

Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref No. :- AAAL/PERS/2022/

Date:-12.05.2022

Sub: Walk-In-Interview / Virtual Interview

Alliance Air invites application from Indian Nationals for filling up the following Post: -

Assistant Manager / Deputy Manager / Manager (DMS)	
Number of Posts	1 (One)
Place of Posting	Delhi
Qualification	B. Tech (IT) / BSC (IT) / MSC (IT) / BCA / MCA from a recognized University/ Institute
Experience	<p>Minimum 2 years of working experience in Document Management System in any Organization with experience in Database Programming and Management.</p> <p>Desirable :-</p> <p>Preference will be given to those involved with IT & DMS in any organization.</p> <p>Possessing high analytical skills.</p> <p>Ability to use MS Office and other computer applications.</p> <p>Sound professional knowledge and analytical ability.</p> <p>Good written and oral communication skills.</p> <p>Experience in an Airline / Aviation Organization.</p> <p>Having experience or qualification in Emergency Response Planning in Aviation sector.</p>
Age	<p>Maximum 35 years (as on 12.05.2022)</p> <p>(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)</p>
Salary & Emoluments	Salary shall be commensurate as per the relevant experience
Job Responsibilities (in brief)	The job functions would involve carrying out day to day functions of Document Management System, creating repository, managing IT software and hardware data management, Emergency Response Planning etc.

- Can be transferred to any other location within India due Operational requirement.
- Reservations of SC/ST/OBC & EWS candidates will be as per Government Directives.

SELECTION PROCESS:

Walk-In-Interview / Virtual Interview

Interested Candidate who fulfill the above eligibility criteria, are required to report for Walk-In-Interview as per below details on the following dates & Venue:-

Place of Walk-In-Interview	Date & Time	Venue
Delhi	20th May, 2022 (Friday) 09:30 AM to 12:30 PM	Alliance Air Aviation Limited Alliance Bhawan, Domestic Terminal-1, I.G.I. Airport, New Delhi-110037

Candidates coming for Walk-In-Interview are required to bring with them the all original documents in support of your education qualification, professional qualification & experience.

The following original certificate/ documents together with one copy of each: -

- i) SC/ST Certificate In case of SC/ST candidates.
- ii) OBC Certificate in the prescribed Proforma for Central Govt. Employment issued by the competent authority.
- iii) A Demand Draft for an amount of **Rs.1,500/- (Rupees One Thousand five hundred only) payable to Alliance Air Aviation Limited, payable at New Delhi (Not Applicable for SC/ ST Candidates).**
- iv) A duly filled in Application Form in the prescribed format which is available on Career Page of Website:www.allianceair.in and a recent passport size photograph pasted in the space provided in the Application Form.

Virtual Interview

- i) Outstation Candidates who wish to give Virtual Interview through video conferencing can be sent their application form to Personnel department mail id i.e. pers@allianceair.in with all supporting documents of your education qualification, professional qualification & experience. Name of the Post should be mentioned in subject line of email in uppercase format.
- ii) Virtual Interview candidates are required to pay an amount of **Rs.1,500 /- (Rupees One Thousand five hundred only) (not applicable for SC / ST Candidates)** directly to Company Bank account. Details of Company Bank account are as given below:-

Beneficiary Name – Alliance Air Aviation Limited
PNB Bank, Delhi Cantt , Delhi - 110010
Bank Account No-0112005900000017
IFSC CODE - PUNB0011200
MICR CODE – 110024006

HOW TO APPLY:

Candidates who wish to apply are advised to log on to Career page of Website : www.allianceair.in , Download & fill in the Application Format and submit the same on the date of Walk-In-Interview.

- i) **Applicable for SC / ST / OBC and EWS 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.

FIXED TERM EMPLOYMENT AGREEMENT:

All the selected candidates will be appointed on a Fixed Term Employment Agreement. The Fixed Term Employment Agreement is extendable subject to satisfactory performance.

Benefits – Free / Concessional Air Passages

The Employee will be entitled to Concessional air passages/free air passages, for self and his/her declared family on Alliance Air network. The applicable taxes,levy, chargesetc. shall be paid by the employee.

In addition the above post also carries other benefits such as Provident Fund, Gratuity etc., as per rules.

T.A.DA Reimbursement to SC / ST 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 Delhi / New Delhi on production of railway receipt/ticket, as per rules. Not applicable for those who are already in Govt./Semi-Govt./ Public Sector undertakings.

COVID-19 GUIDELINES FOR WALK-IN-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 walk-in-interview.
- (b) All candidates attending the Walk-in-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 Walk-in-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.

Note:- This advertisement is not valid for internal candidates.

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FORMAT OF APPLICATION

Paste a recent
Passport size
photograph

(Please do not
staple)

POST APPLIED FOR: _____

I. a/ Name: _____

b/ Father's Name: _____

c/ Address: _____

Pin Code _____

d/ Contact Details:

i) Telephone Nos.: _____

ii) Mobile No.: _____

iii) E-mail id: _____

e/ Date of Birth: _____

f/ Age (As on 12.05.2022) _____ (Years) _____ (Months) _____ (Days)

g/ Nationality: _____

h/ Religion: _____

II. Category you belong to:

(Please ✓)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN	SC	ST	OBC	EWS

In case of OBC the certificate should be in the prescribed proforma for employment under Centre government.

State to which Belong _____

Serial number of the certificate in the Central List of OBC . : _____

III. Bank Draft No. _____ & Bank Draft Date: _____ Bank Draft drawn

on: _____ (Not applicable in case of ST /SC Candidates)

IV. Educational / Professional Qualifications: (10+2 onwards)

Exam. Passed	University/ Board	Year of Passing	Subjects	% age of Marks

V. Have you ever been employed?

(Please ✓ . If yes, give details):

YES

NO

VI. Experience (Starting form present Employer)

Organization	Designation	Period		Details of job assignment	Last Salary Drawn	Reason for leaving
		From	To			

The experience should be post qualification.

VII. Passport Details

Number : _____

Date of Issue : _____

Date of Expiry: _____

Any other information:

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

Date:

SIGNATURE OF CANDIDATE

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS/ ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Smt / Kum _____ Daughter of Shri / Smt. _____ of Village / Town _____
District / Division _____ in the _____ State, _____ belongs to the _____ Community which is recognized as a backward

class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Smt / Kum. _____ and / or her family ordinarily reside(s) in the _____ District / Division of _____

State. This is also to certify that she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.13/15

District Magistrate / Deputy Commissioner, etc.
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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____



*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.