

# **HOW TO APPLY**

a) Interested candidates meeting with the Eligibility criteria mentioned in this advertisement, as on October 01, 2020, are required to forward their Application, in the prescribed format, which is available on this website. The Application, duly filled in, together with its enclosures, super scribing on the envelope the post applied for, in capital letters, should reach the following address within 15 days of the advertisement. The Chief of HR Air India Express Limited Airlines House, Durbar Hall Road, Near Gandhi Square, Kochi- 682016

b) The Application Form of the candidate would be scrutinized and prima-facie Eligible candidates only will be called for the Selection Process. (NOTE : Candidates not meeting with the Eligibility Criteria will not be scheduled for the Selection Process and no communication will be entertained in this regard.)

c) Candidates belonging to General & OBC categories will be required to submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of Air India Express Limited, payable at Mumbai, along with their Application. ( Note : SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee ).

d) Applications which are not in the prescribed format / unsigned / incomplete / mutilated / without Requisite Fee / without supporting documents of Eligibility Criteria / Caste Certificate (if applicable), will not be accepted and such candidates will be considered INELIGIBLE and no correspondence in this regard will be entertained.

e) Applications once submitted, will not be allowed to be withdrawn and the fees paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.

f) A recent (not more than three months old) coloured passport-size photograph of the full face (front view) should be pasted neatly in the space provided in the Application Form.

g) The candidates belonging to OBC categories, at the time of Application, must submit a self-attested photocopy of the Certificate, recently issued by the

Competent Authority, in the format as prescribed by Govt. of India. The Certificate, inter alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservations for OBC in civil posts and services under the Government of India. The Certificate should also contain the “Non-Creamy Layer” Clause. The Certificate produced by the candidates of OBC community should be as per the Central List published by the Government of India and not as per the State Lists. 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.

h) The candidates belonging to Economically Weaker Sections (EWS ) at the time of Application, must submit a self-attested photocopy of the Certificate, recently issued by the Competent Authority, in the format as prescribed by Govt. of India. Income and Assets of the families to be certified by an officer not below the rank of Tehsildar.

i) The applicant should ensure that they fulfil all the eligibility criteria regarding educational qualifications, age and experience, as on October 01, 2020. Other particulars furnished should be correct in all respects. At any stage of the Selection Process, if the particulars provided by the candidates in the application 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 therefor.

j) Self-attested clear copies of the supportive documents in respect of Educational Qualifications, Age and Experience, must be submitted along with the Application in the prescribed format, accompanied with 02 recent (not more than 6 months old) passport sized coloured photographs—matt finish paper with light background, with the name on the reverse of the photographs. Self-Attested photocopy of the Caste Certificate should also be attached with the application, in case of SC/ST/OBC candidates. The certificate should also contain the “Non-Creamy Layer” clause.

k) Original certificates are required to be brought along, at the time of appearing for the Selection Process, for verification purpose only, but should not be submitted / attached along with the Application. The Company is not responsible

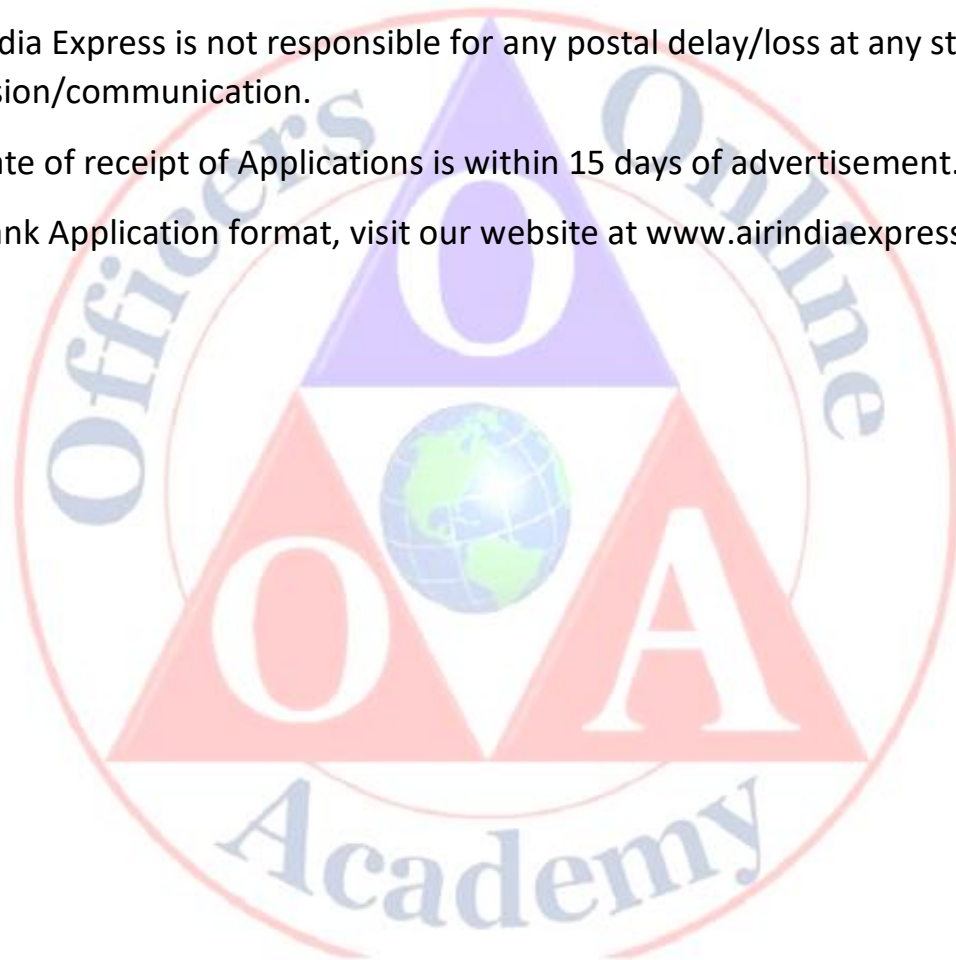
for returning any original copy/ies of certificates / testimonials submitted with the application.

l) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply with complete Application Form routed through proper channel or along with “No Objection Certificate” from their present employer.

m) Air India Express is not responsible for any postal delay/loss at any stage of transmission/communication.

n) Last date of receipt of Applications is within 15 days of advertisement.

o) For Blank Application format, visit our website at [www.airindiaexpress.in](http://www.airindiaexpress.in).



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