

AIR INDIA AIR TRANSPORT SERVICES LIMITED

WALK-IN RECRUITMENT

Air India Air Transport Services Limited (AIATSL) wishes to engage on immediate basis Indian Nationals (Male& Female) who meet with the requirements stipulated herein, **for various post** for ground duties at Mumbai Station on **Fixed Term Contract basis for a period of three years** which may be renewed subject to their performance and the requirement of the Company, to fill-in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future. The number of vacancies is indicative and reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment.

| Sr. No | Position | No. of posts | Qualifications & Experience | Salary in Rs. Per Month | Upper Age Limit | Walk-in Date & Time | Venue |
|--------|--|--------------|---|-------------------------|--|--|--|
| 01 | Customer Agent | 100 | <p>Graduate from a recognised university under 10+2+3 pattern with knowledge of basic Computer operations. Preference will be given to candidates having Diploma in IATA-UFTA or IATA-FIATAA or IATA-DGR or IATA-CARGO</p> <p>OR</p> <p>Candidates having the relevant experience in Airline.</p> | Rs.20190/- | <p>GEN : 28 Years OBC: 31 Years SC/ST 33 Years</p> | <p>13.09.2019 from 0900 Hrs to 1200 Hrs</p> | <p>Systems & Training Division 2nd floor, GSD Complex, Near Sahar Police Station, Airport Gate No.-5,Sahar, Andheri-E,Mumbai-400099</p> |
| 02 | Jr. Executive- Human Resource / Administration | 08 | <p>MBA or equivalent- in HR or Personnel Management Course (full time 2 years course) with 1 year experience in HR/Admin and knowledge of MS-Office operations. Proficiency in statutory compliances</p> <p>OR</p> <p>Graduate from a recognised university under 10+2+3 pattern with 5 year's experience or more in HR/Admin Functions and IR / Legal. Well conversant with MS-Office Operation. Proficiency in statutory compliances</p> | Rs.25300/- | <p>Gen: 35 Years OBC: 38 Years SC/ST 40 Years</p> | <p>09.09.2019 From 0900Hrs. To 1200Hrs</p> | <p>Systems & Training Division 2nd floor, GSD Complex, Near Sahar Police Station, Airport Gate No.-5,Sahar, Andheri-E,Mumbai-400099</p> |

| Sr. No | Position | No. of posts | Qualifications & Experience | Salary in Rs. Per Month | Upper Age Limit | Walk-in Date & Time | Venue |
|--------|---|--------------|---|-------------------------|--|--|--|
| 03 | Assistant-Human Resource / Administration | 6 | Graduate from a recognised university under 10+2+3 pattern with 2 years experience or more in HR/Admin Functions and IR / Legal. Well conversant with MS-Office Operation. Proficiency in statutory compliances | Rs.20190/- | Gen: 28 Years OBC: 31 Years SC/ST 33 Years | 09.09.2019 From 0900Hrs. To 1200Hrs | Systems & Training Division 2nd floor, GSD Complex, Near Sahar Police Station, Airport Gate No.-5,Sahar, Andheri-E,Mumbai-400099 |
| 04 | Handyman | 100 | SSC /10th Standard Pass. Must have minimum experience of six months at Mumbai Airport in any of the areas or combination thereof, of Terminal Functions, Ramp Functions like Baggage / Cargo /Loading / Unloading and Aircraft Cabin Cleaning area with any Airline or Ground Handling Agency. The candidate should hold AEP. | Rs.16590/- | Gen: 28 Years OBC: 31 Years SC/ST 33 Years | 14.09.2019 From 0900Hrs. To 1200Hrs | Systems & Training Division 2nd floor, GSD Complex, Near Sahar Police Station, Airport Gate No.-5,Sahar, Andheri-E,Mumbai-400099 |

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01ST September 2019, are required to WALK-IN in person, to the venue on the date and time as specified above.

2. SELECTION PROCEDURE:

Customer Agent

- (a) Screening.
- (b) The company at its discretion may introduce Group Discussion depending upon the response.

The selection procedure will be on the same day as for the walk-in date or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

Higher Emoluments may be given to the candidates commensurate with their relevant experience in the airline.

3. SELECTION PROCEDURE:

Handyman

- (a) Screening.
- (b) The selection procedure will be on the same day as for the walk-in date or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

4. SELECTION PROCEDURE:

Jr. Executive-Human Resource & Administration /Assistant-Human Resource & Administration

- (a) Screening/Personal Interview
- (b) The company at its discretion may introduce the selection stage of Group Discussion depending on the response

The selection procedure will be on the same day as for the walk-in date or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

5. Relaxation in Upper Age Limit for Experienced candidates:

Candidates will be given an age relaxation to the extent of their relevant experience more than one year. Relaxation in age for Ex-servicemen: As per Government guidelines.

6. HOW TO APPLY :

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1STSeptember 2019**, are required to **WALK-IN in person**, to the venue, on the date and time as specified above along with the Application Form duly filled-in & copies of the testimonials/certificates (as per attached application format with this advertisement) and non-refundable **Application Fee of ₹500/-** (Rupees Five Hundred Only) by means of a **Demand Draft** in favour of **“AIR INDIA AIR TRANSPORT SERVICES LTD.”**, payable at **Mumbai**. No fee is to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name, & Mobile. No. at the reverse side of the Demand Draft.

- (i) A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.

(ii) Self-attested copies of the supporting documents in respect of Item Nos. **3, 4, 8, 11, 12, 13, 14 & 16** of the Application Form must be submitted along with the application. **Original Certificates should not be submitted along with the application but should be brought for verification.** The Company is not responsible for returning any original copy/ies of Certificates /Testimonials submitted with the application.

(iii) Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the **'Creamy Layer' Exclusion clause**. The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**

(iv) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.

7. GENERAL CONDITIONS :

(i) The short listed suitable candidates will be considered for engagement on a Fixed Term Contract basis, subject to their turn in merit order, availability of vacancies in consideration with reservation for SC/ST/OBC. The prospective candidate should be fit to carry out the duties of the post.

(ii) Period of Contract: Fixed Term Contract for a period of three years, if offered. This Contract could also be terminated earlier at the discretion of the Management during the tenure of contract, and/or in the event of unsatisfactory performance. The job is transferable to any station in India.

(iii) Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.

(iv) SC/ST candidates walked-in on the specified dates and are eligible for the post, residing beyond 80kms. from the venue, 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, subject to submission of a request in the prescribed format and on production of evidence to that effect.

(v) Applications which are unsigned / incomplete / mutilated / received by post / courier services will not be considered.

(vi) The applicants must ensure that they fulfill all the eligibility criteria, as on **01st September 2019** and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be

rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.

(vii) Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as **DISQUALIFICATION**.

(viii) Prescribed format of Application is given below:

www.nmk.co.in