

## Alliance Air Aviation Limited

(A wholly owned subsidiary of AIAHL)

Ref No. :- AAAL/PERS/2022/1189

Date:-23.11.2022

### Sub: Advertisement

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

<b>Commercial Officer – Grade II</b>	
<b>Number of Posts</b>	10 (Ten)
<b>Place of Posting</b>	New Delhi
<b>Qualification</b>	Graduate from recognized university. Qualification in any quantitative discipline i.e. Engineering, Statistics, Mathematics, Computers, Economics and Data Analytics would be preferred. Strong computer skills covering knowledge of MS-Office (Excel, Word and PowerPoint). Exposure in advance excel would be preferred.
<b>Skill Set</b>	Have problem solving skills, team work and inter personal relationship. Team Player. Required Skills – Pleasant, friendly, mature, humble, honest, meticulous, self-starter and able to perform under pressure.
<b>Experience</b>	Fresher Candidates who have prior experience in full time jobs can apply.
<b>Age</b>	Maximum Age 24 Years (as on 01.11.2022) (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.)
<b>Selection</b>	Interested candidate who fulfill the above eligibility criteria, are required to report for written test which would be followed by walk-in-interview. The details are elucidated hereunder in the notification.
<b>Internship</b>	We will help you develop your skills and competencies in the field of aviation by training you in airline-related functions. You would undertake a three month on the job rotational training across commercial divisions. This would include:- <ul style="list-style-type: none"> <li>– Class Room Training</li> <li>– Exposure to the Passenger Reservation System</li> <li>– Project Presentations</li> <li>– Interactions with Head of Commercial and Head of Personnel and other Senior Managers</li> </ul> The internship salary during the three month period would be Rs 25,000 per mensum.
<b>Placement</b>	On successful completion of internship, you would be placed as Commercial Officer – Grade II in one of the divisions of Commercial i.e. <ul style="list-style-type: none"> <li>– Revenue Management</li> <li>– Sales and Marketing</li> <li>– Reservations</li> <li>– HelpDesk</li> <li>– Customer Services</li> <li>– Network Planning</li> <li>– MIS</li> <li>– Cargo</li> </ul> You would also need to be available for shift work and irregular work hours - early mornings, evenings, weekends, and statutory holidays. Can be transferred to any other location within India due Operational requirement.  In this grade, you would be on a fixed term contract with a tenure of two years and entitled to fix lump sum emolument of Rs 32,000 per mensum.

- 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.

### **How to Apply**

Interested Candidates, who fulfil the above requirements may apply **ONLINE ONLY**. Candidates who wish to apply are advised to log on to **Career Page of our Website : [www.allianceair.in](http://www.allianceair.in)** and fill in the **Online Application Format**.

**Before applying ONLINE, please ensure that you are ready with the following documents/information.**

1. **A valid e-mail ID**
2. **A DIGITAL/SCANNED Passport –size Photograph (Size 10KB to 35 KB only) in JPG/JPEG format.**
3. **A Non-refundable Demand Draft for an amount of Rs.1,500/- (Rupees One Thousand Five Hundred only) (not applicable for SC / ST Candidates) payable to **Alliance Air Aviation Limited**, payable at New Delhi, only the required details to be filled up while filling up the application form.**

**Candidates would be required to submit the said Demand Draft at the time of Written Test.**

**For SC/ST/OBC/EWS candidates only.** Caste Certificate details –such as date of issuance and issuing authority .(Candidates belonging to OBC categories must be in possession of caste certificate in the prescribed proforma issued by the appropriate authority for Central Government employment).

Candidates belonging to EWS category must be in possession of Income and Assets Certificate as per proforma attached.

Candidates ,who fulfill the above eligibility criteria and are employed in Government /Semi Government /Public Sector Undertakings, may also apply Online. Such candidates will be required to bring a “No Objection Certificate” from their employer at the time of appearing for Written Test.

**No Physical Application will be entertained under any circumstances.**

### **IMPORTANT DATES:**

**Start Date for submission of Online Application : 29.11.2022**

**Last Date for submission of Online Application : 08.12.2022**

**Candidates will be required to refer to Career page of our Website: [www.allianceair.in](http://www.allianceair.in) for latest Updates on selection process.**

**Candidates coming for Written Test are required to bring with them the all original documents in support of your education qualification, professional qualification & experience.**

### **GENERAL CONDITIONS :**

- Online Application Forms of the candidates would be scrutinized and prima facie eligible candidates will be allowed to appear for further process .**Please also note that the candidature is purely provisional and the candidates being allowed to appear for process, does not in any way establish their eligibility for the post.If on screening of their applications/documents ,it is found that they do not possess the laid down qualification /experience/stipulated eligibility criteria (including physical standards), their candidature is liable to be rejected at any stage, without entering in to any correspondence with the candidates in the matter.**
- **Eligible candidates would be required to bring photocopies of testimonials in support of their date of birth, qualification, experience, caste, Medical Certificate’s Demand Drafts and also domicile proof (if claiming relaxation in height) along with ORIGINALS at the time of appearing for Written Test.**
- 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.
- Eligible candidates will be shortlisted and called for Written Test.
- Venue of shortlisted candidates will be informed 10 days prior for Written Test.

**FIXED TERM EMPLOYMENT AGREEMENT:**

All the selected candidates will be appointed on a Fixed Term Employment Agreement subsequent to completion of internship. 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, charges etc. shall be paid by the employee.

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

**TA,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 WRITTEN TEST**

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

- (a) All candidates should strictly follow the extant ICMR guidelines prior to attending for Written Test.
- (b) All candidates attending the Written Test 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 Written Test.** 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 Written Test. 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.

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**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 Stipendary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendary 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.

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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.