



**WALK IN SELECTION FOR  
ACCOUNTS EXECUTIVE & ACCOUNTS CLERK  
(ON FIXED TERM CONTRACT BASIS)**

**ELIGIBILITY CRITERIA AS ON 1<sup>st</sup> April 2019 and other requirement for the above posts are as under: -**

S.No.	Post	No. of Vacancies	Place of Posting and distribution of vacancies	Upper Age Limit (Common for both the posts)	Educational Qualification & Experience
1	Accounts Executive	25	Delhi – 11, Mumbai-09, Kolkata-02, Chennai-01, Hyderabad-01, Bangalore-01	30 Years for General Candidates relaxable by 05 years for SC/ST candidates and 03 years for OBC Candidates	CA/ICWA/MBA-Finance (fulltime) with 2 years experience (Preferably in IT Systems)
2	Accounts Clerk	36	Delhi-14, Mumbai-14, Kolkata-03, Chennai-03, Hyderabad-01, Bangalore-01		CA Inter / ICWA Inter or B.Com with two years experience in SAP (Airline Accounting) Preferably in IT Systems of Finance Domain

(Reservation for SC/ST/OBC/EWS etc. will be as per Govt. Rules)

In addition, a Standby Panel of candidates will be formed and the same will be operated in case the candidates from the normal panel do not join, or leave the Company during the validity of the Panels or any fresh requirement of Accounts Executive or Accounts Clerk arises.

Selected candidates will be appointed on Fixed Term Contract for a period of 5 (five) years, which is extendable subject to the requirement of the Company and satisfactory performance of the candidate.

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**SELECTION PROCESS:**

Interested candidates, who fulfil the above eligibility criteria, would be required to **report for registration between 10.00 hours to 1230 hours** at the following Venue and date:-

**Accounts Executive:-**

<b>Day &amp; Date</b>	<b>Venue</b>
3 <sup>rd</sup> May, 2019 (Friday)	Air India Limited, Regional Training Centre, Ground Floor, Opposite Post Office, IGI Airport, Terminal I B, <b><u>New Delhi</u></b>
10 <sup>th</sup> May 2019 (Friday)	Air India Limited Air India Sports Centre 2nd Floor, Security Training Bldg., Bldg.No.20 Gate No.1, Behind Air India Staff Quarters No.1, Old Airport, Kalina, Santa Cruz (East) <b><u>Mumbai - 400 029</u></b>

**Accounts Clerk:-**

<b>Day &amp; Date</b>	<b>Venue</b>
4 <sup>th</sup> May, 2019 (Saturday)	Air India Limited, Regional Training Centre, Ground Floor, Opposite Post Office, IGI Airport, Terminal I B, <b><u>New Delhi</u></b>
11 <sup>th</sup> May 2019 (Saturday)	Air India Limited Air India Sports Centre 2nd Floor, Security Training Bldg., Bldg.No.20 Gate No.1, Behind Air India Staff Quarters No.1, Old Airport, Kalina, Santa Cruz (East) <b><u>Mumbai - 400 029</u></b>

After Registration, candidates will be required to appear for Walk-in Interview either on the same or subsequent day/s. The candidates are advised to apply for one Region/Station only and also appear at only one location. Any candidate found appearing at both the locations, his/her candidature will be rejected and will not be considered any further.

Candidates would be required to bring with them:-

- i) A duly filled-in Application Form in the prescribed format, which is available on Career Page of our Website:www.airindia.in.
- ii) A recent passport size photograph pasted in the space provided in the Application Format
- iii) One set of photocopies of supporting testimonials for Date of birth, Caste, EWS Category Certificate, Qualification, Experience (such as Appointment Letter, Photo Identity Card, Salary Slips, etc.), along with ORIGINALS
- iv) A Demand Draft for an amount of Rs.1,000/- (Rupees One Thousand only) in favour of Air India Limited payable at Delhi/Mumbai being the Application Fee (Application Fee not applicable in case of SC/ST Candidates).

## **SALARY & OTHER BENEFITS:**

### **1) Accounts Executive**

Selected candidates will be paid Rs. 45000/- (forty five thousand only) per month (CTC), which is inclusive of Employer's Contribution towards PF and the same will commence after completion of one year of service. Candidates will also be eligible to get Annual Increments as per rules.

### **2) Accounts Clerk**

Selected candidates will be paid Rs. 25200/- (twenty five thousand two hundred only) per month (CTC), which is inclusive of Employer's Contribution towards PF and the same will commence after completion of one year of service. Candidates will also be eligible to get Annual Increments as per rules.

### **Other Benefits**

Selected candidates will also be eligible for Casual/Sick Leave, Annual Leave and any other Statutory Leave, as per rules of the Company. Candidates will also be eligible for medical facilities for self as per rules as applicable to other contractual employees of the Company.

In addition to above, they will also be eligible for Gratuity as per Gratuity Act. No other benefit will be admissible.

## **GENERAL**

Applicants, if serving in Government/Semi-Government/Public Sector Undertakings would be required to bring a "No Objection Certificate" from their present employer at the time of Walk-in-Selection.

Candidates belonging to SC/ST/OBC/EWS category would be required to bring with them the Caste/Category Certificate in the prescribed format issued by the Competent Authority.

(In case of OBC Category, the Certificate issued by the Competent Authority should be for employment under Central Government of India and the Caste should be included in the Central list of OBC's published by the Govt. of India. Please also note that the Caste Certificate should also include the "Non-Creamy layer clause" and the validity of "Non-Creamy layer" Certificate should not be older than 6 (Six) months from the date of eligibility criteria).

Candidates would be required to report for Walk-in-Selection in formal attire.

For the selection process, outside candidates may be required to stay back in Delhi/Mumbai for a day or two at their own expense. No reimbursement shall however, be made by the Company in this regard.

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 the Selection Centre on production of railway receipt/ticket, as per rules, if found eligible and appear for personal interview.

Selected candidates will be required to undergo Pre-Employment Medical Examination (PEME) to be carried out by Company's Medical Officer before joining and only candidates found "MEDICALLY FIT" will be allowed to join. The expenses of PEME will be borne by the candidates.

During the course or after completion or during extended term of fixed term engagement, the candidate will not claim for permanent absorption in the Company.

Management reserves the right for change in the above schedule/condition, based on requirements.

Canvassing in any form will disqualify the candidates.

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