

AI ENGINEERING SERVICES LIMITED
(A Wholly Owned Subsidiary of AI Assets Holding Limited)



Ref. No.: AIESL/HR-HQ/2024/4779

Dated: 04th Sept' 2024

**Sub: Advertisement for the Post of Regional Security Officer (RSO)
and Assistant Supervisor (Security)**

AIESL is a fully owned subsidiary of AI Assets 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 Aircraft and its components. AIESL provides its maintenance services to the prime customers like Air India (now a private business entity), and other Indian Airlines. 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. AIESL employs around 5000 skilled workers including Aircraft Maintenance Engineers and Aircraft Technicians.

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

The engagement will be as given hereunder through Written Test/ Interaction from the open market on "Fixed Term Employment basis" (FTE)" and also to form a Wait-List for future requirements. The selected candidates will be posted in various stations of AIESL, depending upon the requirement of AIESL. Selection and empanelment does not guarantee that the candidate will be appointed immediately. Release of candidates from the panel would depend upon the requirement of AIESL and decision taken by the company in this regard. Management reserves all rights to take any decision in regard to conduct of this exercise.

1. NO. OF VACANCIES

S.NO.	POST	NO. OF VACANCIES	PLACE OF VACANCY	CONSOLIDATED MONTHLY SALARY
1	REGIONAL SECURITY OFFICER	1	DELHI	Rs. 47,625/-
		1	HYDERABAD	
		1	THIRUVANANTHAPURAM	
2	ASSISTANT SUPERVISOR (SECURITY)	20	DELHI	Rs. 27,940/-
		13	MUMBAI	
		12	NAGPUR	
		11	KOLKATA	
		10	THIRUVANANTHAPURAM	
		5	HYDERABAD	
		2	CHENNAI	
	TOTAL	76		



2. DISTRIBUTION OF VACANCIES:

- i. Reservation applicable to SC, ST, OBC, EWS etc. will be as per Govt. Rules.
- ii. Reservation applicable for Ex Serviceman candidates as per Govt. Rules.
- iii. No reservation is applicable for this post under the Persons with Disabilities Act, 1995.

3. ELIGIBILITY CRITERIA AS ON 01.09.2024:

A)

REGIONAL SECURITY OFFICER:-

Educational Qualifications:

Experienced Candidates with valid BCAS Basic AVSEC (13 Day's 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 with *minimum 03 month's validity as on 01.11.2024*.

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
7. NCC "B/C" Certificate.

Only For RSO:

1. Administrative Functions
2. AEP guidelines 2022.
3. Report Writing
4. Must have 5 Years of Security Supervisory Experience.

Selection Procedure: Candidates who prima facie meets eligibility criteria will require to appear for Written Test followed by Personal Interaction. The selected candidates will have to bear the cost of pre-employment medical examination.

B.)

I. ASSISTANT SUPERVISOR (SECURITY):

Experienced Candidates with valid BCAS Basic AVSEC (13 day's 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 with *minimum 03 month's validity as on 01.11.2024*.

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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 Assistant Supervisor (Security):

1. Must have 01 Year of Security Supervisory Experience

OR

II. ASSISTANT SUPERVISOR (SECURITY):

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 AVSECCertificates 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: 01.09.2024

UPPER AGE LIMIT:

For Experienced Regional Security Officer (RSO) - 40 YearsFor 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:

i. **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.

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4. **EMOLUMENTS :**

Selected Candidates would be paid all inclusive emoluments for **Regional Security Officer is Rs. 47,625/- and Assistant Supervisor is Rs. 27,940/-** per month as per Company's policy, as per rules. Those who qualifies the BCAS Basic AVSEC Course will be paid additional Rs. 2,000/- AVSEC allowance per month from the date of qualifying the course till the validity of the Certificate.

5. **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.

6. **SELECTION PROCEDURE**

Candidates who wish to apply are advised to print the Application Format attached below, and send the duly filled self-attested application along with self-attested photocopies of educational documents through Post/ Speed post/ Courier at following address in an envelope that must be super scribed with '**Application for the post of Regional Security Officer OR Assistant Supervisor (Security)**'.

Candidates are also advised to submit their details via the Google Forms link provided in AIESL website.

NOTE: Incomplete or non- receipt of physical application form, the candidature shall not be considered even though the Google form is filled-up.

Post Applied for Regional Security Officer OR Assistant Supervisor (Security)

To,

Chief Human Resources Officer,
AI Engineering Services Limited
Personnel Department,
2nd Floor, CRA Building,
Safdarjung Airport Complex,
Aurobindo Marg, New Delhi – 110003

The last date of receipt of application is 17:00 hours on 24th September' 2024 on the above address. Applications received after the last date will not be entertained.

Applicants serving in Government/ Semi-Government/ Public Sector Undertakings/Autonomous Bodies /Institutions funded by government should apply through

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proper channel and also submit No- Objection Certificate from their current employer prior to written test and interaction. Otherwise, candidature will not be considered for the post. Therefore, candidates are required to obtain the same before applying. Further, it is mandatory to produce the Original NOC during Document Verification at the time of joining.

Applicants, who meet the aforementioned qualifications as of 01.09.2024, are required to appear for the Written Test followed by personal interaction which will be communicated through the Email ID provided by them.

7. PRE - EMPLOYMENT MEDICAL TEST FOR THE SELECTED CANDIDATES:

Selected candidates will be required to undergo medical test as per the advice by the Company's Medical Officer. The shortlisted candidates will be inducted as per vacancies being decided to be filled in by the management subject to being found FIT in the Pre-Employment Medical Examination.

8. INDEMNITY BOND:

Candidates selected for the post of Assistant. Supervisor (Security) shall be required to execute the indemnity bond of Rs. 1.5 Lakh for a period of 03 years before being nominated for the Basic AVSEC Course conducted by BCAS and it will be valid from the date of passing of Basic AVSEC Course.

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."
- Applicants serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel.
- Shortlisted candidates will be informed on email and would be required to appear for Written Test/ Interaction 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.

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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 Written 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. 01.09.2024 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.

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(13 days' new pattern certificate with minimum validity of 03 months as on 01.11.2024)
- 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 in Original to be attached with application
- 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 (13 days' new pattern certificate with minimum 3 months validity as on 01.11.2024)
- 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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APPLICATION FORMAT

POSITION APPLIED FOR

(Tick the post applied for): Regional Security Officer ☐
: Assistant Supervisor (Security) ☐

(In case applying for both the post separate application needs to be filled)

Paste recent Passport
Size colored
Photo
& Signed Across

1. Choice of Place of Written Test & Interaction Location: _____
2. Choice of Place of Posting
1st Preference: _____
2nd Preference: _____
3rd Preference: _____
3. Full Name (in Block Letters): _____
First Middle Last
a) Father' s Name _____
4. Date of Birth (DD/MM/YYYY): _____/_____/_____
5. Age As on 01/09/2024: Years _____Months _____Days_____
6. Place and State of Birth: _____
7. Mailing Address: _____

Pincode: _____
a) Telephone No.(Residence with STDCode): _____
b) Mobile:_____ c) Email _____
8. Gender (please tick whichever applicable) : _____ MALE / FEMALE
9. Height _____cms and Weight_____kgs
10. Marital Status: Mark "X" in appropriate Box.

Unmarried	Married	Divorce	Widow(er)	Separated

11.

10a) Nationality:	10b) Religion:
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12. 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.

13. a) Whether EWS/SC/ST/OBC/OTHERS: (Also mention sub-caste):

Sub-Caste	SC	ST	OBC	OTHERS	EWS

(Indicate category to which you belong by marking "X" in the appropriate box and also mention **sub-caste**)

If SC/ST — attach copy of the caste certificate as per Central Govt. Format.

If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

If EWS, recent Income and Asset Certificate issued by a Competent Authority (Not below the rank of Thasildar) in the format prescribed by Government of India for EWS candidates.

b) **Whether Ex-Servicemen** : YES / NO

(If yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents.)

Whether working in any Govt./Semi-Govt. / Public Sector Undertaking or autonomous body.

(If "YES" enclose "No Objection Certificate") YES / NO

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14. EDUCATIONAL QUALIFICATIONS: (MATRICULATION / SSC ONWARDS)

Examination(s) passed	(Specify Degree /Diploma/ Course/ Subjects)	Name of the University / Institution	Date, Month and year of passing (dd/mm/yyyy)	Duration (in Years)	Percentage of Marks
10th (SSC)					
12th (HSC or pre-degree)					
Graduation					
Additional Qualifications					

Candidates must carry all original testimonials along with a set of self-certified photo copy of academic qualifications.

15. Details of other Certificates for Experience Staff in AVSEC:

CERTIFICATE PASSED	DATE OF GETTING CERTIFICATION (in dd/mm/yy)	VALIDITY	
		FROM	TO
BCAS Basic AVSEC (13 days new pattern)			
Screener, X-Ray Certificate (Valid)			
AVSEC Refresher			

16. Preferable Qualifications

Certificate Passed	Mark "X" in an appropriate column
Non-AVSEC / N.C.C	
Proficiency in Fire Fighting	
Knowledge of Industrial Security	
Knowledge of disaster management	
Ex Serviceman	
Course in Computers(Basic)	

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17. Details of related **Work Experience:** (Period / Capacity / Salary):

(Attach separate Sheet if required)

NAME OF THE COMPANY	PERIOD OF EMPLOYMENT (SPECIFY DURATION) (dd/mm/yy to dd/mm/yy)	POSITION HELD	NATURE OF JOB	SALARY DRAWN

18. Particulars of Demand Draft (in favour of **AI Engineering Services Ltd.** Payable at New Delhi):

Name & Address of the issuing bank and branch.	Date of issue	Demand Draft No.	Amount

19. Do you have any relative working in AI Engineering Services Ltd. / AI Airport Services Ltd. / Hotel Corporation of India Ltd./ Airline Allied Services Ltd. (AASL). If yes, furnish the details as follows:

NAME	DESIGNATION	COMPANY	RELATIONSHIP

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20. (a) Whether any penalty/punishment was awarded to the applicant during the last 05 years.

If yes, the details thereof

i) Civil / Criminal

ii) Departmental Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes.

If yes, the details thereof.

i) Civil / Criminal

ii) Departmental Inquiry

Yes	No
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21. **DECLARATION:**

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated at any time without giving any notice or reason therefor.

Place:

Date:

(Signature of the Applicant)

Copies of following documents must be attached with the application

(Please also bring all ORIGINALS for verification along with self-attested photo copies at the time of Interview)

1	Application Fee, wherever applicable	
2	Two additional recent passport-size photographs	
3	School leaving Certificate as proof of age	
4	Caste Certificate in case of SC/ST/OBC/EWS	
5	Matriculation Mark-sheet and SSC Passing Certificate	
6	Degree Mark-sheet and Passing Certificate (with copies of Mark-sheets of all Semesters), as applicable	
7	All Other Mark-sheets / Certificates	
8	Discharge Certificate in case of Ex-Serviceman	
9	Experience Certificate(s) (if any)	
10	Applicants working in Government/ Semi-Government/ Public Sector Undertakings or autonomous bodies, to submit NOC from their organization.	

Non –submission of the documents will result into disqualification.

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(Eligible SC/ST candidates to get this form filled at the time of Written Test / Interaction)

Sub: Reimbursement of Fare to eligible SC/ST Candidates- for Written Test / Interaction for the post of RSO & AS (Security)

Eligible SC/ST candidates, if not employed in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body, and residing more than 80 kms away from the test center are eligible to get reimbursement of 2nd class to & fro rail/bus fare by the shortest route on production of **photocopy of fare, caste certificate, cheque leaf of bank account**. Such SC/ST candidates may fill in this form beforehand and attach copy of fare, caste certificate, cheque leaf. The candidate should attach this form with their application in the prescribed format to effect payment to them, if eligible for payment, in due course of time through ECS/ Money order. Incomplete application or application not attached with copy of, caste certificate, cancelled cheque leaf shall not be considered for reimbursement.

1. Name: _____
2. Application No. /Registration No: _____
3. Category- SC/ST: _____
4. Address: _____
5. Name of Bank: _____
6. Bank account no: _____
7. Bank IFSC No. : _____
8. Whether working in Govt. /Semi Govt. /Public Sector Undertaking/ Autonomous Body-- Yes/No
9. Distance from Residence to the Centre and back (In Km.)- : _____
10. 2nd Class to &fro fare by shortest route by rail (in INR),Pl give the details if travelled by train: _____
11. 2nd class to &fro fare by shortest route by Bus (in INR),give the details if travelled by bus-: _____

I state that the above information is true and correct.

Place:

Name & Signature of the Candidate

Date:



Annexure-1

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 of
Village.....District/Division.....in the State
Belong to the Community which is recognized as a Backward Class under the Government of India, Ministry of Welfare Resolution No.12011/68/93- BCC(C), dated 10th September 1993 published in the Gazette of India Extra-Ordinary Part I, Section I, dated 13th September 1993.

Shri.....and/ or his family ordinarily reside(s) in the District /
Division of theState.

This is also to certify that he/she does not belong to the person/sections (Creamy Layer) mentioned in column 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.

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).