

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA)

1. Air India Air transport Services Limited (AIATSL) wishes to engage Ex-Servicemen of the rank of Captain(Army)/ Lietuenant(Navy)/Flight Lietuenant(Air-Force) and above to meet the requirements stipulated here-in for the following posts for ground duties at the Airport/Station on a fixed term Contract basis for a period of Three years, which may be renewed subject to their performance and the requirement of the company. Following are the posts:-

- a) Deputy Terminal Manager
- b) Deputy Administrative Manager

2. Stations are mentioned below. Total Vacancies for Deputy Terminal Manager and Deputy Administrative Manager are 191. These vacancies are indicative and reservations will be as per Presendiatial Directives.

Post	Station		
Dy. Terminal Manager	<ul style="list-style-type: none">• Mumbai• Chennai• Kochi• Kolkatta• Ahmedabad• Goa• Pune• Kozhikode• Amritsar• Chandigarh• Srinagar• Guwahati• Nagpur• Auranganbad• Bhuj• Diu• Jamnagar• Rajkot• Surat• Vadodra• Dharamshala• Pantnagar• Gorakhpur	<ul style="list-style-type: none">• Coimbatore• Madurai• Trichy• Vishakhapatnam• Agatti• Tirupati• Vijayawada• Jaipur• Lucknow• Varansai• Allahabad• Agra• Bhopal• Gwalior• Indore• Jabalpur• Jammu• Jodhpur• Kanpur• Khajuraho• Hubli• Bhatinda	<ul style="list-style-type: none">• Kullu• Dehradun• Leh• Ludhiana• Raipur• Udaipur• Gaya• Agartala• Aizwal• Bagdogra• Bhubaneswar• Dibrugarh• Dimapur• Imphal• Lilabari• Patna• Portblair• Ranchi• Shillong• Silchar• Tezpur• Bhavnagar

3. **Eligibility Criteria As on 01 Jan 17.**

Educational Qualification : Graduation

4. **Monthly Emolument** : 60,000/- Per month

5. **Leave Entitlement** : Sick Leave(07 days), Casual Leave(07 days)
and 21 days of Privilege leave in one calendar year.

6. **Age Limit.** Please Note, while there is NO upper age Limit the prospective candidate should be Physically and medically fit to carry out the assigned duties.

7. **Selection Procedure.**

- a) The Applicants meeting with the eligibility criteria as mentioned above are required to forward applications as per attached format on email: hr.aiatsl@airindia.in on or before 16 Jan 17.
- b) The Applicants will be shortlisted by the company based on its requirements and shortlisted candidates will be called for the selection procedure (personal Interview) at Delhi.

8. **Job Description.**

a) Deputy Terminal Manager. The duties of Dy. Terminal Manager would be of Operational in Nature, which would involve supervision of Passenger handling, ramp handling, cabin cleaning services and may involve shift duties at Airport.

b) Deputy Administrative Manager. It covers activities relating to Administration, Human Resources, Material Management, Billing and Maintaining of Records. Ensure operations runs smoothly within departments such as liasioning with head Office, getting local vendors on board for day to day requirement etc. Ensuring that support activities are carried out In-time and On-time.

9. **How to Apply.** Applicants meeting with the eligibility criteria as on 01 Jan 17 to forward their

applications as per the attached application format with a copy of this advertisement on

hr.aiatsl@airindia.in latest by 16 Jan 17. Following documents are required, while appearing for

interviews :

- a) A recent (not more than 3 months old) coloured passport size photographs- 03 copies
- b) Self attested copies of supporting documents along with service certificate. Original certificates should be brought for verification only.
- c) Class Xth Certificate.
- d) Class XIIth Certificate
- e) Graduation Degree and Final year Mark List.
- f) Photocopy of Passport.
- g) Applicants working in Government/ Semi Government / Public Sector Undertakings must apply with "No Objection Certificate" from their current employer.

NOTE: - Please bring a copy of application form submitted by email, along with above mentioned documents when called for interview.

10. **General Conditions.**

- a) The short listed candidates will be considered for engagement on a fixed term contract basis for a period of Three years, subject to vacancies.
- b) The job is transferable to any Station In India.
- c) Contract Period of three years is extendable depending on the individual performance of the company. The contract can be terminated earlier at the discretion of the Management during the tenure of contract and/or in the event of unsatisfactory performance.
- d) The applicants/ candidates must ensure that they fulfil all eligibility criteria as on 01 Jan 17 and that all particulars furnished by them in the application are correct in all respects. At any stage if the testimonials provided are found incorrect/false or not meeting with the eligibility requirements prescribed for the post, the candidature is liable for rejection without any prior notice.

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ADVT : December 2016

For Office Use Only

Advertisement	Employment Exchange	SC/ST/OBC/GEN / Ex-SM	Token No.	Eligible/Not-Eligible (E/NE)	Remarks
Token / slip issued at the time of Registration to be attached with Application			Signature of the registering Officer		

FORMAT OF APPLICATION

<p>Paste Recent colour Photograph & sign across</p>
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To,

AIR INDIA AIR TRANSPORT SERVICES LTD.

1st Floor, Transport Workshop Building.
Air India GSD Complex,
Sahar, Andheri (East),
MUMBAI - 400 099.

POSITION APPLIED FOR : _____

Selected Station : _____

1. Full Name : (In BLOCK letters)

First Middle Surname

2. Father's Name : _____

3. Date of Birth : (DD / MM / YYYY) _____

4. Place and State of Birth : _____

5. Address for correspondence : _____

_____ **Pin Code** _____

State : _____

a) Telephone No. : Residence (with STD Code): _____

b) Mobile No. : _____ c) Email ID : _____
(Mandatory) (Mandatory)

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

13. Discharge Card details : _____ 14. HMV License No.(if any) _____

15. a) Whether SC / ST / OBC / GENERAL :(ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	General

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India

b) Whether Ex-Serviceman : Yes / No
If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector
Undertaking or autonomous body
If "Yes", enclose "No Objection Certificate"

16. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre- Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
Any other (specify) _____ _____				

17. Fluency in languages : Mark 'X' in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d) Others (Specify)				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

18. Work Experience :

Name of the Organisation	Post Held	<u>Period of Service</u>		Nature of Job
		From	To	

19. Relatives working in Air India Ltd. or its subsidiary companies.

Name	Designation	Company	Relationship

20. **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, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefor.

Place : _____

(Signature of applicant)

Date : _____

Enclosures: As per the list of documents attached

List of Documents (copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd Year Graduation Mark-sheet	
viii)	<u>Degree Certificate</u> or Provisional Degree Certificate	
ix)	Doctors' Certificate (in original) for Height & Weight	
x)	Caste Certificate in case of SC / ST /OBC candidates	
xi)	Discharge Certificate in case of Ex-Servicemen	
xii)	Experience Certificate	
xiii)	Nationality / Domicile Certificate	
xiv)	PAN Card Copy	
xv)	Aadhar Card Copy	