

AI Engineering Services Limited



Ref No: AIESL/HQ/CSO/2079

Date: 28 December 2021

Sub: Advertisement for the post of Chief Security Officer on Fixed Term Contract

AI Engineering Services Limited (AIESL) is an Aircraft Maintenance Repair and Overhaul (MRO) organisation approved by DGCA (India) under CAR 145 to undertake MRO in India. AIESL invites applications from eligible candidates for filling up the following post:

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	CONSOLIDATED MONTHLY SALARY
1.	Chief Security Officer	01	Delhi	Rs. 80,000/- (All inclusive)

The eligibility criteria and other details are as under:

- a. **Qualification:** Candidates should have completed Graduation in any discipline (minimum 3 years duration) from a recognized University with valid AVSEC instructor certificate. Fluency in English and Hindi, both written and spoken is required.
- b. **Experience:** Candidate who have been honourably discharged from the armed forces not below the rank of Major / Para-military forces not below the rank of Commandant and Police Official not below the rank of SP, having BCAS trained set of skills would be preferred. Candidate should have minimum 10 years experience in aviation security operation of any scheduled airline or Airport operator or experience in other security related enforcement field with understanding about BCAS requirement and setting up of Security Department. The candidate with working experience in Aviation industry, preferably in MRO will be given preference.
- c. **Nationality / Citizenship:** Candidate must be a citizen of India.
- d. **Age:** Maximum 55 years as on 1st December, 2021.
- e. **Job Description:** As CSO, he/she is accountable for all security related services in accordance with the rules and regulations/ guidelines of various Government Agencies such as BCAS, Customs, DGCA, ICAO etc. for achieving objectives and performance parameters. The indicative scope of work is as under.
 - a) To ensure that the security provision prescribed by BCAS, Customs, ICAO, IATA etc are implemented.
 - b) To oversee the entire security aspect in the best interest of the organisation.
 - c) To establish the internal control system.
 - d) To establish contact with the appropriate authorities in case of reporting of any unlawful activity (s).

The above are only indicative list of responsibilities of CSO and may change from time to time as per the requirement of the company.

- f. **Selection procedure:** Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria & Pre-Employment Medical Examination.

The selected candidate will have to bear the cost of Pre Employment Medical Examination and any additional tests if required.

Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of five years extendable by another two years based on performance of the candidate/incumbent. The tenure can be extended or curtailed as per the requirements of the Company. The contract could be terminated at the discretion of the management during the period of contract, and/or in the event of unsatisfactory performance. The contract will also get automatically terminated in case the candidate attains the age of superannuation i.e. 58 years.

- g. **How to Apply:** Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed to Chief of Personnel, AIESL by Post/Speed post/Courier at following address in an envelope that must be superscribed with the post:

Post Applied for Chief Security Officer

Chief of Personnel
Personnel Department,
AI Engineering Services Limited
2nd Floor, CRA Building, Safdarjung Airport Complex,
Sri Aurobindo Marg, New Delhi – 110 003

The last date of receipt of application is 17:00 hours on 14th January, 2022 on the above address. Applications received after the last date will not be entertained.

Eligible Applicants presently serving in Government/Semi-Government/Public Sector Undertakings should apply through proper channel and also submit NOC from their present employer prior to interview.

Management reserves the right to change in above schedule/conditions, based on requirements.

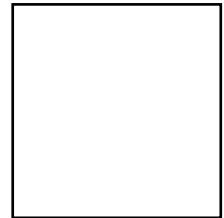
Candidates are required to submit following documents along with the application form:-

- i. A recent passport size colour photograph pasted in the space provided in the Application Format.
- ii. One set of self attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.

- iii. The Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) drawn in favour of Air India Engineering Services Limited, payable at New Delhi (Not Applicable for SC/ST).

Canvassing in any form will disqualify the candidate. Only shortlisted candidates would be contacted for interviews and/or for making an offer. AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

APPLICATION FORM



1. Name of the post applied for **Chief Security Officer– AIESL**
 2. (a) Applicant's Name: _____
 (b) Address for communication: _____

3. Telephone No: Office _____ Residence _____
 Mobile _____ E-Mail Id _____

4. Date of Birth (DD/MM/YY) ____/____/____
 Age as on 1st December, 2021 (Years/Months/Days) ____/____/____

5. Educational/Professional Qualifications:

SN	Qualification* (starting from most recent till 10 th standard)	Name of Institution/ University/ Board	Duration of the Course	Year of	Whether full-time of otherwise (please mention, if applicable)
1	2	3	4	5	5

* Should be exactly as per Degree/ Diploma issued by the university.

6. Positions held (in support of the total requisite experience of 10 years in Aviation Security Operation)

SN	Complete designation*	Name of the organisation	Pay scale/ monthly salary	period		Brief job profile
1	2	3	4	5		6
				From	To	

*The positions should be indicated in order of the most recent assignment. Separate page may be attached in case space provided is not sufficient.

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil /Criminal
 ii) Departmental Enquiry

 Yes

 No

- (b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof

- i) Civil /Criminal
 ii) Departmental Enquiry

 Yes

 No

8. Whether SC/ST/OBC/GEN/OTHERS

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 fulfil the eligibility criteria according to the advertisement, then my candidature will be rejected/ services terminated at any time without giving any notice or reason thereof.

(Name & Signature of the Applicant)

Date :

Place :

Note:

1. Please attach a write-up, not exceeding 400 words, in support of your candidature, for reference at the time of interview.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment.

GENERAL CONDITIONS

1. Management reserve all right to take any decision with regard to conduct of this exercise including interpretation of eligibility, deferment/cancellation of this exercise and/or delete/alter any of the condition of this exercise, if so necessitated.
2. The selected candidate will be posted based on the requirements of the Company. Selection and empanelment does not guarantee that the candidate will be appointed. Release of candidate for appointment from the select list would depend upon the decision of the Company and its business requirements at the material point of time, which decision would be final and binding.
3. Candidates found suitable and shortlisted will be engaged on fixed-terms contract basis for a period of 05 years. The contract may be terminated at the discretion of the Management during the tenure of the contract and / or in the event of unsatisfactory performance.
4. The contract is extendable for further term of 5 years depending upon satisfactory performance of the candidate and requirement of the company.
5. The job is transferable to any station in India, based on Company's requirement.
6. The candidates will have to make their own arrangement for housing accommodation at the place of posting.
7. The Company, at its discretion, may assign additional duties, as and when required.
8. SC/ST candidates who are reporting for interview and residing beyond 80 KM from the venue of the test and not employed in any Government, Semi-Government/Public Sector Undertakings or Autonomous Bodies, will be reimbursed second class to & fro rail/ bus fare by the shortest route as per rules, on production of document of travel. Candidates are also advised to submit self-Account cancelled cheque / copy of self-account cheque along with fare reimbursement form.
9. Candidates must ensure that they fulfil all the laid down procedure eligibility criteria, prescribed for the post before reporting for Walk-in.
10. At any stage of the selection process, if it is found that the particulars furnished by the candidate in the Application Form or testimonials are incorrect/false or the candidate does not meet the Eligibility Criteria Prescribed for the post, or has suppressed any material fact(s), his/her application shall be summarily rejected without making any further reference.
11. Canvassing in any form by or on behalf of the candidate or bringing in any outside influence with regard to further the selection of the candidate shall be considered as a DISQUALIFICATION.
12. Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs.3,000/- and Rs.10,000/-. Any additional tests, if required, the cost thereof will also have to be borne by the candidates.
13. Applications which are unsigned/incomplete/mutilated/received by post/courier services will not be considered.
14. The applicant should ensure that they fulfil all the eligibility criteria as on 01st December 2021. Other particulars furnished should be 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 posts, the candidatures is liable to be rejected and, if engaged, services terminated, without giving any notice or reasons therefore.

15. Self-attested clear copies of the supportive documents in respect of Educational Qualification, Relevant Experience (mentioning the post /designation held, period of experience and seal of the company) etc. must be submitted along with the Application. Self-attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC candidates.
16. Original certificates are required to be brought, at the time of Walk-in (Group Discussion/Personal Interview), for verification purpose only, but original should not be submitted/attached along with the Application. The Company is not responsible for returning any original copies of certificates/testimonials if submitted with the application.
17. Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies must bring complete Application Form routed through proper channel or along with 'No Objection Certificate" from their present employer