*NOTE :   Recruitment in Air India Limited is **FREE** and is done only after the vacancies are advertised. However, as mentioned in the Advertisement, an Application Fee in the form of a Demand Draft, drawn in favour of the Company, is required from the Applicant.*

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REQUIREMENT - FLIGHT SAFETY, QUALITY MANAGEMENT SYSTEMS, EMERGENCY RESPONSE PLANNING, SAFETY MANAGEMENT, ENVIRONMENT MANAGEMENT & DOCUMENT MANAGEMENT
(ON FIXED-TERM ENGAGEMENT)

Applications are invited from Indian Nationals, fulfilling the Eligibility Criteria for filling up the following posts on all-India basis, on fixed-term contract, for an initial period of five years, which would be extendable subject to satisfactory performance and Company requirement, up to the maximum age of 65 years, whichever is earlier.

Standby Panels will also be formed for filling up of posts against the candidates who do not join / leave the Company or for future requirements, during the validity of the Panel, which is one year.

Eligibility Criteria: As on AUGUST 01, 2016.

A) DETAILS OF POSTS:

1. FLIGHT SAFETY DEPARTMENT

	Name of Post	No. of posts at Location	
1.1.		MUMBAI	DELHI
	CONSULTANT (LICENCE) – FS *(PILOT)*	01	01

Job Requirement:
The job functions would involve all flight safety related work pertaining to accident / incident investigation, DFDR & FOQA, CVR Monitoring, Safety Assurance, Trend Analysis, Safety Inspections & Spot Checks, Safety Data Management as per DGCA and IOSA requirements as well as ensuring continuous improvement to the overall level of safety.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Minimum : Std. 10+2

Technical Qualification: Licensed Pilot (Need not be current)

Experience:
More than 20 years' experience in an airline.
Note: Candidates having lesser experience may also apply. However, their monthly remuneration will be fixed accordingly #.

Desirable:
- Has undergone formal training in accident / incident investigation / SMS, with experience in DFDR & FOQA, CVR Monitoring, Safety Assurance, Trend Analysis, Safety Inspections & Spot Checks, Safety Data Management.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Good knowledge of airline organization and interactions of various components of the Aviation Organization.
- Writing aviation process manuals and SOPs.

Monthly Remuneration: From `.1,75,000/- to `.2,00,000/- Approx.

# Level	Experience
Level 4	20 years and above
Level 3	10 years and above up to 20 years
Level 2	05 years and above up to 10 years
Level 1	01 year and above up to 05 years

1.2.	Name of Post	No. of posts at Location	
		MUMBAI	DELHI
	CONSULTANT- FS	03	03

Job Requirement :
The job functions would involve all flight safety related work pertaining to accident / incident investigation, DFDR & FOQA, CVR Monitoring, Safety Assurance, Trend Analysis, Safety Inspections & Spot Checks, Safety Data Management as per DGCA and IOSA requirements as well as ensuring continuous improvement to the overall level of safety.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Minimum : Std. 10+2.

Technical Qualification: Technical Officer (Operations / Engineering Stream) including Auditor.

Experience:
Experience of more than 20 years in an Airline / Aviation Organisation / IAF.
Note: Candidates having lesser experience may also apply. However, their monthly remuneration will be fixed accordingly #.

Desirable:
- Has undergone formal training in accident / incident investigation / SMS with experience in DFDR & FOQA, CVR Monitoring, Safety Assurance, Trend Analysis, Safety Inspections & Spot Checks, Safety Data Management.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Good knowledge of airline organization and interactions of various components of the Aviation Organization.
- Writing aviation process manuals and SOPs.

Monthly Remuneration: From `.1,25,000/- to `.1,50,000/- Approx.

# Level	Experience
Level 4	20 years and above
Level 3	10 years and above up to 20 years
Level 2	05 years and above up to 10 years
Level 1	01 year and above up to 05 years

2. QUALITY MANAGEMENT SYSTEM

	Name of Post	No. of post at location
2.1.		MUMBAI
	CONSULTANT (*AUDITOR*)	09

Job Requirement:
The job functions would involve conducting internal audits of Air India Departments, outsourced Service Providers and association with external audits like IOSA, ISAGO, audits by DGCA and also conducting benchmarking surveys of Air India services & carrying out all QMS related activities.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Graduate in any discipline.

Technical Qualification:
Certified Auditor in any of the following areas : Safety / QMS / Quality Assurance / Quality Control etc. - and having worked in any of the disciplines such as Pilot / Engineer / Flight Engineer / Navigator / Flight Despatcher / Airline Instructor Cabin Crew Member / Load Control or Weight & Balance Specialist / Cargo and / or dangerous goods specialist; Aviation Security Specialist; Ground Handling / Commercial / Airport Operational Areas.

Experience:
Professional experience in airlines / Aviation Organisation / IAF / Indian Navy with auditing experience in at least one of the following areas:
a) Quality Management / Aviation Safety / LOSA / Human Factors and Threat & Error Management / SMS / Risk Management.
b) Conducting audits in operational areas of the Organisation and involvement with regulatory DGCA Audits / IOSA / ISAGO / FAA / EASA / ISO Audit.

Note: Remuneration will be commensurate with Experience #.

Desirable:
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Good knowledge of airline organization and interactions of various components of the Aviation Organization.
- Writing aviation process manuals and SOPs.

Monthly Remuneration: From `.40,000/- to `.1,50,000/- Approx.

# Level	Experience	Monthly Salary approx. `
Level 4	20 years and above	125,000/- to 150,000/-
Level 3	10 years and above up to 20 years	100,000/- to 125,000/-
Level 2	05 years and above up to 10 years	75,000/- to 100,000/-
Level 1	01 year and above up to 05 years	40,000/- to 75,000/-

2.2.	Name of Post	No. of post at location
		MUMBAI
	QMS OFFICER	06

Job Requirement:
The job functions would involve carrying out day to day functions to support QMS, assisting the auditors in conducting internal audits of Air India Departments and also conducting benchmarking surveys of Air India services as well as any other functions assigned by the Management from time to time.

Age:
As on 01st August 2016

Category		Upper Age Limit
For General	:	35 Years
For OBC	:	38 Years
For SC / ST	:	40 Years

Educational Qualification: Graduate in any discipline from a recognized University.

Experience:
Minimum 01 year of working experience in Quality Assurance / Quality Control / QMS Department of any organization.

Desirable:
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Experience in an Airline / Aviation Organisation.

**Monthly Remuneration: `.30,000/- Approx.** (Increment @ `.1000/- pa)

3. EMERGENCY RESPONSE PLANNING

3.1.	Name of Post	No. of post and location			
		MUMBAI	DELHI	KOLKATA	CHENNAI
	EMERGENCY RESPONSE OFFICER	06	05	01	01

Job Requirement:
The job functions would involve carrying out day to day functions to support Corporate Emergency Response Plan for the central management and coordination of all activities whenever it is necessary to respond to a major aircraft accident or other operational event as well as imparting training.

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Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Graduate in any discipline from a recognized university.

Experience:
Minimum 05 years in an Airline in any Department including minimum 01 year experience in any of the following areas:-
Emergency Response in coordination with various departments in functional Emergency Response / actual Accident emergency response / mock drills / special assistance volunteers / Disaster Manager / IOCC / HCC / Coordination Cell / Administrative coordination.
Note: Candidates having lesser experience may also apply. However, their monthly remuneration will be fixed accordingly #.

Desirable:
- Good organizational capability
- Training in Human Factors / Soft Skills.
- Knowledge of different languages.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.

Monthly Remuneration: From `.40,000/- to `.75,000/- Approx.

Level	Experience	Monthly Salary approx. `
Level 4	20 years and above	66,250/- to 75,000/-
Level 3	10 years and above up to 20 years	57,500/- to 66,250/-
Level 2	05 years and above up to 10 years	48,750/- to 57,500/-
Level 1	01 year and above up to 05 years	40,000/- to 48,750/-

4. SAFETY MANAGEMENT SYSTEM

4.1.	Name of Post	No. of post and location	
		MUMBAI	DELHI
	CONSULTANT- SMS	03	02

Job Requirement:
The job functions would involve all safety related work pertaining to identifying safety hazards; safety data management, safety communication, carrying out safety risk assessment, ensuring remedial actions are taken to maintain an acceptable level of safety (ALoS), providing continuous monitoring and regular assessment of the safety levels as per DGCA and IOSA requirements as well as ensuring continuous improvement to the overall level of safety.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Graduate in any discipline from a recognized university.

Experience:
Minimum 01 year Experience in airlines / Aviation Organisation / IAF / Indian Navy with specific experience in Safety Management System / Flight Safety / Safety Work etc. and having worked in any of the disciplines such as Pilot / Engineer / Flight Engineer / Navigator / Flight Despatcher

/ Airline Instructor.

Desirable:
- Formal training in Safety Management System and Operational Risk Management System.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Good knowledge of airline organization and interactions of various components of the Aviation Organization.
- Writing aviation process manuals and SOPs.

Monthly Remuneration: From `.40,000/- to `.1,50,000/- Approx.

Level	Experience	Monthly Salary approx. `
Level 4	20 years and above	125,000/- to 150,000/-
Level 3	10 years and above up to 20 years	100,000/- to 125,000/-
Level 2	05 years and above up to 10 years	75,000/- to 100,000/-
Level 1	01 year and above up to 05 years	40,000/- to 75,000/-

4.2.	Name of Post	No. of post and location				
		MUMBAI	DELHI	KOLKATA	CHENNAI	HYDERABAD
	SMS OFFICER	06	05	03	03	03

Job Requirement:
The job functions would involve all safety related work pertaining to identifying safety hazards; safety data management, safety communication, carrying out safety risk assessment, ensuring remedial actions are taken to maintain an acceptable level of safety (ALoS), providing continuous monitoring and regular assessment of the safety levels as per DGCA and IOSA requirements as well as ensuring continuous improvement to the overall level of safety.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification: Graduate in any discipline from a recognized university.

Experience:
Minimum 01 year Experience in Airlines / Aviation Organisation / IAF / Indian Navy with experience in any of the disciplines such as Cabin Crew Member / Load Control or Weight & Balance Specialist / Cargo and / or dangerous goods specialist; Aviation Security Specialist; Ground Handling / Commercial / Airport Operational Areas.

Desirable:
- Formal training in Safety Management System and Operational Risk Management System.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.
- Good knowledge of airline organization and interactions of various components of the Aviation Organization.
- Writing aviation process manuals and SOPs.

Monthly Remuneration: From `.30,000/- to `.1,00,000/- Approx.

Level	Experience	Monthly Salary approx. `
Level 4	20 years and above	75,000/- to 100,000/-
Level 3	10 years and above up to 20 years	50,000/- to 75,000/-
Level 2	05 years and above up to 10 years	40,000/- to 50,000/-
Level 1	01 year and above up to 05 years	30,000/- to 40,000/-

5. ENVIRONMENT MANAGEMENT SYSTEM

5.1.	Name of Post	No. of post and location
		MUMBAI
	EMS OFFICER	04

Job Requirement:
The job functions would involve all Environmental activities to protect and preserve the environment, compiling data for Flights, carrying out Quarterly review of emissions data and processes, monitoring action taken to rectify the review findings, preparing emissions reports, constant liaison with the Verifier, EU Regulator i.e. the Environment Agency of the UK, the EU Registry for surrender of Carbon Allowances, replying to Verifier and Regulator queries and ensuring compliances under the EU Emissions Trading Scheme, to develop an annual emissions management report on Carbon Footprint and submit it to the DGCA, etc.

Age:
Candidate should not be more than 62 years of age as on 01st August 2016.

Educational Qualification:
Post-Graduate Degree or Two Years' Post-Graduate Diploma in Environment Science or Environment Engineering from a University recognized by UGC or AICTE

Experience:
Minimum of 05 years' experience in Environment Management Systems, having experience in at least one of the following with regard to implementation of
- ISO 14001
- Energy Audits
- Sustainability Reporting
- Environment laws and Regulation
- UNFCC and Climate Change
- Carbon Emissions Monitoring, Reporting and Carbon Trading
- Fuel Management
- Aviation Bio-fuels
- Implemented Environment and Sustainability Projects both within the Organization and with NGO's in the areas of
  1) Solar Power
  2) Renewable Energy
  3) Waste Management
  4) Water Harvesting

Note: Candidates having lesser experience may also apply. However, their monthly remuneration will be fixed accordingly #.

Desirable:
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.

Monthly Remuneration: From `.40,000/- to `.75,000/- Approx.

Level	Experience	Monthly Salary approx.
Level 4	20 years and above	66,250/- to 75,000/-
Level 3	10 years and above up to 20 years	57,500/- to 66,250/-
Level 2	05 years and above up to 10 years	48,750/- to 57,500/-
Level 1	01 year and above up to 05 years	40,000/- to 48,750/-

5.2.	Name of Post	No. of post and location
	ENVIRONMENT MANAGEMENT SYSTEM IT OFFICER	MUMBAI
5.2.1.	**EMS IT OFFICER LEVEL I**	01

Job Requirement:
The job functions would involve all Environmental activities to protect and preserve the environment, compiling data for Flights, carrying out Quarterly review of emissions data and processes, monitoring action taken to rectify the review findings, preparing emissions reports, constant liaison with the Verifier, EU Regulator i.e. the Environment Agency of the UK, the EU Registry for surrender of Carbon Allowances, replying to Verifier and Regulator queries and ensuring compliances under the EU Emissions Trading Scheme, to develop an annual emissions management report on Carbon Footprint and submit it to the DGCA, etc.

Age:
As on 01st August 2016

Category		Upper Age Limit
For General	:	35 Years
For OBC	:	38 Years
For SC / ST	:	40 Years

Educational Qualification: BSC (IT) / MSC (IT) / BCA / MCA from a recognized university and possessing high analytical skills.

Technical Qualification: Diploma / Degree from reputed Software Training Institute.

Experience:
Minimum 02 years working experience in Application Development in any IT Organisation.

Desirable:
- NET technologies JQuery, JavaScript, MS SQL Server, RDBMS Oracle 11g MS BI tools, SSRS, SSIS & Crystal Reports.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel-VBA, Power Point, Access).

Monthly Remuneration: From `.40,000/- to `.75,000/- Approx.

5.2.	Name of Post	No. of post and location
	ENVIRONMENT MANAGEMENT SYSTEM IT OFFICER	MUMBAI
5.2.2.	**EMS IT OFFICER LEVEL I (B1)**	02

Job Requirement:
The job functions would involve all Environmental activities to protect and preserve the environment, compiling data for Flights, carrying out Quarterly review of emissions data and processes, monitoring action taken to rectify the review findings, preparing emissions reports, constant liaison with the Verifier, EU Regulator i.e. the Environment Agency of the UK, the EU Registry for surrender of Carbon Allowances, replying to Verifier and Regulator queries and ensuring compliances under the EU Emissions Trading Scheme, to develop an annual emissions management report on Carbon Footprint and submit it to the DGCA, etc.

Age:
As on 01st August 2016

Category		Upper Age Limit
For General	:	35 Years
For OBC	:	38 Years
For SC / ST	:	40 Years

Educational Qualification: BSC (IT) / MSC (IT) / BCA / MCA from a recognized university and possessing high analytical skills.

Technical Qualification: Diploma / Degree from reputed Software Training Institute.

Experience:
Minimum 02 years working experience in BI Development in any IT Organisation.

Desirable:
- MS BI Tools & Data Warehousing, ETL tools, SSIS, SSRS and SSAS and RDBMS systems like SQL Servers. OLAP cubes, star and snowflake schemas, multi-dimensional modeling, Transact-SQL, SQL programming and scripting.

Monthly Remuneration: From `.40,000/- to `.75,000/- Approx.

5.2.	Name of Post	No. of post and location
	ENVIRONMENT MANAGEMENT SYSTEM IT OFFICER	MUMBAI
5.2.3.	EMS IT OFFICER LEVEL II	01

Job Requirement:
The job functions would involve all Environmental activities to protect and preserve the environment, compiling data for Flights, carrying out Quarterly review of emissions data and processes, monitoring action taken to rectify the review findings, preparing emissions reports, constant liaison with the Verifier, EU Regulator i.e. the Environment Agency of the UK, the EU Registry for surrender of Carbon Allowances, replying to Verifier and Regulator queries and ensuring compliances under the EU Emissions Trading Scheme, to develop an annual emissions

management report on Carbon Footprint and submit it to the DGCA, etc.

Age:
As on 01ˢᵗ August 2016

Category		Upper Age Limit
For General	:	35 Years
For OBC	:	38 Years
For SC / ST	:	40 Years

Educational Qualification: Graduate in any discipline from a recognized university.

Technical Qualification: Diploma / Degree from reputed Software Training Institute.

Experience:
Minimum 01 year of working experience in any IT Organisation.

Desirable:
- Proficient in Microsoft Office Suite (Word, Outlook, Excel-VBA, Power Point and Access) Database: MS SQL Server, RDBMS Oracle 11g.

**Monthly Remuneration: `.30,000/- Approx.** (Increment @ `.1000/- pa)

6. DOCUMENT MANAGEMENT SYSTEM

	Name of Post	No. of post and location
6.1.		MUMBAI
	DMS OFFICER	05

Job Requirement:
The job functions would involve carrying out day to day functions of Document Management System, creating repository, managing IT software and hardware, data management, etc.

Age:
As on 01ˢᵗ August 2016

Category		Upper Age Limit
For General	:	35 Years
For OBC	:	38 Years
For SC / ST	:	40 Years

Educational Qualification: BSC (IT) / MSC (IT) / BCA / MCA from a recognized university

Experience:
Minimum 01 year of working experience in Document Management System in any Organization with experience in Database Programming and Management

Desirable:
- Preference will be given to those involved with IT & DMS in any organization.
- Possessing high analytical skills.
- Ability to use MS Office and other computer applications.
- Sound professional knowledge and analytical ability.
- Good written and oral communication skills.

- Experience in an Airline / Aviation Organisation.

Monthly Remuneration: From `.30,000/- to `.50,000/- Approx.

B) HOW TO APPLY :

i.   Candidates 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 and a **Demand Draft of `.1000/- (Rupees One Thousand Only) (not applicable for SC / ST and Ex-SM candidates)** in favour of **Air India Limited payable at Mumbai**, so as to reach the following address, on or before **24th August 2016.**

Address
General Manager-Personnel,
Air India Limited: Western Region,
Recruitment Section, 3rd Floor, Canteen Annexe Bldg.,
Old Airport, Kalina, Santa Cruz East, Mumbai 400029

ii. Candidates will also be required to attach photocopies of testimonials **duly self-attested** along with the Application Form in support of their:
1.   Date of Birth
2.   Educational / Technical Qualification
3.   Experience
4.   One set of photocopies of relevant Licences / Certificates, wherever applicable
5.   **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 and the validity of "Non-Creamy layer" Certificate should not be older than 06 months from the date of eligibility criteria.

iii. The envelope must be superscribed "APPLICATION FOR THE POST OF: …(**Post / Location** applied for)……………".

iv. **Candidates will have to apply for "ONE LOCATION ONLY". Applications of candidates who apply for more than one location shall not be considered.**

v.   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 will not be responsible for any postal delay / loss of any documents during transit. **Incomplete applications are liable to be rejected**.

C) SELECTION PROCESS :

After scrutiny of applications, candidates who fulfill the eligibility criteria will be required to appear for an Interview, which will be held at Delhi / Mumbai / Kolkata / Chennai or any other place as decided by Air India Limited. Candidates who qualify in the Interview will be placed on the Panel as per merit on the basis of marks obtained by them in the said Interview. Such selected candidates will have to undergo Pre-Employment Medical Examination, for which they will have to bear the cost including any additional tests, if required.

D) OTHER BENEFITS :

i. The posts also carry other benefits such as Leave and Air Passages as decided by the Company. Provident Fund and Gratuity (wherever applicable) will be payable as per rules.

E) GENERAL :

i. Reservation in posts and relaxation for SC/ST/OBC Candidates will be as per Government of India Rules.

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

iii. Retired Employees of Air India and its subsidiaries will not be considered in this advertisement but may be considered as per prevailing Company policy for engagement of such personnel.

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

v. Please note that the Fixed Term Engagement on contract will only be upto the age of 65 years. (For example, if any candidate of 62 yrs of age will apply for the post and gets selected, his Fixed Term Engagement will be for a period of 03 years only).

vi. Canvassing in any form will disqualify the candidates.

vii. At any stage of the selection process, in case it is detected that the particulars provided by the candidate in the Application Form or testimonials supplied are found to be incorrect / false or the candidate does not meet with any of the Eligibility Criteria prescribed for the post, or has suppressed any material fact(s), his / her application shall be treated as **NOT ELIGIBLE** and his/ her candidature will stand rejected**, without giving any reasons thereof.**

viii. During the course or after completion or during the extended term(s) of Fixed-term contractual engagement, the candidate will not claim for permanent absorption in the Company.

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