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1-Mar-16

AIR INDIA CHARTERS LIMITED

Air India Charters Limited invites applications from Indian Citizens (wherever domiciled) fulfilling the requirements as on March 15, 2016 for the following posts.

SL.NO	POST	NO.OF POST	RESERVED FOR	QUALIFICATION	RELEVANT EXPERIENCE IN THE FIELD	PREFERENCE WILL BE GIVEN TO	KEY RESPONSIBILITY	UPPER AGE LIMIT	APPROX EMOLUMENTS P/M (CTC)
OPERATIONS DEPARTMENT									
1	Manager Scheduling- (Cockpit crew & Cabin Crew) [Delhi]	1	UR-1	Graduate in any discipline from a recognized university	10 years of experience in the Operations department of a scheduled airline with minimum 03 years in computerized crew scheduling. Hands on experience of on Crew Management System (CMS) or any other computerized crew scheduling system	Candidates who have shouldered similar responsibilities in any of the scheduled airlines	Lead the team of schedulers in AICL with a view to achieving effective utilization of the operating crew, balancing benefits / flights hours amongst the crew and in compliance with all regulatory rules and procedures	45 Years	70,000/-PM
2	Dy. Manager Administration (Mumbai)	2	UR-2	Graduate in any discipline from a recognized university	06 years in the Operations Department of a scheduled airline. General awareness of DGCA Regulations in relations to Operations. Experience in handling typical correspondences of an Operations Dept. in Airlines.	Preference will be given for candidates who have experience in independently managing office administration functions in SAP environment; handling correspondences of chief of Operations & experienced in liaison with DGCA.	Managerial assistance to Chief of Operations for carrying out all duties responding to Operations Dept. including responding to RTI, filing ATR, recording Minutes of Meetings, coordinating with other Departments in various matters, etc. and any other responsibilities of the Chief of Operations plus any other task assigned from time to time.	45 Years	60,000/-PM
3	Dy. Manager In-flight Services [Mumbai]	1	UR-1	Graduates in any discipline from a recognized university or 3 year Degree / Diploma in Hotel Mgt. / Catering from a government recognized institute	6 years of experience in supervisory capacity of flight provisioning, in-flight duty free sales administering accounting; dry store / catering uplifts etc.	With previous experience in similar capacity / job functions in a scheduled airline with a fleet of at least 10 aircraft.	Assisting the Chief Manager in-flight in the job functions mentioned in the experience column and in others such as managing crew flight reports, compliance with DGCA regulations etc	35 Years	60,000/-PM

4	Cockpit / Cabin Crew Scheduling Officer (Delhi)	1	UR-1	Graduates in any discipline with proficiency in computer	Minimum 3 years in a computerized work environment in the Operations or Training or Flight Safety or IT department in an Airline.	Preference will be given to Graduates in computer science / IT with previous experience in crew scheduling.		35 Years	35,000/-PM
5	Executive Assistant to CEO (Cochin / Mumbai)	1	UR-1	MBA from a recognized institute / University. Thorough knowledge of MS office package. Good Presentation skills. Exposure to working in SAP environment. Excellent skills in written and spoken	5 years in similar capacity in an MNC / Pan- India organization		Responsible for providing senior level executive / secretarial assistance for the CEO	35 Years	60,000/-PM
FINANCE DEPARTMENT									
6	Dy. Chief of Finance [Cochin]	1	UR-1	ICWA/CA	15 years of post- qualification experience in finance out of which at least 5 years in a supervisory rank. Effective communication / presentation skills. Proficient in English and Hindi – both written and spoken.	Those possessing Hands on experience in working in SAP accounting system. Knowledge of laws of the land relating to taxation, contracts, remuneration to employees, etc. Knowledge of SAP accounting system. Previous experience in Airline industry, Airline revenue accounting, on-line payment systems		50 Years	1,25,000/-PM

7	Dy Manager- Finance [Mumbai]	3	UR-3	ICWA/CA	3 year post qualification experience in Finance Department of a large organisation / Airline. Knowledge in SAP – Accounts Payable and Accounts Receivable. Knowledge on SAP inventory accounting and management system.	Candidates with 1) Experience in Airline Accounting. Additional Professional qualification like ACS / MBA / CMA / Post Graduation in Commerce etc. would be advantage. 2) Those secured High credentials / marks / ranks etc. in the relevant professional exams. 3) Experience in Airline Revenue and expenditure accounting. 4) MIS Preparation through system and knowledge on MS Office / Excel / Spread sheets / PPT etc.	Assisting Dy CFO / CFO in functional areas. Overall incharge of Financial functions at all the assigned Stations / Region Preparation of Cash flow statements. Ensuring Statutory Compliances stations wise / region wise. MIS and BRS. Preparation of independent project reports. Any other assignments given from time to time. Reporting and generation of reports from SAP. Preparation of Monthly Trial Balance and Control schedules.	35 Years	60,000/-PM
8	Finance Officers, [Pune, Varanasi, Delhi]	5	UR-4, OBC-1	MBA-Finance from a recognized University	3 years post qualification experience in Finance Department of a large organization	Candidates with 1) Experience in Airline Accounting. 2) Working knowledge in SAP. 3) Those who possess additional qualifications would be considered accordingly with due weightage. 4) Sound knowledge on system – MS Office / Excel sheets / Spread sheets / PPT etc. would be advantages.	Handling the SAP entries and review of the entries periodically. Creating vouchers in SAP. Bank Reconciliation through SAP. Providing details to the management, Liaisoning with other sections / out stations for details / reports etc. Handling mails of the Department	35 Years	35,000/-PM

9	Sr. Finance Assistant [Delhi, Mumbai, Calicut, Chennai]	6	UR-5, OBC-1	B.Com Graduate	1 year post qualification experience in Finance Department of a large organization	Exposure in Airline Accounting. Working knowledge in SAP. Sound knowledge on MS Office / Excel work sheet / Spread sheets, etc. Those who possess additional qualifications would be given adequate weightage.	Book Keeping Maintenance of records. Assisting SFOs / DMs Entries in SAP. Report generation. Preparation of MIS Any other assignments given from time to time	35 Years	20,000/-
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HR DEPARTMENT

10	Manager – IR [Cochin]	1	UR-1	MBA / LLM	5 years of experience in handling IR functions in a large organization in similar capacity. Knowledge of Labor laws, Dispute reconciliation mechanisms, legal procedures and remedies, etc.	Experience in coordinating meetings with the Govt. / Labor Departments, Legal actions, IR disputes resolution,	Guide the Management in all IR issues .Represent the company appropriately with Legal council.	35 Years	70000/-PM
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COMMERCIAL DEPARTMENT

11	Manager-System Administration [Mumbai]	1	UR-1	BE / B.Tech or 1st class Graduate with PG qualification in Computer Applications from a recognized university	Persons with previous experience in administering the PSS / DCS system in a scheduled airline with a fleet of at least 10 aircraft will be preferred. Having hands on experience in Airline IT Infrastructure; Solutions Architect; Revenue Optimization; systems	Airline Reservation and Those who have been actively involved in the selection or implementation of airline RES / DCS systems	Responsibilities Implementation of network business / projects applications; coordinating third party system integrations, implementing revenue enhancement, integrity and accounting systems / tools, customer services support, coordinating with PSS / DCS system providers for upgrades / customization, vendors , coordination with related departments within the Airline to ensure customer satisfaction / loyalty.	45 Years	70,000/-PM
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12	Manager- Scheduling & Network Planning [Mumbai]	1	UR-1	BE/B.Tech /1st class graduate in Math / Statistics with MBA	Minimum 5 years in supervisory capacity in the scheduling and network planning department of a scheduled airline with a fleet of at least 10 aircraft. Hands on experience in any computerized scheduling system. Should have attended at least 2 IATA slot conferences	Those who are conversant with or have previously worked on Sabre Scheduling System. Have independently handled the Route and Network planning functions in a scheduled airline having at least 10 jet aircraft on its fleet	Responsible for conceptualising and drawing out schedulers resulting in optimum utilisation of resources based on market requirements for maximisation of revenues.	40 Years	70,000/-PM
13	Sr. Officer- Scheduling & Network Planning [Mumbai]	1	UR-1	MBA / B.Engg /1st class graduate in Math / Statistics	At least 2 years in scheduling and network planning in a scheduled airline with at least 10 aircraft on its fleet Should have hands on experience in working with computerized scheduling system	Experience working on sabre scheduling system.	Prepare seasonal schedules for distribution to various agencies. Build aircraft rotation. Rescheduling flights as per the requirement. Develop Relationships with key IATA Slot Coordinators. Maintain Slot portfolio. Perform what-if analysis as per requirements of higher management. Liaising with the internal agencies and government/airport authorities globally .	35 Years	40,000/-PM
14	Route Manager [Mumbai]	8	UR-5, OBC- 2,SC-1	BE /B.Tech or 1st class graduate in Math / Statistics/ Economics	Excellent analytical and problem solving skills. Ability to work under pressure to achieve the goals. Attention to detail is essential Excellent PC skills, with MS office	Previous experience in automated revenue management systems with airline / hotels	Manage aircraft seat inventory utilizing demand models, forecasts and knowledge of market behavior with the goal to maximize revenues including sale of ancillaries Including pricing based on competitors' offers to meet revenue and profitability goals. Analyse and generate reports for senior management.	35 Years	50,000/-PM

15	Pricing Analyst [Mumbai]	1	UR-1	BE / B.Tech or 1st class graduate in Math / Statistics/ Economics with MBA	Excellent analytical and problem solving skills. Proficient in MS office. Effective communication / presentation skills	Previous experience in pricing / marketing / sales of a scheduled an airline or travel agency / OTA	Assist Route controllers in arriving at correct fare levels based on analysis of competitive pricing, trends and market dynamics. Ensure compliance with all rules and regulations. Help in developing strategies for enhancing flight & ancillary revenues	35 Years	35,000/-PM
16	Demand Analyst [Mumbai]	1	UR-1	BE / B.Tech or 1st class graduate in / Math / Statistics Economics with MBA	Excellent computer operations, analyzing large data Excel / Macros and strong presentation skills.	Previous experience in sales or marketing role in in a scheduled airline. Awareness of various secondary sources of demand data for airlines. Experience in demand forecasting.	Undertake Demand analysis on existing and new markets based on secondary sources of data and submit periodic reports with recommendations. Assist Route Managers in inventory management based on demand analysis. Routinely collect and document demand and supply from industry & airport sources. Effective Presentation skills	35 Years	35,000/-PM
17	Dy. Manager – Cargo services [Delhi	2	UR-2	Graduate in any discipline + Valid license in DGR	A minimum of 10 years in International Airline Cargo (Operations & Marketing) Through knowledge on Cargo systems (Preference for LMS of AI) Should have proven experience cargo marketing and operations	With exposure to mechanized cargo revenue management systems.	Market the available cargo space on all our flights ex NI, liaise with all the airports that AIX operates from in NI and maintain a day to day account on the cargo movement, major KPI is to ensure amax cargo movment on all departures EX NI.	40 Years	60,000/-PM
18	Sr. Officer- Catering Service [Mumbai]	1	UR-1	Graduate / Diploma in Hotel Management.	Minimum 8 years of experience in the Catering department of any scheduled passenger Airline	Able to update the purchase orders with MMD on real time consumption. Monitor passenger complaints/ feedback from line station connected to catering service. Ensure all catering consumables are supplied on regular basis. Experience in SAP environment	The incumbent shoild ensure to liaise with the concerned officials of Stores and Purchase department of Air India so that all catering consumbales are positioned in all the stations, monitor passenger complaints, monitor the On - line sale of meals	35 Years	40,000/-PM

19	Sr. Officer-Airport Services[Delhi/Mumbai/Amritsar/Chennai/Mangalore]	11	UR-6, OBC-3, SC-1, ST-1	Graduate in any discipline from a recognized university	Minimum 8 years' experience in customer services in an Airline / Airline Ground Handling Agency	Candidates with experience in International flight handling / Departure control system/Customer services.	To ensure smooth ground handling in the airport concerned, ensure that SLA's are followed by the ground handling agent, ensure 100% OTP	35 Years	40,000/-PM
20	Sr. Officer- Cargo services [Cochin]	1	UR-1	Graduate in any disc	A minimum of 8 years in International Airline Cargo (Operations & Marketing) Should have proven experience cargo marketing and operations	Valid license in DGR	Responsible for the cargo marketing, control and smooth functioning of entire cargo operations in Kerala.	40 Years	40,000/-PM
ENGINEERING DEPARTMENT									
21	CONTINU-ING AIRWORTHINESS MANAGER [Trivandrum]	1	UR-1	AME License on HA preferably on B737-800 Aircraft OR An Aeronautical degree or Equivalent OR 10 Years' experience in Continuing Airworthiness	15 Years Aviation experience out of which 5 years in Continuing Airworthiness AND A responsible position within the approved aviation organization.	Preference will be given to the candidates possessing License on heavy Aircraft/ Having experience of working in the capacity of Continuing Airworthiness Manager in a scheduled airline with a fleet of at least 10 aircraft	Responsible for continuing airworthiness management of B737-800 fleet. He shall liaison with contracted maintenance organisation for all activities related to maintenance of aircraft.	60 Years	1,30,000/-PM 1,54,000/- in case of Licence category
22	Airworthiness Review Manager [Trivandrum]	1	UR-1	AME License on HA preferably on B737-800 Aircraft OR An aeronautical degree or Equivalent OR 10 Years' experience in Continuing Airworthiness	12 Years Aviation experience out of which 5 years in Continuing Airworthiness AND A responsible position within the approved aviation organization.	Preference will be given to the candidates possessing License on heavy aircraft/ Having experience of working in the capacity of Airworthiness review staff in a scheduled airline with a fleet of at least 10 aircraft	Responsible for airworthiness review of B737-800 aircraft and issue of Airworthiness Review Certificate (ARC). To conduct regular audits of the aircraft and thus ensure the maintenance actions carried out, meets high standards to ensure airworthiness of aircraft at all times.	45 Years	97,000/-PM

23	Tr. Technical Officer [Trivandrum	18	UR-11 OBC-04 SC-02 ST-01	First Class BE/ B. Tech in Electronics & Telecom /Electrical/ Mechanical/Aeronautical/Aerospace Engineering.	One Year Experience including training period in Aviation organization	Preference for the candidate having Experience in CAMO/QA in an Aviation organization.	Responsible for various CAMO activities such as AD/SB/SL monitoring, preparation of maintenance package as per MPD, scrutiny of maintenance records, Document preservation, component monitoring, Lease aircraft induction, Lease aircraft re-delivery.	30 Years	25,000/-PM
24	Technical Assistants [Trivandrum]	18	UR-11 OBC-04 SC-02 ST-01	AME Diploma from approved AME Institute / Diploma in Electronics & Telecom /Electrical/ Mechanical/ OR Science Graduate with Physics/Mathematic.	One Year Experience including training period in Aviation organization and proficiency in computer.	Preference for the candidate having Experience in CAMO/QA in an Aviation organization. .	REsponsible for various functions of CAMO office and shall prepare various reports. Responsible for the preparation of maintenance package as per MPD, scrutiny of maintenance record, Document preservation, component monitoring, Lease aircraft induction, Lease aircraft re-delivery.	30 Years	18,000/-PM
25	Sr. Officer- Stores (Mumbai)	1	UR-1	Garaduate	Minimum 15 years experience in Aviation stores department. Minimum 5 years experience in the store officer capacity in Aviation stores department. Through knowledge off all the store functions, receipt/dispatch section, RAMCO process/transaction, progression section etc.		REsponsible for the Inventory and Logistics Management for aircraft spares. He will be responsible for managing and bringing necessary technical upgrades for the smooth functioning of store, and personnel involved. He has to liaison with various departments of the company to ensure that spares/materials are available at all store locations as per requirement. He will be responsible to ensure that the regulatory requirements are complied with, for all store facilities with regard to approvals/ licenses/customs procedures with respect to storage of spares/materials, airworthiness requirements.	45 Years	40,000/-PM

1. RESERVATION :

- 1) Reservation figures are indicative and reservation in posts will be based on post-based roster as per the prevailing cadre strength.
 - 2) Relaxation in Upper Age Limit :
 - Ø 05 years for SC / ST candidates
 - Ø 03 years for OBC candidates
- Preference will be given to candidates as stated above.

2. SELECTION PROCEDURE

- a) The Application Form of the candidate would be scrutinized and prima facie eligible candidates only, will be called for the selection procedure.
- b) Selection Procedure involves :
 - Ø Personal Interview (s)
 - Ø Written test [only for Technical Officer and Technical Assistant positions]
 - Ø Pre-employment Medical Examination.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could range between Rs.500/- and Rs.1, 000/-. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

Shortlisted candidates will be inducted as per vacancies and Reservation requirements, subject to being found FIT in the PEME.

3. GENERAL CONDITIONS

- Ø Period of Contract: Selected candidates will be appointed on fixed-term contract basis for a period of 05 years. The contract could be terminated at the discretion of the Management during the tenure of contract, and / or in the event of unsatisfactory performance or Company requirements.
- Ø Engagement beyond the period of contract will depend on the Company's requirement / Employees performance.
- Ø The candidates will be positioned at any city on the network as per the Company requirement.
- Ø The candidates will have to make their own arrangement for housing accommodation.
- Ø The Company, at its discretion, may assign additional duties, as and when required.
- Ø Consideration and Relaxation of SC/ST/OBC candidates will be as per Government directives on reservation of posts.
- Ø Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / AICL affiliate sister concern / subsidiary, anywhere in India or abroad. .
- Ø Such of the candidates belonging to SC/ST Communities who are called for Personal Interview (s), residing beyond 80 kms. from the nearest Selection Centre to their residence, and not employed in any Government, Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect, along with a copy of the call-letter for Personal Interview.
- Ø Candidates must ensure that they fulfill all the Eligibility conditions and prescribed criteria as on 15 March 2016 as enumerated above and the particulars furnished by them should be correct in all

aspects.

Ø At any stage of the selection process in case it is detected that the particulars provided by the candidate in the Application Form or testimonials supplied are found to be incorrect / false or the candidate does not meet with any of the Eligibility Criteria prescribed for the post, or has suppressed any material fact(s), his / her application shall be treated as NOT ELIGIBLE and his/ her candidature will stand rejected.

Ø Candidates must note that, if any shortcomings are detected, even after the appointment, his / her services are liable to be terminated, without giving any notice or reason therefor.

Ø Any canvassing by or on behalf of the candidates or other outside influence with regard to their selection / recruitment shall be considered as DISQUALIFICATION.

4. HOW TO APPLY

a) Applicants meeting with the Eligibility criteria mentioned in this advertisement, are required to forward their applications, in the prescribed format, by post, at the address given below. Prima-facie Eligible candidates only, will be called for the Selection Process subsequently.

The Chief of HR
Air India Charters Limited
Airlines House, Durbar Hall Road,
Near Gandhi Square,
Kochi- 682016

b) Candidates belonging to General & OBC categories will be required to submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of Air India Charters Limited, payable at Mumbai, along with their Application. (Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee).

c) Self-Attested copies of supportive documents in respect of Educational Qualifications, Age and Experience, must be submitted along with the Application in the prescribed format, accompanied with 02 recent (not more than 6 months old) passport sized coloured photographs–matt finish paper with light background, with the name on the reverse of the photographs.

d) Original certificates are required to be brought along, at the time of appearing for the Selection Process, for verification purpose only, but should not be submitted / attached along with the Application. The Company is not responsible for returning any original copy/ies of certificates / testimonials submitted with the application.

e) Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without Requisite Fee / without supporting documents of Eligibility Criteria / Caste Certificate (if applicable), will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.

f) Applications once submitted, will not be allowed to be withdrawn and the fees paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.

g) AICL is not responsible for any postal delay / loss at any stage of transmission / communication.

h) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.

i) SC/ST candidates must submit proof (clear self-attested copy of Caste Certificate) in support of their claim that they belong to SC/ST.

j) Scheduled Castes candidates who were originally professing Hindu religion and have embraced Neo-Buddhism will also be considered for appointment against posts reserved for Scheduled Caste.

- k) The candidates belonging to OBC categories, at the time of Application, must submit a self-attested photocopy of the Certificate, recently issued by the Competent Authority, in the format as prescribed by Govt. of India. The Certificate, inter alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservations for OBC in civil posts and services under the Government of India. The Certificate should also contain the "Non-Creamy Layer" Clause. The Certificate produced by the candidates of OBC community should be as per the Central List published by the Government of India and not as per the State Lists.
- l) The applicant should ensure that they fulfill all the eligibility criteria regarding educational qualifications, age, as on March 1st, 2016. Other particulars furnished should be correct in all respects.
- m) Applicants ordinarily domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 who are eligible for the upper age relaxation, must produce the Domicile Certificate to this effect at the time of Interview from the District Magistrate in the Kashmir Division, within whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.
- n) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply with complete Application Form routed through proper channel or along with "No Objection Certificate" from their present employer.
- o) Applications, superscribing on the envelope the "POST APPLIED FOR" in capital letters, should reach within 15 days of this advertisement.
- p) For Blank Application format, visit our website at www.airindiaexpress.in.
- q) Last date for receiving applications is 30.03.2016

