

AI Engineering Services Limited
(A wholly owned subsidiary of Air India Limited)



Ref No:

Date: 03 August 2021

Sub: Advertisement for the post of Accounts Officer and Accounts Assistant

AI Engineering Services Limited (AIESL), a wholly owned subsidiary of Air India operating in the MRO space, invites applications from eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	CONSOLIDATED MONTHLY SALARY
1.	Accounts Officer	01	Hyderabad	Rs. 80,000/- (All inclusive)
		01	Kolkata	
		02	Delhi	
		02	Mumbai	
2.	Accounts Assistant	02	Hyderabad	Rs. 25,000/- (All inclusive)
		02	Kolkata	
		04	Delhi	
		04	Mumbai	

The eligibility criteria and other details are as under:

a. Qualification:

For Accounts Officer: Candidates should be an Inter Chartered Accountant / Inter cost and management Accountant or MBA in Finance.

For Accounts Assistant: Candidate should be commerce graduate from a recognized university.

b. Experience:

For Accounts Officer: Candidate should have minimum 03 years post qualification experience with an airline. Proficiency is must in statutory payments like ESIC, PF, welfare fund, Professional Tax, GST etc. The candidate with working experience in Aviation industry, preferably in MRO will be given preference.

For Accounts Assistant: Proficiency is must in statutory payments like ESIC, PF, welfare fund, Professional Tax, GST etc. The candidate with working experience in an airline would be preferable.

c. **Age:**

For Accounts Officer: Upto 30 years as on 1st August, 2021.

For Accounts Assistant: Upto 28 years as on 1st Aug. 2021.

d. **Job Description:** The post carries the duties and responsibilities as related to all the finance activities of the Company.

e. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria & Pre Employment Medical Examination.

The selected candidate will have to bear the cost of Pre Employment Medical Examination and any additional tests if required.

Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of five years extendable by another two years based on performance of the candidate/incumbent. The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance.

f. **How to Apply:-** Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed to Chief of Personnel, AIESL by Post/ Speed post/ courier at following address in an envelope that must be super scribed with the post:

Post Applied for Accounts Officer/ Accounts Assistant

AIESL

Personnel Department,

2nd Floor, CRA Building, Safdarjung Airport Complex,

Aurbindo Marg, New Delhi – 110 003

The last date of receipt of application is 17:00 hours on 23rd August, 2021 on the above address. Applications received after the last date will not be entertained.

Applicants servicing in Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.

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

Candidates are required to submit following documents along with the application form:-

- i. A recent passport size colour photograph pasted in the space provided in the Application Format.
- ii. One set of self attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. In case copies of required documents/ certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.
- iii. If the candidate is working in private sector, he is required to submit a certificate from the existing employer that the post held by him is not more than 2 levels below the post of CEO.
- iv. The Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) drawn in favour of Air India Engineering Services Limited, payable at New Delhi (Not Applicable for SC/ST).

Canvassing in any form will disqualify the candidate. Only shortlisted candidates would be contacted for interviews and/or for making an offer. AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.