

# Aerospace & Aviation Sector Skill Council (AASSC)

Registered Office: Technical Training Institute (TTI)  
Hindustan Aeronautics Limited, Suranjan Das Road  
Vimanapura, Bangalore – 560 017

**Aerospace & Aviation Sector Skill Council (AASSC)** is a Company incorporated under Section 8 of the Companies Act, 2013 with HAL as one of the promoters along with BCIC and SIATI. The registered Office of AASSC is functioning from TTI, HAL, Bangalore Complex. AASSC is looking for candidates for the following positions on contract basis at Bangalore:-

## **Executive posts:**

- 1. Designation : Manager (Standards, Accreditation & Certification)**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 45 Years as on 01-11-2015  
**Qualification :** Full time Bachelor's Degree in Engg / Technology in any of the branches of Aeronautical, Aerospace, Mechanical, Electrical, Electronics, Computer Science, Production and Metallurgy or its equivalent with minimum 60% marks along with two years full time MBA / PG Diploma in Management from recognized Institute / University. Ph.D will be preferred.

**Experience (as on 01-11-2015):** 10 Years in training or academic institutions. Preference will be given to the candidates having experience in Aerospace & Aviation Sector.

### **Job Description/ Job Specification:**

- Carry out research to identify skill gap in the sector
- Coordinate development of occupational map, identification of Job Roles, preparation of QP NOS
- Identify & affiliate credible assessment/ accreditation bodies
- To create systems to ensure quality of training, evaluation and certification processes
- To coordinate all certification related issues
- To ensure relevant compliance & regulatory issues are being followed by all stakeholders
- To ensure that targets as specified in term sheet, grant agreement and undertaking are being met
- To liaise & coordinate with NSDC and governmental agencies on relevant issues
- To send all reports and updates on time to all concerned agencies pertaining to his department
- To maintain necessary records, documents, databases and update them on time
- To coordinate PMKVY programs of the AASSC
- To carry out any other task delegated by the CEO
- Exposure to evaluation, certification & accreditation process in training
- Ability to prepare research reports
- Good project management skills
- Target driven approach
- Ability to handle diverse people & willingness to travel

- 2. Designation : Manager (Training & Industry Engagement)**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 45 Years as on 01-11-2015  
**Qualification :** Full time Bachelor's Degree in Engg / Technology in any of the branches of Aeronautical, Aerospace, Mechanical, Electrical, Electronics, Computer Science, Production and Metallurgy or its equivalent with minimum 60% marks along with two years full time MBA / PG Diploma in Management from recognized Institute / University.

**Experience (as on 01-11-2015):** 10 Years in corporate training in any industry or academic institutions in placements cell. Preference will be given to the candidates having experience in Aerospace & Aviation Sector.

### **Job Description/ Job Specification:**

- To coordinate curriculum development by the Training Providers & academic institutes as spelt out in NSQF
- To create effective vetting & approval processes of curriculum & syllabus development
- To engage industry in the skill development and training delivery processes
- Signing of MoUs with the industry players, training providers and academic institutes
- To facilitate placement of the labour force trained by the training providers
- To ensure relevant compliance & regulatory issues are being followed by all stakeholders
- To ensure that targets as specified in term sheet, grant agreement and undertaking are being met
- To liaise & coordinate with NSDC and governmental agencies on relevant issues
- To send all reports and updates on time to all concerned agencies pertaining to his department
- To maintain necessary records, documents, databases and update them on time
- To carry out any other task delegated by the CEO
- Exposure to curriculum development process in training
- Good networking skills and excellent contacts in the sector
- Target driven approach
- Ability to handle diverse people & willingness to travel

- 3. Designation : Manager (Admin & Accounts)**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 50 Years as on 01-11-2015  
**Qualification :** Full time Graduation with minimum 60% marks along with two years full time MBA (HR / Finance) or its equivalent with minimum 60% marks from recognized Institutions / University  
**Experience (as on 01-11-2015):** 15 Years Industry experience  
**Job Description/ Job Specification:**
- Rendering general administration & secretarial support
  - Setting up meetings, seminars, etc
  - Maintenance of Attendance , leave registers, Salary register as per regulations
  - Handling petty cash for office expenses
  - Preparation of salary file, Professional Tax & Income Tax
  - Handling the co-ordination for travel & hotel arrangements for the staff
  - Effectively manage the entire recruitment process by coordinating with the candidates for fixing interview dates, compiling offer letters, execute the joining formalities and synchronise with the interview panel
  - Co-ordination with promoters and other stakeholders
  - Renewal of licenses , certificates, rental agreements
  - Asset Management - Raising of Purchase requests, getting quotations , negotiations and placing or orders
  - Handling Annual Maintenance contracts - for Office equipments and Services
  - Documentation pertaining to Provident Fund - Joining & Withdrawals formalities
  - Coordinating with Auditors & Company Secretary and meeting their requirements
  - Coordinating with NSDC for the reports required on weekly / monthly & yearly basis
  - Preparation of budget on Monthly & Yearly basis
  - Coordinating with Bank on Inward remittances, bank balance certificates
  - To carry out any other job delegated by the CEO
  - Well versed in HR & accounting procedures
  - Good written & verbal communication skills
  - Ability to handle people from diverse backgrounds
  - Excellent IT skills
  - Multilingual capabilities preferred
  - Maturity & ability to multi task

### **Non-Executive posts:**

- 4. Designation : IT Assistant**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 30 Years as on 01-11-2015  
**Qualification :** Full Time Diploma in IT/Computers or 3 years Full Time BCA / B.Sc (Computers) & 2 Years Full MCA / M.Sc (Computers) with a minimum of 60% marks in both Diploma / Graduation & Post Graduation.  
**Experience (as on 01-11-2015):** Minimum 3 Years Industry Experience in web maintenance, development & maintenance of database. Working knowledge on maintenance of IT & electronics hardware.
- 5. Designation : Accounts Assistant**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 30 Years as on 01-11-2015  
**Qualification :** Full Time Degree in Commerce (i.e. B.Com) & Full time PG in Commerce (i.e. M.Com) with a minimum of 60% marks in both Graduation & Post Graduation.  
**Experience (as on 01-11-2015):** Minimum 3 Years' Experience in any industry with knowledge of book keeping & accounting procedures, ability to handle bank & other financial transactions, knowledge on tally & other accounting software.
- 6. Designation : Admin Assistant**  
**No. of Posts : One**  
**Location :** Bangalore  
**Age :** Not more than 30 Years as on 01-11-2015  
**Qualification :** Full time Degree in BA /B.Sc/ B.Com & Full time PG Degree in MA/M.Sc / M.Com with a minimum of 60% marks in both Graduation & Post Graduation.  
**Experience (as on 01-11-2015):** Minimum 3 Years Experience with good knowledge in documentation, filing & typing, good written / oral communication, knowledge of Microsoft word

## **EMOLUMENTS :**

Executives	: Rs.70,000/- per month (which includes 40% variable pay against quarterly targets fixed and reviewed by CEO).
Non Executives	: Rs. 25,000/- per month (Consolidated).

## **HEALTH**

Applicants should be of sound health and selected candidates will have to undergo pre-employment medical examination as advised by Management prior to their appointment in the Company. Appointment of selected candidates is subject to receipt of satisfactory Pre-employment medical report.

## **TENURE OF APPOINTMENT**

The candidates will be appointed on **contract basis** for a period of two years. Based on the satisfactory performance of the candidate during this period, the tenure may be extended for further period at the discretion of the Management. Management reserves the right to terminate the services at any point of time without assigning any reasons thereof.

## **SELECTION PROCEDURE FOR EXECUTIVE POSTS**

The selections will be done through interview. Only shortlisted candidates based on relevancy of experience, percentage of marks, etc will be called for interview. Mere submission of application will not entail a right for claiming appointment.

## **SELECTION PROCEDURE FOR NON-EXECUTIVE POSTS**

The Selections will be done through written test and interview. Only shortlisted candidates based on relevancy of experience, percentage of marks, etc will be called for written test. Candidates who qualify in the written test will only be called for interview. Mere submission of application will not entail a right for claiming appointment.

## **GENERAL CONDITIONS**

- Only Indian Nationals are eligible to apply.
- The total maximum marks and total marks obtained for all the Semesters/ Years will be summed up to arrive at the aggregate percentage. No rounding off will be done. No weightage will be given to any particular Semester or Year. Candidate must indicate the aggregate marks (of all semesters / years put together) Diploma / Degree etc in the Bio-data form. Aggregate marks are to be calculated as shown below:
$$\frac{\text{Total marks obtained in all semesters or years}}{\text{Maximum marks (cumulative of all semesters or years)}} \times 100$$
- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. Candidates are required to submit a Certificate to this effect from the University/ Institute at the time of Interview.
- Candidates who are employed in Government / Semi-Government / Public Sector Undertakings should produce '**No Objection Certificate**' at the time of Interview from their employer failing which they will not be permitted to appear for the Interview.
- AASSC reserves the right to cancel/ restrict/ enlarge/ modify / alter the advertisement/ recruitment process and/ or the selection process thereunder, without issuing any further notice or assigning any reason whatsoever. The number of vacancies can be modified as per management's discretion.
- If the information furnished by the candidate in any part of the Bio-data is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- Any sort of canvassing or influencing the officials related to the recruitment/ selection process would result in immediate disqualification of the candidate.
- AASSC reserves the right to increase / decrease the specification depending upon the response.
- No TA/DA will be paid to the candidates for appearing for written test or interview.

- Decision of AASSC Management regarding selection will be final. Further, AASSC Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the company.
- In order to establish their work experience candidates are required to submit a proper experience certificate in the letter head of the Company.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Applications will be rejected and no further correspondence in this regard will be entertained.
- Appearance of the shortlisted candidates in the Interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process incase they do not fulfill essential eligibility criteria.
- Last date of receipt of applications is 02<sup>nd</sup> December, 2015 (By e-mail only). Applications received after due date will be rejected.
- Candidates are required to produce their Original Certificates/Testimonials along with one set of self attested photocopies in proof of Age, Qualification, experience etc at the time of Interview.
- Court of jurisdiction for any dispute/ cause will be at Bangalore.
- In case of any clarification please contact during working hours to CEO, AASSC, Bangalore on 080 – 2232 3357.
- Candidates are required to possess a valid e-mail ID, which is to be entered in the application form, so that call letter for Written Test/ Interview can be sent. AASSC will not be responsible for bouncing of e-mail sent to the candidates.

#### **HOW TO APPLY**

Eligible candidates may send their duly filled **scanned** applications as in the prescribed format at **Annexure-I** through **e-mail only** to [aassc.ceo@gmail.com](mailto:aassc.ceo@gmail.com) on or before 02<sup>nd</sup> December, 2015.

Note: Application received by any other mode, other than e-mail, will not be entertained.

**Annexure-I**

**Aerospace & Aviation Sector Skill Council (AASSC)**

Registered Office: Technical Training Institute (TTI)  
Hindustan Aeronautics Limited, Suranjan Das Road  
Vimanapura, Bangalore – 560 017

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attested recent  
passport size  
photograph

**APPLICATION FOR THE POST OF .....**

1	Name (IN BLOCK LETTERS)	
2	Gender	
3	Father's Name	
4	Mother's Name	
5	a) Date of Birth b) Age as on 01.11.2015	a) _____ b) _____
6	State of Domicile and Nationality	
7	Contact/ Mailing Address	Permanent Address
	..... ..... ..... Phone No(with STD Code): Mobile No: Email ID:	..... ..... ..... Phone No(with STD Code): Mobile No: Email ID:
8	Nearest Railway Station	
9	Religion	
10	Circle the Category	SC / ST / OBC / GEN
11	Are you a Person with Disability (PWD)? If Yes, circle the category of Disability (VD/OD/HD)	Yes/ No VD / OD / HD

**12. EDUCATIONAL QUALIFICATION: (Academic and Professional)**

Name of Qualification with specialization wherever applicable.	Institution / University	Nature of the Course (Full Time/ Part Time/ Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Aggregate % of marks	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give full & complete information. Use separate sheets if required)

\* For Calculation of Percentage, aggregate of all Semesters/ Years should be considered.

**13. Details of Training undergone in the last 5 years**

Name of Program	Institution / Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

**14. Experience from the First Job onwards to Current Job** (chronological order):

Sl. No	Designation	Organisation	Central Govt/ PSU / Private	Date		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

**15. Detailed Pen Picture of the Position currently held by you. (To be typed in about 100 words)**

**16. No. of years of Post Qualification Experience you possess (in completed years): \_\_\_\_\_**

**17. Present emoluments drawn \_\_\_\_\_**

**18. If selected, how soon can you join? \_\_\_\_\_**



**19. Pen picture of professional experience, achievements and significant contribution in the field. To be typed in about 100 words)**

[Empty box for writing the pen picture of professional experience, achievements and significant contribution in the field.]

*I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.*

Place:

Date

Signature of the Candidate