



Air India Engineering Services Ltd.

Application for the Post of Accounts/Admin officer for SHJ

We are inviting Suitably Qualified candidate for the Post of Accounts/Admin officer having sufficient experience in Accounts & Administration.

Eligibility Criteria:

Experience: Candidate should be graduate with accountancy or economics as subject. Management Degree/Diploma would be added advantage. 5 Years Experience required in accountancy, payroll, office and general administration, banking etc. Minimum 2 Years Work Experience in UAE and should be well versed with banking & invoicing functions and Admin functions, UAE driving licence would be added advantage.

Process of Selection:

Shortlisted Candidates would be required to appear for personal interview at Air India office, DXB. Date and time will be intimated later.

Candidates would be required to make their own Arrangements for travel & Lodging if they are coming from outside.

Candidates are required to come with all their original certificates/credentials viz, Date of Birth, Education qualification, Professional certificate, experience certificate, including their updated experience certificate from previous employer in support of their candidature.

Remuneration:

Remuneration will be as per the experience and qualification of the candidate. Salary would be AED 5000 per month.

General:

Management reserves all rights with regard to taking any decision, including deciding the eligibility of the candidates, in case of arising of any dispute, of this exercise and the same shall be binding.

Interested candidate may send their application in enclosed format, BIO-DATA and certificates/degree copy. The contract will be for a period of 2 years initially extendable for further period as per requirement of the company and performance of the candidate.

The email subject must be "**APPLICATION FOR THE POST OF ACCOUNT/ADMIN OFFICER**" **Shashank.shekhar1@airindia.in** ; 2) **aieslmarketing07@gmail.com**.

Canvassing in any form will disqualify the candidature.



AIR INDIA ENGINEERING SERVICES LIMITED
FORMAT OF APPLICATION
Accounts/Admin Officer

Paste a recent
Passport
size
Photo

Don't
Staple

Name of Candidate: _____

Contact Information:

- i) **Mobile Nos:**
- ii) **Email id:**
- iii) **Present Address**

I. Educational Qualifications:

Exam. Passed	University/ Board	Year of Passing	Subjects	% age of Marks

II. Experience Details

Organization	Designation	Period		Remark
		From	To	

Any other information: _____

I hereby declare that the above information is correct to the best of my knowledge and belief. I understand that if I have suppressed any factual information, my candidature will be rejected.

Date:

SIGNATURE OF CANDIDATE