisfactory performance.

Benefits – Free / Concessional Air Passages

The Employee will be entitled to Concessional air passages/free air passages, for self and his/her declared family on **Alliance Air Network only** each passage year as per company policy. The applicable taxes, levy, charges etc. shall be paid by the employee.

In addition, the above post also carries other benefits such as Provident Fund, Gratuity etc., as per rules.

How to Apply

Candidate who wish to apply, are advised to log on to Careers page of Website www.allianceair.in, download and fill in the Application Format and send the filled-in application along with the CV by Post / Speed post / courier at following address in an envelope that must be super scribed with the post.

Post Applied For _____
Alliance Air
Personnel Department
Alliance Bhawan,
Domestic Terminal -1, I.G.I Airport,
New Delhi – 110037

The last date of receipt of applications is 1700 hrs on 08.07.2024 on the above address.

Applications received after the last date will not be entertained.

Applications received late / incomplete / mutilated or without any of the supporting documents with regard to eligibility criteria, Demand Draft (if applicable), will be rejected. Alliance Air will not be responsible for any postal delay / loss of any document during transit.

Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel.

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

Canvassing in any form will disqualify the candidates.

Candidates are required to submit following with application: -

- i) A duly filled in Application Form in the prescribed format which is available on Career Page of Website: www.allianceair.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, salary etc will be required to be submitted with application. Original certificates will be required at the time of Interview.
- iv) A Demand Draft for an amount of **Rs. 1500/- (Rupees One Thousand Five Hundred only)** payable to **Alliance Air Aviation Limited**, payable at New Delhi (**Not Applicable for SC/ ST Candidates**).
- v) **Applicable for SC / ST / OBC/ EWS Candidates ONLY:** Caste Certificate in the prescribed proforma issued by the appropriate authority. Candidates belonging to OBC Category will be required to attach the Caste Certificate in the proforma meant for Central Government employment." Candidates belonging to OBC category, the category certificate should be in the prescribed format including the "Non –Creamy layer clause" issued by the Competent Authority for employment under Government of India and should be as per the Central list of OBC's published by Government of India. Please also note that the validity of "Non - Creamy layer" Certificate should not be older than 06 (Six) months from the date of eligibility criteria."
Candidates belonging to EWS category will be required to attach Income & Assets Certificate as per the attached annexure.
- vi) Curriculum vitae (CV)

TA.DA Reimbursement to SC / ST candidates

Candidates belonging to Scheduled Caste/Scheduled Tribe categories will be entitled for reimbursement of second class return rail/bus fare from the nearest railway station i.e. from the address given in the application to Delhi / New Delhi on production of railway receipt/ticket, as per rules at the time of Interview only.

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FORMAT OF APPLICATION

Paste a recent
Passport size
photograph

(Please do not
staple)

Post Applied For _____

I. a/ Name: _____

b/ Father's Name: _____

c/ Address: _____

Pin Code _____

d/ Contact Details:

i) Telephone Nos.: _____

ii) Mobile No.: _____

iii) E-mail id: _____

e/ Date of Birth: _____

f/ Age (As on 01.06.2024) _____(Years)_____(Months)_____(Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:

(Please)

GEN

SC

ST

OBC

EWS

In case of OBC the certificate should be in the prescribed proforma for employment under Centre government.

State to which Belong _____

Serial number of the certificate in the Central List of OBC . : _____

III. Bank Draft No. _____ & Bank Draft Date: _____ Bank Draft drawn

on: _____ (Not applicable in case of ST /SC Candidates)

IV. Educational / Professional Qualifications: (10+2 onwards)

| Exam. Passed | University/ Board | Year of Passing | Subjects | % age of Marks |
|--------------|-------------------|-----------------|----------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

V. Have you ever been employed?

(Please . If yes, give details):

YES

NO

VI. Experience (Starting form present Employer)

| Organization | Designation | Period | | Details of job assignment | Last Salary Drawn | Reason for leaving |
|--------------|-------------|--------|----|---------------------------|-------------------|--------------------|
| | | From | To | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

VII. Passport Details

Number : _____

Date of Issue : _____

Date of Expiry: _____

Any other information:

I hereby declare that the above information is correct to the best of my knowledge and belief. I undertake that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF CANDIDATE

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS/ ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Smt / Kum _____ Daughter of Shri / Smt. _____ of Village / Town _____ District / Division _____ in the _____ State, belongs to the _____ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Smt / Kum. _____ and / or her family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.13/15

District Magistrate / Deputy Commissioner, etc.
Seal

Dated : _____

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
 - (v) Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

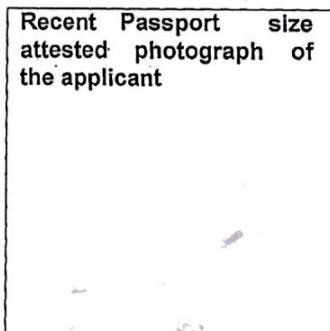
VALID FOR THE YEAR _____

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*** :

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

2. 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 _____



*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include 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.