

Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref No. :- AAAL/PERS/2022/865

Date:-22.08.2022

Sub: Advertisement

Alliance Air invites application from Indian Nationals for filling up the following Posts: -

Manager - Stores (Engineering)	
Number of Posts	1 (One)
Place of Posting	Delhi
Qualification	Graduate from recognized university in India
Experience	<p>Minimum 10 years of experience in aviation, in which 3 year of store & logistics experience is preferable.</p> <p>DG Certified personnel will be preferable.</p> <p>The experience should be post qualification.</p> <p>Stores & Logistics function knowledge is preferable.</p>
Job Responsibilities (in brief)	<p>Ensure handling of Dangerous Goods, Acceptance, Storage & shipping.</p> <p>Ensure physical verification of stores spares on fix time interval, and also ensure ARMS transaction of all units must be on time.</p> <p>Ensure the store section work as per aviation standards.</p> <p>Check the self-life/calibration due items in ARMS on daily basis and remove them from bonded stores.</p> <p>Follow up of all local Repair order.</p> <p>Ensure PBH units ordering and return on time.</p> <p>Ensure store shift must be harmonized.</p> <p>ARMS system should be update on daily basis in all aspect.</p> <p>Any such other work assigned by the competent authorities.</p> <p>Support the main store AOG desk in planning and sourcing of spares and materials.</p> <p>Identify, investigate and correct systems discrepancies i.e. physical quantity does not match quantity as per the system.</p> <p>Handling storekeeping staff allocations and operations as per load and requirement.</p> <p>Ensure proper documentation attached to spares as per quality requirement.</p> <p>C-check spare movement & tracking.</p> <p>Receipt of items from Receipt section.</p>
Age	<p>Maximum Age 40 Years (as on 23.08.2022)</p> <p>(Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)</p>
Salary & Emoluments	INR 42,000 /- per month approx (all inclusive)

Officer- Stores (Engineering)	
Number of Posts	4 (Four)
Place of Posting	Delhi
Qualification	Graduate from recognized university or its equivalent.
Experience	Minimum 3 year of total experience in aviation, in which 1 year of store & logistics experience in preferable.

	<p>The experience should be post qualification. Stores & Logistics function knowledge is preferable.</p>
Job Responsibilities (in brief)	<p>Monitor the temperature & humidity register in store daily basis. After receipt of shipments, check to verify the condition of shipments, orders no, AWB no, Invoice no, invoice value, BOE No, Part no, batch/serial no & related certificate. If all satisfactory, ensure GRN of spares and ensure to binning of spares inappropriate stores with serviceable tags and a certificate & update the ARMS. Issue the availability of spares on behalf of material request and take the sign of the user time of issuing. Update the MR (material request) in ARMS system. Ensure/monitor Stock transfer of material to other bases as per requirements. Maintain the Issue/dispatch register as per format. Maintain the inventory, and demand if any spare is below the limit. Check the self-life/calibration due items in ARMS on daily basis and remove them from bonded stores. Engineering return note (ERN) to be confirm in ARMS of repair items and binned in respective location. Ensure once requested spares is received in stores. External issue to be done in ARMS and link with repair order. Coordinate with repair agency till the component received in our R&D section. ARMS system should be update on daily basis in all aspect. Any such other work assigned by the competent authorities.</p>
Age	<p>Maximum Age 35 Years (as on 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)</p>
Salary & Emoluments	<p>INR 36,000 /- per month approx (all inclusive)</p>

Sr. Supervisor - Stores (Engineering)	
Number of Posts	7 (Seven)
Place of Posting	Delhi
Qualification	Graduate from recognized university or its equivalent.
Experience	<p>Minimum 1 year of experience in aviation is required. Stores & Logistics function knowledge is preferable. The experience should be post qualification.</p>
Job Responsibilities (in brief)	<p>Ensure store shift work completion on time and must handover pending work to next shift personnel. Always answer the call/mail after physical verification. Ensure updating of spares MR/STO through ARMS. Ensure the store section work as per aviation standards. GRN/binning of spares must basis in ARMS. Dispatch/issue of units to bases as per requirements. Maintain the inventory. If any shipments have a discrepancy, move such shipment to Quarantine stores with proper tags and intimate planning & procurement team accordingly. Stores should be in neat and clean condition ARMS system should be update on daily basis in all aspect. Any such other work assigned by the competent authorities.</p>
Age	<p>Maximum Age 35 Years (as on 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)</p>
Salary & Emoluments	<p>INR 27,005 /- per month approx (all inclusive)</p>

Assistant General Manager (Administration)	
Number of Posts	1 (One)
Place of Posting	Delhi
Qualification	Graduate in any discipline from a recognized Indian University (Civil Engineering Graduates will be preferred)
Experience	<ul style="list-style-type: none"> Minimum 12 years of experience in Facility Management, Logistics and procurement Management with at least 5 years of experience at Senior Manager position. In Addition applicants with civil work experience will given preference.
Job Responsibilities (in brief)	<ul style="list-style-type: none"> Overseeing Office building (civil works) and ground maintenance. Maintaining housekeeping function / AC repair work etc. Ensuring security and emergency preparedness procedures and implemented properly. Handling Procurement Procedures of Government of India. Ensures that the office facility is clean and maintained according to Company policy and procedures. Handling general accounting tasks, such as bill payable, petty cash, management. Overseeing and supervising the quality of work of Admin employees to ensure that all administrative tasks are performed efficiently carried out. Managing and reviewing service contracts, AMCs. Conducting and documenting regular facilities inspections. Checking completed work by vendors and contracts. Recommending maintenance, mechanical, electrical and facility design modifications. Communicating workplace safety precautions to employees. Forecasts, allocates, and supervises and financial and physical resources of the facility management / administrative functions.
Age	Maximum 52 years 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)
Salary & Emoluments	INR 80,000 /- per month approx (all inclusive)

Manager -Quality & Audit (Training)	
Number of Posts	1 (One)
Place of Posting	Delhi
Qualification	Graduate from a recognized university. Ability to use MS Office and other computer applications.
Experience	Minimum 3 years experience and sound professional knowledge in the field with in a commercial airline. Good written and oral communication skills.
Age	Maximum Age 55 Years (as on 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)
Salary & Emoluments	INR 42,000 /- per month approx (all inclusive)

Crew Controller / Asst. Crew Controller- ITMS (Training)	
Number of Posts	2 (Two)
Place of Posting	Delhi
Qualification	Graduate from a recognized university & proficiency in using computers.
Experience	(i) For Crew Controller - Minimum 2 years experience as Crew Controller in an Airline CMS / Ops / Training department. (ii) For Asst Crew Controller - Minimum 18 months experience is required.
Age	Maximum Age 45 Years (as on 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates.

	Ex-Servicemen will be given age relaxation as per rules.)
Salary & Emoluments	INR 29,500 /- to INR 36,000 /- per month approx (all inclusive)

Officer (Training)	
Number of Posts	1 (One)
Place of Posting	Delhi
Qualification	Graduate from a recognized university & proficiency in using computers.
Experience	Minimum 2 years experience in CMS / Ops / Training department in a Commercial Airline.
Age	Maximum Age 45 Years (as on 23.08.2022) (Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates. Ex-Servicemen will be given age relaxation as per rules.)
Salary & Emoluments	INR 36,000 /- 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

Candidates 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.

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

The last date of receipt of applications is 1700 hrs on 05th September, 2022 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. 1,500/- (Rupees One Thousand Five Hundred only)** payable to **Alliance Air Aviation Limited**, payable at New Delhi (**Not Applicable for SC/ ST Candidates**) for all posts **except for Sr. Supervisor- Stores** post are required to pay a Demand Draft for an amount of **Rs. 1,000 /- (Rupees One Thousand 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.

COVID-19 GUIDELINES FOR INTERVIEW

In the present context of Covid-19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the interview and follow the guidelines as listed under:

- (a) All candidates should strictly follow the extant ICMR guidelines prior to attending for interview.
- (b) All candidates attending the Interview shall wear appropriate face masks properly covering their nose, mouth, chin etc and carry personal hand sanitizer. The candidates shall remove the mask at gates for identification. **Those candidates without face masks shall not be permitted to attend the Interview.** All candidates seeking entry into the venue have to stand in the queues at the Gates, entrances etc. so that social distancing as per norms can be ensured.
- (c) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.
- (d) Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the interview. They shall not be permitted for further process.
- (e) All candidates shall bring their own water bottles / other refreshments and avoid sharing of personal items.
- (f) All candidates shall bring their own stationery items and avoid sharing of such items.

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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 23.08.2022) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:

(Please ✓)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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			

The experience should be post qualification.

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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.