

AIR INDIA LTD, CTE- HYDERABAD



REQUIRES

Air India Ltd. invites applications from Indian Nationals for filling up the following Posts on fixed term employment:

Sl no	Post	NO of VACNACIES	Place of posting	SALARY & EMOLUMENTS
1	Business Development Manager	01	CTE -Hyderabad	Rs. 70,000/- per month consolidated
2	Training Co-coordinators	04	CTE -Hyderabad	Rs. 30,000/- to 50,000/- per month consolidated (BASED ON THE EXPERIENCE)

- In addition to above , a panel will be formed for future requirement.
- Can be transferred to any other location within India due Operational requirement
- Reservations of SC/ST/OBC candidates will be as per Government Directives

The Eligibility Criteria for above posts as on 01st November, 2017 is given here under:-

1. Business Development Manager

Qualification:

TWO years full time Masters Degree in Business Administration with specialization in Sales and Marketing.

Or

THREE years part time Masters Degree in Business Administration with specialization in Sales and Marketing.

Or

Any Post Graduate Degree

Experience:

- . 3-5 years sales or marketing experience in Airlines.
- . Working knowledge of aviation environment and regulatory requirements
- . Excellent negotiation skills.
- . Flexibility to travel.
- . Experience in budgeting/forecasting and business planning.
- . Commercial experience, preferred within the Ground Handling Business, Commercial Airline Industry.
- . Must have necessary computer skills to work in windows based office products: Word, PowerPoint, Excel, and Project

Age :

Maximum 50 years (Relaxable based on experience)
(relaxable for SC/ST & OBC candidates and Ex-Servicemen as per rules & Govt.directives in this regard).

2. Training Co-ordinators

1. **Qualification :** Graduate in any field with a good knowledge of English

Experience

- . Proficiency in DGCA CARs
- . Handling the training and licensing issues of Pilots and the necessary documentation.
- . Experience in crew scheduling
- . Strong technical writing and communications skills
- . Have knowledge of training development, to include lesson plan development, records administration, class preparation, instructor coordination and personnel scheduling
- . Knowledge of computer training data bases
- . The ability to communicate effectively, both verbally and written
- . Must have necessary computer skills to work in Windows based office products: Word, PowerPoint, Excel, and Project

Age :

Maximum 50 years (Relaxable based on experience)
(relaxable for SC/ST & OBC candidates and Ex-Servicemen as per rules & Govt.directives in this regard).

GENERAL CONDITIONS FOR BOTH THE POSTS

- a) The short listed candidates will be considered for engagement on the fixed term engagement basis for a period of **FIVE years** 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 interview Center 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 after last date of receipt of application will be rejected. **Applications sent by email will not be considered.**
- f) The applicants must ensure that they fulfill all the eligibility criteria as on **1st November 2017** 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.

After scrutiny of applications, candidates who fulfill the above eligibility criteria will be required to appear for personal interview at a short notice.

Benefits – Free / Concessional Air Passages

The contractual employee will be entitled for 06 Concessional / free air passages for self and his/her declared family on the network of AIR INDIA each passage year as per company policy. The applicable taxes, levy, charges etc. shall be paid by the contractual employee.

In addition both the above posts also carries other benefits such as Provident Fund, Gratuity etc., as per rules.

How to Apply

Candidates who wish to apply, are advised to log on to Careers page of Website www.airindia.in, download and fill in the Application Format and send the application by Post/Speed post/courier at following address in an envelope that must be superscribed with the post

<p>Post Applied For_____</p> <p>Air India Ltd., Personnel Department , CENTRAL TRAINING ESTABLISHMENT FEROZGUDA, SECUNDRABAD 500011</p>

**The application should reach by 4th DECEMBER, 2017 on the above address.
Applications received after 4th DECEMBER, 2017 will not be entertained.**

Applications received late/incomplete/mutilated or without any of the supporting documents with regard to eligibility criteria, Demand Draft (if applicable), will be rejected. **Air India Ltd.** will not be responsible for any postal delay/loss of any document during transit.

Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel.

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

Candidates are required to submit following with application : -

- i) A duly filled in Application Form in the prescribed format which is available on Career Page of Website : www.airindia.in
- ii) A recent passport size photograph pasted in the space provided in the Application Format
- iii) One set of photocopies of supporting testimonials for date of birth, caste, qualification, experience and original will be required to be produced at the time of Interview.
- iv) A Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five hundred only) in favour of Air India Limited, payable at Hyderabad (Not Applicable for SC/ST candidates).

- v) Applicable for SC/ST/OBC Candidates ONLY : Caste Certificate in the prescribed proforma issued by the appropriate authority. Candidates belonging to OBC Category will be required to attach the Caste Certificate in the proforma meant for Central Government employment. Candidates belonging to OBC category, the caste certificate should be in the prescribed format including the Non-Creamy layer clause issued by the Competent Authority for employment under Government of India and should be as per the Central list of OBCs published by Government of India. Please also note that the validity of Non-Creamy layer Certificate should not have been issued more than 06 (Six) months from the date of eligibility criteria.

V. Have you ever been employed?
(Please √. If yes, give details):

YES

NO

Organization	Designation	Period		Details of job assignment	Last Salary Drawn	Reason for leaving
		From	To			

VI. Passport Details

Number : _____

Date of Issue : _____

Date of Expiry: _____

Any other information:

I hereby declare that the above information is correct to the best of my knowledge and belief. I undertake that if I have suppressed any factual information, my candidature will be rejected.

Date:

Place:

SIGNATURE OF CANDIDATE