



Ref No: AIESL/HR-HQ/2023/3940

Date: 15th December 2023

INTERNAL STAFF EMPLOYMENT NOTICE
OFFICER (HUMAN RESOURCE) on FTE Basis

Applications are invited from serving employees of AIESL for filling up the post of Officer - Human Resource and to form a panel of suitable candidates for future requirement. The requirements for the post are as follows:

QUALIFICATION:

a) 02 years of post-qualification experience and hold a post graduate degree from recognized university.

OR

b) 04 years of post-qualification experience with a graduate degree from a recognized university.

Preference will be given to individuals with expertise in SAP ERP and experience in managing HR functions, including recruitment, promotions, establishment, salary administration, and statutory compliance.

AGE LIMIT:

Upper age limit: 40 years for General candidates
43 years for OBC Candidates
45 years for SC / ST Candidates

In the case of Ex-Servicemen, upper age limit would be relaxed to the extent the candidate has served in a regular post in Army/Navy/Air force before retirement/release or discharge from such post plus three years.

RESERVATION:

Reservation for SC/ST/OBC/EWS/Ex-servicemen would be applicable as per Govt. guidelines in this regard.

VACANCY POSITION:

There are 24 vacancies at present which may however undergo revision depending upon requirement of the Company. The break-up of the vacancies are as follows:

PLACE OF VACANCY	HQ & NR	ER	WR	NAG	SR	TRV	TOTAL
NO. OF VACANCIES	9	2	8	1	3	1	24



Emoluments:

Starting all-inclusive emolument offered would be Rs 47,625/- per month.

Selection procedure-Selection procedure involves personal interview of the candidates who prima facie meets eligibility criteria and are also subject to disciplinary and vigilance clearance.

How to Apply: - Candidates fulfilling the above requirements as on 01-12-2023 & who wish to apply are advised to print the Application Format attached below, fill it and send the application addressed to Chief HR Officer, AIESL by Post/ Speed post/ courier at following address in an envelope that must be super scribed with the post and additionally, they should complete and submit your information via the Google Forms link provided in AIESL Website.

Post Applied for

Post Applied for _____
To
Chief Human Resource Officer
AI Engineering Services Limited
2nd Floor, CRA Building,
Safdarjung Airport Complex,
Aurbindo Marg, New Delhi – 110 003

LAST DATE OF RECEIPT OF APPLICATION

The last date of receipt of duly filled application through proper channel is **29th December, 2023**. Applications received late would be rejected without any reference.

Management reserves to right to add/ delete/ alter any of the criteria mentioned above and notify it accordingly, if so necessitated. Management also reserves the right to take any call-in connection with conduct of this exercise.

Candidates are required to submit following documents along with the application form:-

- i. A recent passport size colour photograph pasted in the space provided in the Application Format.
- ii. One set of self-attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, etc. will be required to be submitted with the application. In case copies of required documents/ certificates are not submitted with the application, the application will be rejected. Original certificates will be required at the time of Interview.



Canvassing in any form will disqualify the candidate. Only shortlisted candidates would be contacted for interviews and/or for making an offer.

AIESL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

Encl: Application Format

Copies to:

All ED (E), AIESL:

CFO:

All GM(E), AIESL, Regions and Hqrs.:- the notification may please be given wide publicity.

ALL Regional HR Heads:

All Notice Boards, AIESL:

**APPLICATION FORM
(Through Proper Channel)**

Paste Latest
Colour
Photograph
and
Sign Across

1. Name of the post applied for _____
2. (a) Applicant's Name: _____
- (b) Father's Name: _____
- (c) Address for communication:

3. Telephone No: Office _____ Residence: _____
Mobile: _____ E-Mail Id: _____

4. Date of Birth (DD/MM/YY) _____,
Age as on 01st December, 2023 (Years/Months/Days) _____

5. Educational/Professional Qualifications:

SN	Qualification* (Starting from most recent till 10 th standard)	Name of Institution/ University/ Board	Duration of the Course	Whether full-time of otherwise (please mention, if applicable)
1	2	3	4	5

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

6. Positions held:

SN	Complete Designation*	Name & Location of the Organization	Pay scale/ monthly salary	Period (DD/MM/YYYY)		Brief JobProfile
				From	To	
1	2	3	4	5		6

The Position should be indicated in order of the most recent assignment. Separate page may be attached in case provided is not sufficient.

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 03 years.

If yes, the details thereof

i) Civil /Criminal

Yes

No

ii) Departmental Enquiry

(b) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details hereof

i) Civil /Criminal

Yes

No

ii) Departmental Enquiry

8. Whether SC/ST/OBC/GEN/OTHERS

i) If SC/ST — attach copy of the caste certificate as per Central Govt. Format.

ii) If OBC, furnish current certificate including the "Non-Creamy Layer Clause". OBC Community should be as per the Central List of OBCs published by the Govt. of India.

9. Whether Ex-Servicemen: YES /NO

(If yes, furnish details of service, position held, date of release, details of experience after release)
(Attach copies of relevant documents.)

Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, then my candidature will be rejected/ services terminated at any time without giving any notice or reason thereof.

(Name & Signature of the Applicant)

Place:

Date: