



# AI ENGINEERING SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AI ASSETS HOLDING LIMITED)

Ref. No.: AIESL/HR-HQ/2023/3975

Date: 22/12/2023

## **NOTIFICATION FOR THE POST OF -ASSISTANT SUPERVISOR**

AI Engineering Services Limited (AIESL), is an Aircraft Maintenance and Repair Organization (MRO) approved by DGCA (India) under CAR 145, to undertake MRO activities in India. AIESL invites applications from Indian Nationals fulfilling the requirements as on 01<sup>st</sup> January, 2024 to fill up posts of “Assistant Supervisor” for Engineering Activity Centers and also to form a panel for future requirements, on a “Fixed Term Employment” basis for an initial period of five years and further extension based on the Company’s requirement and subject to performance of the candidate. The selected candidates may be posted at any region/station of the company depending upon the requirement of AIESL.

### **1. Number of Vacancies:**

Total estimated present and future vacancies are as follows, which may, however, vary depending upon actual requirement of AIESL.

Distribution of vacancies: Total- 209 (Delhi-87, Mumbai-70, Kolkata-12, Hyderabad-10, Nagpur-10, Thiruvananthapuram-20.)

Reservation and concessions/relaxation for SC/ST/OBC/Ex-Servicemen candidates would be as per Government Directives in this regard.

### **2. Eligibility Criteria as on 01<sup>st</sup> January, 2024.**

#### **Qualification**

Minimum 3 years Graduation (B.Sc/B.Com/B.A.) or equivalent from Govt. recognized university in any discipline and Certificate course in Computer (Minimum 01 year duration) from recognized institute with Minimum 01 year work experience in data entry / computer applications in a reputed organization after post-qualification.

**OR**

BCA/B.Sc. (CS)/ Graduate in IT/CS or equivalent with minimum 01 year work experience in data entry / computer applications in a reputed organization after post-qualification.

#### **Age Limit as on 01<sup>st</sup> January 2024**

General Category: Not above 35 years.

OBC : Not above 38 years.

SC/ST : Not above 40 years.

**Ex-Servicemen:** Upper age limit of 35 years would be relaxed to the extent the candidate served in a regular post in Army/Navy/Air Force before retirement/release or discharge from such post plus three years. The applications received from the candidates would be scrutinized and prima-facie eligible candidates will be allowed to appear in Written Test/Skilled Test.



### **3. Emoluments**

Assistant Supervisor: Will be paid approx. Rs. 27000/- all-inclusive emoluments, and vary over a period of five years, depending upon the length of service/experience.

### **Period of Contract**

Fixed Term Contract for a period of 5 years which may be extended for further period based on requirement of AIESL and performance. The candidates will have a career in the organization as per Fixed Term Employment Scheme.

### **4. HOW TO APPLY:**

Interested candidates meeting the eligibility criteria mentioned in this advertisement, as on 01.01.2024, are required to submit their scanned application form **duly filled in all respect** along with the receipt of application fee (if applicable) and the necessary documents to our **EMAIL ID** i.e. [careers@aiesl.in](mailto:careers@aiesl.in) and additionally, you should complete and submit your information via the Google Forms link provided in AIESL website.

The Non-refundable application and processing Fee of INR 1000/- (Rupees One thousand only) for GENERAL, EWS and OBC candidates towards Application/ processing fees by means of **RTGS / NEFT** as per the Bank Details given below: -

**“AI Engineering Services Limited”**

Bank Name: STATE BANK OF INDIA

A/C No: 41102631800

IFSC: SBIN0000691

Branch: New Delhi Main Branch, 11, Parliament Street, New Delhi-110001

**The last date of receipt of application is 17:00 hours on 15th January, 2024 on the above address. Applications received after the last date will not be entertained.**

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

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

a) **Self-attested copies of supportive documents in respect of:**

1. Educational Qualification (i.e. SSC, HSC, 1<sup>st</sup> year, 2<sup>nd</sup> year 3<sup>rd</sup> year and 4<sup>th</sup> Year Graduation or higher education with mark sheets for each year), as applicable.
2. Date of birth proof (Original School Leaving Certificate or attested photo copy duly signed by the Principal of same School/College and SSC passing certificate.)
3. Caste Certificate in original in the prescribed format along with self- certified photo copy in case of SC/ST/OBC candidates.



The application, in the prescribed format, must be submitted along with the above mentioned requisite documents. Original Certificate should not be submitted with the application, but should be brought for verification along with one set of photocopies. The Company is not responsible for returning any original or copies of certificates/testimonials submitted along with the application. Candidates who fail to produce the original testimonials for verification may not be allowed for the Selection process.

a) Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued in current financial year in the format as prescribed by Government of India and 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 Certificate produced by the candidates of OBC community should be as per the Central List of OBCs published by the Government of India and not as per State List.

b) Candidates, who are working as Contractual Employee in Government / Semi- Government / PSUs / Autonomous bodies or institutions funded by government, also have to produce NOC mandatory.

## **5. SELECTION PROCEDURE**

List of eligible candidates along with the full address of the venue & schedule of the written test/Skilled Test will be published on AIESL website. Candidates will be required to appear for written test followed by Skilled Test in MS-Word, MS-Excel & MS-Power Point etc. as per schedule uploaded on website ([www.aiesl.in](http://www.aiesl.in)) who prima facie meets eligibility criteria & Pre-Employment Medical Examination.

## **6. Pre-Employment Medical Test for the selected candidates:**

The short listed candidates will be inducted as per vacancies subject to being found FIT in the Pre-Employment Medical Examination conducted by the Company's Medical officer.

Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), any additional tests, if required; the additional cost thereof will also have to be borne by the candidate.

## **7. GENERAL CONDITIONS:**

- a) The short listed candidates will be considered for engagement on the fixed term engagement basis, subject to their medical fitness prescribed for the post. The selected candidates may be posted at any station/Region of the company if required in future.
- b) Candidates will have to bear the cost of the Pre-Employment Medical examination(s). Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.
- c) Reservation and concessions/relaxations to SC/ST/OBC/Ex-servicemen candidate would be extended as per Government Directives in the matter.



- d) SC/ST candidates fulfilling the requirements and residing beyond 80 kms. From the Test Centre and if not employed in any Government/Semi-Government/Public Sector Undertaking or Autonomous Bodies will be reimbursed second class to and fro rail/bus fare by the shortest route as per rules, while appearing for final selection on production of proof of travel to the effect.
- e) Applications which are unsigned/incomplete/mutilated/received without application fees or received after last date of receipt of application will be rejected.
- f) The applicants must ensure that they fulfill all the eligibility criteria as on 01/01/2024 and that the particulars furnished by them in the application are correct in all respects. Candidates failing to bring the relevant original and photocopy of testimonials will be disqualified. At any stage of the Selection Process, if the particulars provided by the candidate in the application or testimonials supplied are found incorrect/false or not meeting the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated without giving any notice or reasons thereof.
- g) The management reserves the right to change/ alter any of the condition of this notification, if so warranted.
- h) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their engagement/selection will be considered a DISQUALIFICATION.



**FORMAT OF APPLICATION**

To:

CHRO-AIESL,  
HR Department  
2<sup>nd</sup> Floor, CRA Building,  
Safdarjung Airport Complex,  
Aurobindo Marg,  
**New Delhi-110003.**

Paste recent color  
Photograph and  
sign across

POSITION APPLIED FOR: **ASSISTANT SUPERVISOR**

LOCATION APPLIED FOR: \_\_\_\_\_

1/a Full Name (in Block letters): \_\_\_\_\_  
First Middle Surname

1/b) Father's Name: \_\_\_\_\_

2. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_

3. Age as on 01/01/2024: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

4. Place and State of Birth: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

a) Telephone No. (Residence with STD Code): \_\_\_\_\_

b) Mobile: \_\_\_\_\_ c) E-mail (if any): \_\_\_\_\_

6. Gender (Please tick whichever applicable): MALE/FEMALE

7. Marital Status: Mark "X" in appropriate Box

Unmarried	Married	Divorce	Widow(er)	Separated

8. A) Nationality: \_\_\_\_\_ B) Religion: \_\_\_\_\_

9. i) Do you have fluency in English : Yes/No

ii) Conversant with local language : Yes/No

iii) Proficiency in Computer Operation : Yes/No



10. a) Whether SC/ST/OBC/EWS/OTHERS: (Also mention sub-caste):

	SC	ST	OBC	EWS	OTHERS
Sub Caste					

(Indicate category to which you belong by marking “X” in the appropriate Box and also mentioned sub-caste.

- i) If SC/ST – attach copy of the caste certificate as per Central Govt. Format.
- ii) If OBC, furnish current certificate including the “Non-Creamy Layer Clause”. OBC Community should be as per the Central List of OBCs published by the Govt. of India.
- iii) If EWS, for claiming the benefit applicable to Economically Weaker Section Category (EWS), candidates have to produce latest Income and Asset Certificate issued by the Competent Authority, in the prescribed format, failing which such candidates would be considered as General category. The Income and Asset Certificate shall be valid for the financial year 2022-23 and shall be prepared on the basis of income and asset verification for the financial year 2021-22

b) **Whether Ex-Servicemen** : **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 working in any Govt./Semi-Govt./Public Sector Undertaking or autonomous body.**  
 (If “YES” enclose “No Objection Certificate”) **YES/NO**

11. Educational/Technical Qualifications: (Matriculation/SSC onwards):

Examination(s) passed	Name of the University/ Institution	Date, Month & Years of passing	Duration	Percentage of Marks (%)
SSC(10 <sup>th</sup> Standard)				
10+2 (HSSC)				
Graduation (or)				
BCA/BSc/IT				
Computer course				

Candidate **must carry** all original testimonials along with a set of photo copy of SSC, HSC and Graduation (inclusive of Mark sheets, passing certificates.)



12. Experience: (Must carry experience certificate).

Name of the organization	Post Held	Period		Nature of job
		From	To	

13. Particulars of RTGS/ NEFT (in favour of AI Engineering Services Ltd. **Non-Refundable**)

Payee Bank Account No.	Date of Payment	Unique Transaction Reference No.	Amount (Rs.)

Declaration: I hereby certify that the foregoing information is best to 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, then my candidature will be rejected/services terminated at any time without giving any notice or reason therefore.

Place:

Date:

**(Signature of the Applicant)**