



AI ENGINEERING SERVICES LIMITED
(A wholly owned subsidiary of AI Assets Holding Limited)

Ref. No.: AIESL/HR-HQ/2023/3100

Dated: 07/02/2023

Sub: Selection for the Post of Regional Security Officer (RSO) And Assistant Supervisor(AS)

AIESL is a fully owned subsidiary of AI Asset Holding Company limited and is a Public Sector Undertaking of Government of India. AIESL is the largest MRO in the aviation industry of India. AIESL manages and maintains Airbus, Boeing & ATR's fleet with highest degree of the Technical Dispatch Reliability, with its major hangars and bases located at all the major metros. The company has state of the art capabilities for Overhaul and Maintenance of Aircrafts and its components. AIESL was subsidiary of erstwhile Air India Limited continues to provide its maintenance services to the prime customer Air India (now a private business entity). However, as an independent MRO AIESL has embarked on business growth strategy through extensive marketing and brand building for capturing MRO service requirements of other aviation operators.

Applications are invited from eligible candidates from Open Market to fill up the following position in, AIESL.

| <u>Position</u> | <u>No. of Vacancies</u> | <u>Location</u> | <u>Gross Emoluments all Inclusive</u> |
|---|--------------------------------|------------------------|--|
| <u>Regional Security Officer (RSO)</u> | RSO-07 | DEL-01 | RSO – Rs. 42,000/- |
| | | BOM-01 | |
| | | CCU-01 | |
| | | MAA-01 | |
| | | TRV-01 | |
| | | NAG-01 | |
| | | HYD-01 | |
| <u>Assistant Supervisor (AS)</u> | Asst. Supervisor- 72 | DEL-09 | AS - Rs.27,000/- |
| | | BOM-23 | |
| | | CCU-05 | |
| | | MAA-06 | |
| | | TRV-05 | |
| | | NAG-10 | |
| | | HYD-14 | |
| | | TOTAL-79 | |

Reservation will be applicable as per Government guidelines

1. ELIGIBILITY CRITERIA AS ON 01.02.2023

1) Educational Qualifications:

A) Regional Security Officer:-

Experienced Candidates with valid BCAS Basic AVSEC (12 days' new pattern) Certificate:

Graduates in any discipline (minimum 3 years 'duration) from any Recognized University with ability to speak Hindi, English and conversant with local language. **MUST** possess valid BCAS Basic AVSEC (latest new pattern) Certificate.

Preferable:

BCAS Certified XBIS Screener (Valid Certification)

1. Proficiency in fire fighting
2. Knowledge in industrial security
3. Knowledge in disaster management
4. Knowledge of unarmed combat
5. Legal Knowledge
6. Knowledge of MS Word /Internet must
7. NCC"B/C" Certificate.

Only For RSO:

1. Administrative Functions
2. AEP guidelines 2022.
3. Report Writing
4. **Must have 5 Years of Supervisory Experience in Senior Level.**

Selection Procedure: Candidates who prima facie meets eligibility criteria will require to appear for written test and subsequent interview. The selected candidates will have to bear the cost of pre-employment medical examination.

(B) Assistant Supervisor (AS)

Experienced Candidates with valid BCAS Basic AVSEC (12 days' new pattern) Certificate:

Graduates in any discipline (minimum 3 years 'duration) from any Recognized University with ability to speak Hindi, English and conversant with local language. **MUST** possess valid BCAS Basic AVSEC (latest new pattern) Certificate.

Preferable:

BCAS Certified XBIS Screener (Valid Certification)

1. Proficiency in fire fighting
2. Knowledge in industrial security
3. Knowledge in disaster management
4. Knowledge of unarmed combat
5. Legal Knowledge
6. Knowledge of MS Word /Internet must.
7. NCC"B/C" Certificate.
8. **Must have 01 Year of Supervisory Experience**

OR

B) Graduate Fresher / Ex Servicemen

Graduate in any discipline (minimum 3 years' duration) from any recognized University with ability to speak Hindi, English and conversant with local language.

The above vacancies will be filled first from those who have valid BCAS Basic AVSEC Certificates and the residual vacancies will be filled up from candidates who are Graduate / Ex Servicemen.

Reservations: SC/ST/OBC/EWS candidates will be as per Government guidelines.

Selected Candidates will be appointed on fixed term contract for a period of 05 (Five) years.

ELIGIBILITY CRITERIA AS ON THE DATE OF APPLICATION: 01.02.2023

UPPER AGE LIMIT:

For Experienced Regional Security Officer (RSO) - 40 Years

For Assistant Supervisor (AS) - 35 Years

(Upper age limit is relaxable by 5 Years for SC/ST & 3 Years for OBC Candidates)

Ex- Servicemen (will be given age relaxation as per rules).

C) PHYSICAL STANDARDS:

1. Height:

Female- Minimum 154.5 cms

Male- Minimum 163 cms

Relaxation of 2.5 cms for SC/ST candidates & those from North East states & hilly states} subject to domicile proof.

D) EMOLUMENTS / SALARY:

Selected Candidates would be paid all inclusive Remuneration for **RSO is Rs. 42,000/- and AS is Rs. 27,000/-** per month as per Company's policy, as per rules.

FIXED TERM EMPLOYMENT AGREEMENT:

Candidates would be required to execute Fixed Term Employment Agreement to serve the Company for a period of **05 years (five) which may be extended based on requirement of the company and performance of the candidates.**

(a)The FTEA will be renewable only on clearing BASIC AVSEC refresher Course in maximum number of three chances and subject to satisfactory performance.

(b)In case of fresh graduates/Ex-Servicemen, the contract will be prematurely terminated, if the candidate fails to qualify BASIC AVSEC Course in maximum number of 03 attempts.

The Contract would also be terminated earlier at the discretion of the Management during the validity of the contract, and/or in the event of unsatisfactory performance. The job is transferable to any station in India where AIESL has its MRO.

2. SELECTION PROCEDURE:-

Candidates who prima facie meet eligibility criteria will require appearing for skill test/Personality Assessment Test at the date, time and venue which will be notified through email. The selected candidates will have to bear the cost of pre-employment medical examination.

Post Applied for RSO/ASO

To,
Personnel Department,
AIESL- Headquarters,
2nd Floor, CRA Building,
Safdarjung Airport Complex, Aurobindo Marg,
New Delhi – 110 003.

The last date of receipt of application is 1700 hours on 01st March, 2023 on the above address. Applications received after the last date will not be entertained.

- i) **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 category 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 OBC's published by Government of India. Please also note that the validity of "Non - Creamy layer" Certificate should not be older than 06 (Six) months from the date of eligibility criteria."

- ii) Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel.
- iii) Shortlisted candidates will be informed on email and would be required to appear for Skill TEST / Personality Assessment Test on the given date and Venue.

TA.DA Reimbursement to ST / SC candidates

Candidates belonging to Scheduled Caste/Scheduled Tribe categories will be entitled for reimbursement of second class return rail/bus fare from the nearest railway station i.e. from the address given in the application to place of skill test on production of railway receipt/ticket, as per rules. Not applicable for those who are already in Govt./Semi-Govt./ Public Sector undertakings.

General Terms & Conditions

The Management reserves the right to modify/change in the above schedule/condition/requirement/ number of posts based on the actual need at a point of time in future.

The short listed candidates will be considered for engagement on the Fixed Term Employment Agreement, subject to their medical fitness prescribed for the post. The selected candidates may be posted in any station operated by AIESL.

Candidates will have to bear the cost of the Pre-Employment Medical examination(s)/ pre-employment formality. In case additional tests are required, the additional cost thereof will also have to be borne by the candidate.

At the time of appearing for Skill Test for the said post please ensure that you fulfill the academic qualifications and other laid down conditions AS ON THE DATE OF RECKONING ELIGIBILITY, i.e. 01.02.2023 as specifically mentioned in our Advertisement for the post. Please note that you will be allowed to appear in Selection only in case you fulfill the eligibility criteria and other laid down requirements as specified in the notification/ Advertisement.

COVID-19 GUIDELINES FOR INTERVIEW

In the present context of Covid-19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the interview and follow the guidelines as listed under:

- (a) All candidates should strictly follow the extant ICMR guidelines prior to attending for interview.
- (b) All candidates attending the Interview shall wear appropriate face masks properly covering their nose, mouth, chin etc. and carry personal hand sanitizer. The candidates shall remove the mask at gates for identification. **Those candidates without face masks shall not be permitted to attend the Skill Test/ Written Test/ Interview.** All candidates seeking entry into the venue have to stand in the queues at the Gates, entrances etc. so that social distancing as per norms can be ensured.
- (c) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.

- (d) Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the interview. They shall not be permitted for further process.
- (e) All candidates shall bring their own water bottles / other refreshments and avoid sharing of personal items.
- (f) All candidates shall bring their own stationery items and avoid sharing of such items.

For the Selection process, candidates may be required to stay back for a day or two at their own expenses, if required. No reimbursement shall be made in this regard by AIESL.

Candidates (Indian National only) are required to bring with them the following original certificate/ documents together with on e- copy of each:-

- I. A duly filled in Application Form in the prescribed format which is given in the advertisement and a recent passport size photograph pasted in the space provided in the Application Form.
- II. Matriculation (10th class) certificate in support of date of birth.
- III. Graduation Mark sheet & Degree
- IV. Valid BCAS Basic AVSEC(12 days' new pattern certificate)
- V. Valid BCAS Certified XBIS Screener Certificate
- VI. NCC 'B/C" Certificate
- VII. SC/ST Certificate in case of SC /ST Candidates
- VIII. OBC Certificate in the prescribed Performa for Central Govt. Employment issued by the competent authority.
- IX. Two (2) recent colored passport size photographs.
- X. One set of photocopies together with original certificates supporting testimonials for date of birth, caste, qualification, experience etc will be required at the time of verification of documents.
- XI. A Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand Only) in favour of **"AI Engineering Services Limited"**, payable at New Delhi. (Not Applicable to SC/ST Candidates)
- XII. Medical Certificate from the Registered Medical Practitioner, indicating actual height in cms and weight in kgs. Must be submitted as per the format attached.

List of Documents (copies) to be attached with the Application:

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification only)

- i) Demand Draft, where applicable
- ii) 10th Std/Matriculation mark-sheet & passing certificate
- iii) 12th Std/Pre-Degree mark-sheet & Passing certificate
- iv) Graduation certificate and Marks Sheet or Provisional Degree Certificate
- v) BCAS Basic AVSEC (12days new pattern certificate)
- vi) Certification mention in Preferable Qualifications

- vii) NCC 'B / C' Certificate
- viii) Valid BCAS Certified XBIS Screener Certificate
- ix) Doctor's certificate (in original) for Height and Weight
- x) Caste certificate in case of SC/ST/OBC candidates
- xi) Discharge certificate in case of Ex-Servicemen
- xii) Experience certificate
- xiii) Nationality/Domicile certificate
- xiv) No criminal background

*** In addition to above vacancies, a panel will also be formed for future requirement.**

**** Can be transferred to any other location within India due Operational requirement.**

***** Vacancies may be changed as per discretion of the management.**

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FORMAT OF APPLICATION

POST APPLIED For:
Regional Security Officer or Assistant Supervisor (_____)

I. a/ Name: _____

b/ Father's Name: _____

c/ Address: _____

Paste a recent
Passport size
photograph

Please do not staple)

Pin Code: _____

d/ Contact Details:

i) Telephone Nos.: _____

ii) Mobile No.: _____

iii) E-mail id: _____

e/ Date of Birth: _____

f/ Age (As on 01.02.2023) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:

(Please TICK) **GEN** **SC** **ST** **OBC** **EWS**

(In case of OBC, candidates would be required to produce OBC certificate in the prescribed proforma issued by the appropriate authority for Central Government employment)

Bank Draft No. _____ & Date: _____

Drawn on: _____

(Not applicable in case of ST /SC Candidates)

III. Height _____ cms Weight _____ kg

IV. Education Qualifications:(Matriculation/SSC onwards)

| Examination Passed (specify Degree e.g. BA/BSC/B.Com etc./Diploma course | Name Of the University /Institution/ Board | Month & year Of passing | Duration / Subjects | Percentage of marks (class/division) |
|--|--|-------------------------|---------------------|---------------------------------------|
| 10 th | | | | |
| 12 th | | | | |
| Graduation | | | | |
| Any Other (specify) | | | | |

V. Details of other Certificates for Experience Staff in AVSEC

| Certificate Passed | Date of getting certification | Validity | |
|--|-------------------------------|----------|----|
| | | From | To |
| BCAS Basic AVSEC (12 days new pattern) | | | |
| Screener X-Ray Certificate (Valid) | | | |
| AVSEC Refresher | | | |

VI. Preferable Qualifications

| Certificate Passed |
|----------------------------------|
| Non-AVSEC / N.C.C |
| Proficiency in Fire Fighting |
| Knowledge of Industrial Security |
| Knowledge of disaster management |
| Ex Serviceman |
| course in Computers(Basic) |

Fluency in languages: Mark 'X' in an appropriate column.

| Language * | Read | Speak | Write | Remarks |
|-----------------|------|-------|-------|---------|
| English | | | | |
| Hindi | | | | |
| Local (specify) | | | | |
| Other (specify) | | | | |

*Indicate whether any Certificate/Language Course done and the duration of the course, along with a copy of such certificate.

VII. Details of previous employment:

| Organization | Designation | Period | | Salary Drawn | Reasons for leaving |
|--------------|-------------|--------|----|--------------|---------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Additional Information:-

i) _____

ii) _____

Any other information:

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

Date:

SIGNATURE OF CANDIDATE

TO WHOMSOEVER IT MAY CONCERN

Date: _____

I, Dr. _____, have clinically examined
Mr. /Ms. _____ Age (year) _____ Date of Birth _____ and certify
that his/her height and weight as follows:

Heights: _____ cms Weight: _____ kgs

Signature of the Doctor

Name of the Doctor

Registration No.:

Stamp

OBC FORMAT

Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that.....Son/ Daughter
of.....Village.....

District/Division.....inthe.....

State Belong to.....Community which is recognized as a
Backward Class under the Government of India, Ministry of Welfare.

ResolutionNo.12011/68/93- BCC(C), dated 10th September1993 published in the Gazette of
India Extra - Ordinary

Part I, Section I, dated 13th September1993. Shri.....and/or his
family ordinarily reside(s) in
the.....

District / Division of the State.

This is also to certify that he/she doesn't belong to the person/sections (Creamy Layer)
mentioned in colu mn 3 of the Schedule to the Government of India, Department of Personnel
and Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93.

Seal

District Magistrate Deputy Commissioner etc.

N.B. (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the
Representation of the Peoples Act, 1950.

(b) Where, the certificates are issued by Gazetted Officers of the union Government or State
Governments, they should be in the same form but countersigned by the District . Magistrate of
Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District
Magistrate/Deputy Commissioner are not sufficient).

Seal

Dated : _____

NOTE:

a) The term 'Ordinarily' used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner /
Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate /
Sub- Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant
Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency
Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
- (v) Caste Certificate issued from Maharashtra State must be validated by social
welfare Department of Maharashtra Government.
