

**Government of India
Ministry of Civil Aviation**

**Rajiv Gandhi Bhawan,
New Delhi**

Name of the CPSE	:	Air India Limited (AIL)
Name of the post	:	Director (Personnel)
Vacancy	:	Existing as on 03.02.2017
Cutoff date for Eligibility	:	As on date of inviting application
Schedule of the CPSE	:	Schedule 'A'
Scale of the Post	:	Rs. 75000 - 100000

I. COMPANY PROFILE:

Air India Limited (Previously known as National Aviation Company of India Limited) is a merged entity of erstwhile Air India and Indian Airlines. It is a Schedule 'A' loss making Company under the DPE guidelines and was incorporated on March 30, 2007 under the Companies Act, 1956. Air India Limited is basically a passenger oriented airlines operating to 87 domestic stations and 44 international destinations. Air India is in Transport Services sector under the administrative control of the Ministry of Civil Aviation, Government of India.

Its Headquarters and Registered office is at New Delhi. The authorized and paid up capital of the Company was Rs.35,000 crore and Rs.32,665 crore respectively as on March, 2019. The shareholding of the Government of India in the Company is 100%.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

The Director (Personnel) is a member of the Board of Directors and reports to the Chairman & Managing Director. He is overall in-charge of coordinating and implementing Personnel and Industrial Relations policies, management functions, administrative control etc. in the organization.

III. ELIGIBILITY:

Age as on date of inviting application:

Age of superannuation 58 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45 years	2 years of residual service as on the cut-off date of eligibility with respect to the date of superannuation.	45 years	3 years of residual service as on cut-off date of eligibility with respect to the date of superannuation.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the following:

(a) Central Government including the Armed Forces of the Union and All India Services;

(b) Outside Expert (Central Public Sector Enterprise (CPSE) (including a full-time Functional Director in the Board of a CPSE), State Public Sector Enterprise (SPSE) where the annual turnover is *Rs.1500 crore or more and Private Sector Company where the annual turnover is *Rs.1500 crore or more)

(*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. QUALIFICATION:

The applicant should be a graduate with good academic record from a recognized university/institution.

Applicants with Post Graduate Degree/Diploma in Personnel Management or MBA with specialization in Personnel Management/Industrial Relations from a recognized University/Institution or Degree of Law or Industrial Engineering will have an added advantage.

4. EXPERIENCE:

The applicant should have at least five years cumulative experience during the last ten years in Personnel Management/Human Resources.

Experience of Aviation sector is desirable.

5. I. PAY SCALE/RANK/LEVEL/CONDITIONS OF APPOINTMENTS:

(i) The Candidate should have put in a minimum length of service of two (2) years in the pay scale of Rs. 51300-73000 (IDA) or equivalent or any pay scale above (aggregate)

(ii) Applicants from Central Govt./All India Services/Armed Forces of the Union should be holding a post of the level of Joint Secretary in Govt. of India or Major General in the Army or equivalent rank in Navy/Air Force carrying equivalent scale of pay and **will be eligible for consideration only on immediate absorption basis.**

(iii) Applicants from Outside (Central Public Sector Enterprises/ State Public Sector Enterprises/Private Sector should be working at Board level position, in Schedule "A" CPSE or equivalent, or at least a post of the level immediately below the Board level or equivalent) and will **be appointed on deputation basis or short term contract basis.**

II. DURATION OF APPOINTMENT:

The appointment shall be for a period of three years from the date of joining or until disinvestment of Air India or up to the date of superannuation or until further orders, whichever is the earliest.

III. SUBMISSION OF APPLICATIONS:

All applicants should send their applications as per the format at Annexure through proper channel.

IV. UNDERTAKING BY THE APPLICANT:

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

V. The eligible candidates may download the blank Application Form available on the website of Ministry of Civil Aviation and Air India, fill it up manually and submit duly filled application along with all enclosures, through proper channel, so as to reach Under Secretary, Ministry of Civil Aviation on or before the last date of receipt of applications.

VI. Last date/time of receipt of applications in Ministry of Civil Aviation is 1700 hours on 13.01.2020. No application shall be entertained under any circumstances after the closing time/date of receipt of applications in the Ministry of Civil Aviation. Incomplete applications and applications received after the stipulated time/date shall be summarily REJECTED. The selection for the post will be done on the recommendations of a Search – cum – Selection Committee (SCSC) constituted for the purpose which reserves the right to shortlist candidates for interview. Applications are to be addressed to Under Secretary to the Government of India (Air India), Room No. 181-B, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, New Delhi-110003.

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT/ARMED FORCES OF THE UNION/ALL INDIA SERVICES/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR

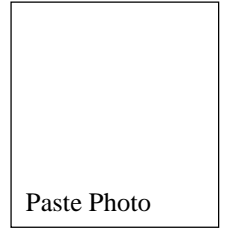
(Through Proper Channel** except candidates from the Private Sector)
Please refer to the Job Description for the post

1. Name of the post applied for _____

2. (a) Applicant's Name (as per official records) _____

(b) Designation of the Applicant (in full) _____

(c) Name of the company _____



(d) Office Address: _____

(e) Address for communication _____

3. Telephone No: Office _____ Residence _____ Mobile No. _____

E-Mail id _____

4. Date of Birth (DD/MM/YY) _____ Age as on date of vacancy (Years/Months/Days) _____

5 (i) Educational/Professional Qualifications:

Sl. No.	Qualification	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self declaration whether meets the eligibility qualification requirement		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	others
1	2	3	4	5	6	7							

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

(ii) Positions held during the last ten years, from the date of uploading the vacancy circular on the website of Ministry of Civil Aviation and Air India.

Sl. No.	Complete Designation & Place of posting *	Name of the Organization	Pay scale	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8		

* Should be exactly as per specific office order issued by the CPSE/Ministry.

* NB : The positions should be indicated in order of the most recent assignments.

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 a separate attachment.

6. (a) Do you hold lien in any organization other than where currently working?

Yes	No
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If yes:

- a) Name of the organization in which the lien is held:
b) Date from which the lien is held:

(b) Are you on deputation?

Yes	No
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If yes:

- a) Name of parent organization:
b) Date from which on deputation:

7. Have you applied to PESB for any Board level post during the current calendar year?

Yes	No
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If yes, how many times and for which posts.

Sr. No.	Post	Date of application

8. (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 Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

- i) Civil / Criminal
ii) Departmental Inquiry

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

9. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised(e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Year	Company in which candidate is/was serving	Annual Turnover of the Company & F.Y.

I certify that the details furnished by me in Columns 1 to 9 wherever applicable are true to the best of my knowledge.

(Name & Signature of the Applicant)

PRIVATE SECTOR

9. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

Year	Company in which candidate is/was serving	Annual Turnover of the Company & F.Y.

(i) the annual report for the last 3 years

- (a) may be accessed over___(please provide URL), or
(b) enclosed

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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(b) Reporting directly to a Director on the Board i.e. one level below Board level.

Yes	No
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(iii) The Company in which I am working is listed on the_____stock exchange.
(Name)

Proof of listing may be accessed over___(please provide URL)

(iv) Self-certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 10 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Declaration

I Son/Daughter of..... hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)**For candidates from Central Government/Armed Forces of the Union/All India Services/ SPSE**

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the Competent Authority
with Telephone No.& Official Seal

Note:

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- (a) Government Officers, including Armed Forces of the Union and All India Services: through Cadre Controlling authority.
- (b) CMDs/MDs/Functional Directors in CPSE and CMDs/MDs/Functional Directors in the State PSE: through the concerned Administrative Central/State Ministry.
- (c) Below Board level in CPSE/ SPSE: through the concerned CPSE/SPSE.