



AIR INDIA LIMITED Requires

EXECUTIVE (CORPORATE AFFAIRS) – ON FIXED TERM CONTRACT BASIS

Air India is looking for bright and energetic Indian Nationals for filling up of ONE (GEN) post of Executive (Corporate Affairs) on Fixed Term Contract basis and to form panel for future requirements.

ELIGIBILITY CRITERIA (AS ON 01.11.2020)

ACADEMIC & PROFESSIONAL QUALIFICATION:

Graduate from a recognized University/Institution and Associate Member of the Institute of Company Secretaries of India

EXPERIENCE:

Mandatory Minimum 2 years experience (Post Qualification) in Secretarial Department of a Public/Private Limited Company.

Preference will be given to candidates having working knowledge of SAP, Performing/assisting in the Company Secretarial functions of listed Company and Law Graduates

UPPER AGE LIMIT:

35 Years (Ex.SM & PWD candidates will be given age relaxation as per rules)

POSTING:

On appointment, candidate will be positioned at Mumbai. He/She may however, be transferred to any Station/Base on Air India Network or any Subsidiary Company of Air India Limited based on operational requirements at the sole discretion of the Management.

Duration of Fixed Term Contract:

Candidate will be engaged on a Fixed Term Contract (FTC) for a period of 2 years. The Fixed Term Contract is however, extendable depending upon the performance of the candidate and Company's requirement.

SALARY:

During the period of FTC of 2 years, candidate will be paid a consolidated remuneration of Rs.50,000/- per month in the 1st year and Rs.55,000/- per month in the 2nd year. No other payment shall be made apart from said consolidated monthly remuneration.

Contd./-

HOW TO APPLY:

Interested candidates, who fulfil the above eligibility criteria as on **01.11.2020**, may send their typed and signed applications in the prescribed application format available on Career Page of our Website: www.airindia.in, along with a recent passport size photograph duly pasted at the space provided therein, so as to reach the following address **ON OR BEFORE 23.11.2020:-**

**General Manager (Personnel),
Air India Limited, Headquarters
Airlines House,
113, Gurudwara Rakab Ganj Road,
New Delhi-110001**

Candidates will also be required to attach SELF ATTESTED photocopies of testimonials along with the Application Form in support of their:

- i) Date of birth
- ii) Educational Qualification & Professional Qualification
- iii) Caste Certificate (For SC/ST/OBC Candidates only), EWS Certificate in the prescribed Format issued by the Competent Authority (For EWS Candidates only)
- iv) Experience {such as Appointment Letter, Photo Identity Card etc., Salary Slips (For previous 3 months), Experience Letter from previous employer etc.}
- v) **A Demand Draft for an amount of Rs.1,000/- (Rupees One Thousand only) in favour of Air India Limited payable at Delhi** being the Application Fee-Non-refundable (Application Fee not applicable in case of SC/ST/ExSM Candidates). Please mention your Full Name & Mobile No. on the reverse of the Demand Draft'
- vi) Candidates belonging to OBC Category should be in possession of Category Certificate in the prescribed Format meant for Central Government employment along with "Non-Creamy Layer" status. Please note that the validity of "Non-Creamy layer" Certificate should not be older than 6 months from the date of eligibility criteria.
- vii) Applicants serving in Government/Semi-Government/Public Sector Undertakings or Autonomous bodies may route their Applications through proper channel or along with the "No Objection Certificate" from their present employer.

The envelope must be super-scribed "**APPLICATION FOR THE POST OF EXECUTIVE (CORPORATE AFFAIRS)**".

Applications received late/incomplete/mutilated or without any of the supporting documents with regard to eligibility criteria, Demand Draft (if applicable), will liable to be rejected. Air India will not be responsible for any postal delay/loss of any documents during transit. No application will be accepted and entertained sent through email.

NOTE: Candidature of employees of subsidiary companies of Air India Limited currently working as Company Secretary with them, will not be considered.

SELECTION PROCESS:

After scrutiny of applications, candidates who fulfill the above eligibility criteria will be required to appear for a Personal Interview at Mumbai and/or Delhi or at any other place on the specified date/s, as decided by Air India Limited.

GENERAL:

- (i) Selected candidate would be required to undergo for Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
- (ii) For the purpose of Interview, candidates belonging to SC/ST categories will be entitled for reimbursement of second class return rail/bus fare, on production of railway receipt/ticket, as per rules and the payment will be made by cheque and sent to them by post. No other expenses, whatsoever will be reimbursed.
- (iii) Candidates must ensure that they fulfill the requisite eligibility criteria as on 01.11.2020 and the particulars furnished by them in the Application Format are correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates or the testimonials attached/provided, are found incorrect/false or it is found that the candidates do not possess the laid down qualification/stipulated eligibility criteria as on the date of reckoning eligibility, i.e. 01.11.2020, their candidature is liable to be rejected at any stage, without entering into any correspondence with them in the matter and if appointed, services will be terminated without giving any notice or reasons thereof.
- (iv) During the tenure of Fixed Term Contract, candidate will also be eligible for Medical Facilities for Self (Only) and Leave as per rules.
- (v) During the course or after completion or during extended term of fixed term engagement, the candidate will not claim for permanent absorption in the Company.
- (vi) Management reserves the right to change the above conditions, based on requirements.
- (vii) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their selection/appointment shall be considered as DISQUALIFICATION.
- viii) With the issuance of this **FRESH** advertisement, earlier advertisement issued in March 2020 for Walk-in-Selection process stands withdrawn and cancelled.
