

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD.)

REQUIRES

ASSISTANT CONTROLLERS

Air India Air Transport Services Limited (AIATSL) invites applications from Indian Nationals, who meet with the requirements specified herein, for the post of Assistant Controllers and to maintain a waitlist in **Central Planning and Control System**, in Delhi and Mumbai, on a fixed-term contract employment, for a period of three years. *The Company, is a subsidiary of one of the premier and largest Airlines in the Country, a PSU.*

Sl. No.	Name of the Post	No. of Post	Details of Position	Minimum Qualification
1.	Assistant Controllers - Hub Control Centre, Crew Management System, Network Planning & Scheduling, On-Time Performance/ Efficiency Control Cell.	140	Delhi - 94 Mumbai - 46 (SC-22, ST-10 OBC-35, GEN-73)	Graduate with minimum of 55% marks in Engineering, Management, Science, Mathematics, Statistics, Physics, Aviation or Computers from a recognized university.

NOTE : Candidate who are appearing / appeared for their last term before 30th June, 2011 may also apply. **They shall be considered provisionally eligible on the basis of average marks obtained in previous terms. Appointment of such candidates would be subject to presentation of final marksheet at the time of GD/Interview.**

All Inclusive Monthly Emoluments : 1st Year : Rs 22,000/- ; 2nd Year : Rs 25,000/- ; 3rd Year : Rs 28,000/-

Other facilities : Other benefits as applicable such as PF, Leaves (PL-21 days, C/L-7 days, S/L-7 days), Reimbursement of Mediclaim policy for self and family, Leave encashment.

Minimum Qualification : Graduate with minimum of 55% marks in Engineering, Management, Science, Mathematics, Statistics, Physics, Aviation or Computers from a recognized university. Fluency in English is essential, fluency in Hindi and local language desirable

Preferable : Candidates with Commercial Pilot's License, Flight Dispatcher's License or Aircraft Maintenance Engineer's License issued by Director General of Civil Aviation, Govt of India. Computer System proficiency (working knowledge of MS-Office standard applications/ understanding of IT platform-application, functioning, landscape, interfaces). Proficiency in Airline IT systems with airline operational experience (requirements processes, interfaces, procedures & restrictions).

Job Requirement : The Company shall offer professional work environment with modern technology & system. The Company is in the process of modernizing and updating its activities with IT enabled services. The selected candidates might be placed for extensive on-the-job and class room training in the Company's establishments during the period of appointment.

Age Limit : UPPER AGE LIMIT : (As on 1st May, 2011) : General : 25 years OBC : 28 years, SC/ST : 30 years Relaxation in Age for Ex-Servicemen as per Government guidelines, for all the above positions.

Reservation : (SC-22, ST-10 OBC-35, GEN-73): *These figures are indicative and reservation in posts will be as per Presidential Directives on reservation for SC/ST /OBC.

Selection Procedure : Initial Screening of applications, Written Test comprising of Aptitude, Logical reasoning, Analytical ability, Group Discussion (Skill & Ability assessment) and Personal Interview.

How to apply : Eligible candidates have to apply through online registration system of AIATSL i.e. www.epostonline.in/AIATSL. Online submission of the applications will be allowed on the website between 10th June 2011 to 25th June 2011. No other means/mode of application shall be accepted.

While applying on-line, candidate should have the following readily available.

- E-mail ID (which must be valid for at least one year from the date of application)
- Mobile No (which must be valid for at least one year from the date of application)
- Non refundable Crossed demand draft of Rs. 300/- as processing and Examination fees. (Rupees Three Hundred Only) by means of an **A/c Payee Demand Draft** in favour of "Air India Air Transport Services Ltd.", payable at **Mumbai**, which is not refundable. No fees to be paid by Ex-servicemen / applicants belonging to SC/ST communities. Please mention your Full Name and post applied for, on the reverse of the Demand Draft. Money Order / Postal Order or any other mode of payment is not acceptable.
- The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered.
- A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) **MUST** be pasted neatly in the space provided in the Online Registration Slip.

STEPS FOR APPLYING

STEP 1 : Visit our website www.epostonline.in/AIATSL

STEP 2 : Click on "Advertisement" to view the full Details.

STEP 3 : There are two links "Apply Online" and "Re-print Registration Slip"

STEP 4 : Click on "Apply Online" to fillup the application form. Note that you keep your demand draft ready with you before applying, ad applicable.

STEP 5 : After you fill the Application form, click on "**SAVE BUTTON**" to proceed to next step.

STEP 6 : Now take a **Print** of the registration slip. **Please note** your unique registration number for future correspondence.

STEP 7 : Paste a recent passport size photograph on the registration slip, put your signature, attach the DD (Candidates should take special care not to staple the Demand Draft. They should use pins for fastening all documents / demand drafts) and Self-attested copies of the supportive documents, testimonials, age proof and send the same by ordinary post/speed post at the address given below. Only original registration slip (no photocopy) shall be accepted. Please send your Registration Slips with DD and other supportive documents by **ORDINARY POST / SPEED POST** so as to reach latest by 1st JULY 2011 to **The Advertiser, Post Bag No.781, Circus Avenue Post Office, Kolkata-700017.**

STEP 8 : If your candidature is found eligible you will be intimated by **e-mail/sms** regarding the written test. On receipt of the **e-mail / sms** you will have to once again login to www.epostonline.in/AIATSL and click on "**DOWNLOAD ADMIT CARD**" OPTION.

STEP 9 : Print the admit card and paste a recent passport size photograph, self attest the same by signing across your photograph carry the **ADMIT CARD** to the examination centre on the date and time indicated therein. Photograph affixed on the registration slip and admit card, should be the same.

GENERAL INSTRUCTIONS

- Submission of registration slip after the closing date will not be accepted. AIATSL is not responsible for any postal delay / wrong delivery / loss in transit. No registration slip will be received after the closing date of application.
- Registration slip received with more than one Demand Draft and photocopies of Registration slip/Demand Draft will be rejected.
- The candidature of such candidate whose registration slip along with documents is received after 7th June 2011 shall be rejected.
- AIATSL will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc.
- **Admit Card will not be sent by post. It should be downloaded by the candidates from the website.**
- **Candidates will be allowed to appear for the Written Test only with Admit Card and not with the Registration Slip.**
- Candidates should retain a photocopy of their Demand Draft and Registration Slip for future reference.
- Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST candidates while attending the interview

Candidates belonging to OBC category must submit a duly attested photocopy of current financial year certificate 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**

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

Original Certificates should not be submitted along with the application, but should be brought along for verification. The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the application.

- AIATSL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- Application fee once paid will not be refunded.
- AIATSL reserves the right to cancel the advertisement, modify the educational qualifications with assigning any reason thereof and any decision of AIATSL in respect of the recruitment activities for the subject to vacancy is final & binding.
- Court of jurisdiction for any dispute will be at Mumbai.
- While applying for the above post, the applicant must ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- Candidates must remain in constant touch with company's Notice Board on the website www.epostonline.in/AIATSL for information regarding dates of written test, interview etc.

General Conditions :

1. The short listed candidates will be considered for engagement on a fixed-term Contract basis, at Delhi and Mumbai, subject to their Medical fitness, prescribed for the position. Placement of selected candidates will be as per operational requirement and at the discretion of the management.
2. Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs.500/- and Rs.1000/-. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.
3. Emoluments: The job carries an all-inclusive package as indicated above.
4. Consideration of SC/ST/OBC candidates will be as per Government Directives on reservation of posts.
5. SC/ST candidates called for Initial Screening/Written Test/ Group Discussion/ Personal Interview (s), residing beyond 80 kms. from the Test Center, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect.
6. Applications which are unsigned / incomplete / mutilated / received after the prescribed date & Time /will be rejected.
7. The applicant / candidates must ensure that they fulfill all the eligibility criteria, as on 1ST MAY 2011, 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 candidates in the Application or testimonials supplied are found incorrect / false, or not meeting with the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons thereof.
8. 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 a DISQUALIFICATION.

IMPORTANT DATES

Commencement of Online Registration of Applications by Candidates	10th June, 2011
Last date for Online Registration	25th June, 2011
Last date for accepting Registration Slips with documents by Post	1st July, 2011
Intimation to candidates regarding downloading of admit cards by SMS / email latest by	10th July, 2011
Tentative Date of Written Test	17th July, 2011