

# **AIR INDIA LIMITED**

## **WALK-IN SELECTION FOR STORE AGENT (on Fixed Term Contract Basis)**

Air India Limited is looking for bright and energetic Indian nationals to join us as **Store Agents**, on a Fixed Term Contract for a period of 5 years at Delhi. Interested candidates who fulfill the stipulated Eligibility criteria as on **1<sup>st</sup> Oct, 2019** are required to register themselves online by filling the ONLINE REGISTRATION FORM, available on our website [www.airindia.in](http://www.airindia.in) at career's page.

1. **WALK-IN SELECTION** will be conducted at Delhi for filling up of 57 vacancies of Store Agents as detailed below.

<b>No. of Vacancies- Store Agents</b>					
<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>EWS</b>	<b>GEN</b>	<b>Total</b>
08	04	15	05	25	57

Interested candidates are required to first register themselves by filling ONLINE REGISTRATION FORM. Later on, registered candidates will be required to appear for Professional Competency Assessment (PCA) with the **printout of Online Registration Form** along with the Documents mentioned in checklist in Original as well as one set of self - attested documents supporting their eligibility.

Date, Time and Venue of PCA will be intimated after the registration process is over through Air India website [www.airindia.in](http://www.airindia.in) at career's page. Candidates are advised to Register themselves ONLINE by filling ONLINE REGISTRATION FORM. No physical applications will be entertained.

## 2. **PERIOD OF FIXED TERM ENGAGEMENT**

Candidates will be engaged on a Fixed Term Contract for a period of 5 years with no extension clause

## **ELIGIBILITY CRITERIA (AS ON 01.10.2019)**

### 3. **EDUCATIONAL QUALIFICATION**

**Minimum Qualification** – Graduate in any discipline/faculty (min. 3 yrs duration) from a recognized University with 2 year experience in Inventory Management / Stores / Warehouse management function.

Preference would be given for the following:

- (a) Candidates having worked on an ERP system and familiar with customs documentation for import/export activities of an airline.
- (b) Candidates having knowledge of computers & typing.
- (c) Candidate having driving license of light/ heavy vehicle will be given preference. He

should submit self-attested driving license with details i.e. License No., Place of Issue and Expiry date.

#### **EXPERIENCE**

Candidate **MUST** have two years' experience (after graduation) of having worked in Inventory Management / Stores / Warehouse management function.

**Language Proficiency:** Should be conversant in English & Hindi language i.e. ability to understand, speak & write is desirable.

#### **4. AGE LIMIT (As on 01.10.2019)**

For General /EWS Candidates : Between 21 to 33 years  
For OBC Candidates : Between 21 to 36 years  
For SC/ST Candidates : Between 21 to 38 years

Relaxation in age to Ex- servicemen will be as per rules.

#### **5. REMUNERATION**

The Store Agent shall be paid an emolument of Rs. 21,000/-(CTC) (Rupees Twenty One thousand only). Annual Increment shall be of Rs 250/- in the Basic pay after completion of 12 months of service (DA, HRA, other allowances & Employer's contribution towards PF will increase automatically)

Basic Pay	Rs 7,000/-
DA (100% of Basic Pay)	Rs 7,000/-
HRA (30% of Basic Pay)	Rs 2,100/-
Other Allowance (50% of Basic Pay)	Rs 3,500/-
PF Contribution of Employer ( 10% of Basic Pay)	Rs 1,400/-
<b>Total CTC</b>	<b>Rs 21,000/-</b>

The candidate would **not be** entitled for any other payment of monetary compensation from the company either by way of bonus, productivity allowance or performance linked incentive payments or any other perks/benefits in lieu thereof.

#### **6. SELECTION PROCEDURE**

The candidates would be required to undergo Professional Competency Assessment (PCA) Round. The criteria for PCA will be as under:

Criteria	Marks
Job knowledge of Material Management	30
Communication Skills	30
Personality (Physical appearance/ attitude) and General awareness	30
Working on ERP System/knowledge of computer and customs documentations	10
<b>Total</b>	<b>100</b>

Qualifying marks in final selection will be as under:

General/EWS Candidates	:	60%
SC/ST/OBC Candidates	:	55%

7. SC/ST Candidates residing beyond 80 km. from the Walk-in Interview Center, and not employed in any Govt./Semi Govt./Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to and fro Rail/Bus fare by the shortest route as per rules on production of evidence to that effect.

#### 8. HOW TO APPLY

Applicants meeting the eligibility criteria as mentioned above in the advertisement, as on **1<sup>st</sup> October, 2019**, are required to first register themselves by filling ONLINE REGISTRATION FORM. Later on, registered candidates will be required to appear for Professional Competency Assessment (PCA) with the **printout of Online Registration Form** along with all original Certificates/Testimonials as mentioned below as well as in the Checklist at the end of advertisement :-

**(Date, Time and Venue of PCA will be intimated after the registration process is over through Air India website [www.airindia.in](http://www.airindia.in) at career's page .)**

- A. Proof of Date of Birth (10<sup>th</sup> class pass certificate)
- B. Educational Qualification
- C. Caste Certificate (Only for SC/ST/OBC candidates)
- D. Experience Certificate/s
- E. Two recent Passport size photograph

Candidates would also be required to furnish self attested copies of all certificates/testimonials as mentioned above along with printout of Online Registration Form. Please note that No Original Certificate is to be submitted with the Online Registration Form. Candidates *are required to bring all **Original Certificates for verification only***. Candidates are also advised to bring an **A/c Payee Demand Draft for an amount of Rs. 1000/-** in favour of "**Air India Ltd.**", payable at Delhi, as non-refundable application Fee (Not Applicable for SC/ST and EX-SM). Please mention your Full Name and contact number on the reverse of the Demand Draft. The details of Demand draft would be required in filling Online Registration Form.

## 9. GENERAL CONDITIONS

- 9.1 For 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 the Govt. of India. Please also note that the validity of “Non-Creamy layer” Certificate should not be older than 6 (Six) months from the date of eligibility criteria.
- 9.2 Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must bring along “No Objection Certificate” from their present Employer
- 9.3 The short listed candidates will be considered for engagement on a fixed term Contract basis, subject to their Medical fitness, cost of which have to be borne by the candidate, prescribed for the position.
- 9.4 Bank Guarantee – If selected, the candidate will be required to submit a bank guarantee from a Nationalized bank in favor of Air India Ltd. for an amount of Rs. 25,000/- (Twenty five thousand only) for the period of contractual engagement ie 5 yrs.
- 9.5 For the process of PCA, 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.
- 9.6 Applications which are incomplete/ mutilated/ received after the prescribed Walk-In date & Time / not in person will be rejected. Applications sent by email / post will not be considered.
- 9.7 The applicant / candidates must ensure that they fulfill all the eligibility criteria, as on **01<sup>st</sup> October, 2019**, and that the particulars furnished by them in the Online Registration Form are correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates in the Online Registration Form or testimonials supplied are found incorrect / false, or not meeting with the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons therefore.
- 9.8 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered a DISQUALIFICATION.
- 9.9 Before applying ONLINE, please ensure that candidate is ready with the following documents/information: -  
i) A valid e-mail ID  
ii A NON-REFUNDABLE Demand Draft for Rs.1000/- (Rupees One Thousand Only) in Favour of Air India Limited payable at DELHI .

The requirement of Demand Draft is not applicable in case of SC/ST/Ex- SM candidates.

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**CHECKLIST :List of Documents (copies) to be attached with the Online Registration Form :**

(Please also bring all ORIGINAL DOCUMENTS / CERTIFICATES for verification only )

1.	Demand Draft , wherever Applicable (not applicable for SC/ST and Ex-serviceman)
2.	10 <sup>th</sup> Standard/ Matriculation, Mark-Sheet & Passing Certificate
3.	12 <sup>th</sup> Std / Pre-Degree Mark-sheet and Passing Certificate
4.	Graduation Certificate or Provisional Certificate with marksheets
5.	Caste Certificate in case of SC / ST / OBC candidates
6.	Experience Certificate .
7.	2 passport Size photographs
8.	Aadhar Card, PAN Card copy
9.	<p>EWS Candidates need to get “ Income and Asset Certificate” from concerned government authority.</p> <p>Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year of application.</p> <p>Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-</p> <ul style="list-style-type: none"><li>i. 5 acres of agriculture land and above;</li><li>ii. Residential flat of 1000 sq.ft. and above;</li><li>iii. Residential plot of 100 sq.yards and above in notified municipalities;</li><li>iv. Residential plot of 200 sq.yards and above in areas other than the notified municipalities.</li></ul>

**IMPORTANT:** ONLINE Registration is Compulsory . All Candidates are advised to bring printout of Online Registration Form along with 2 passport size photographs and documents mentioned in checklist at the time of Walk-In Selection which will be intimated after the Registration process is over through AirIndia website [www.airindia.in](http://www.airindia.in) at career's page .