



**NAINI AEROSPACE LIMITED
NAINI, PRAYAGRAJ**

**RECRUITMENT FOR THE VARIOUS POSTS ON FIXED TERM TENURE BASIS
Advertisement No. NAeL/Rectt./23/01**

ABOUT COMPANY

Naini Aerospace Limited (NAeL) was incorporated on 29th December 2016 as a wholly owned subsidiary of Hindustan Aeronautics Limited (HAL).

Naini Aerospace Ltd is situated in the Naini industrial area of Prayagraj developed by UP State Industrial Development Corporation. The factory is located on Prayagraj-Mirzapur highway, approximately 20 km from Prayagraj City Centre.

The Company is mainly into the Production of Aircraft/ Helicopter Loom (Wire Harnesses), Stub Wings for LCA, Structure of Helicopters and Drone. The company has also obtained DGCA approval for Remote Pilot Training.

NAeL invites applications from Qualified and experienced professionals, for the following positions, to be engaged on Contract, Fixed Term Appointment (FTA), basis initially for a period of four years (which may further be extended based on organisational requirements and individual performance) in the factory situated at UPSIDA Industrial Area, Naini, Prayagraj, UP:

Sl. No.	Name of the Position	Required No.
1	Dy. Manager (Security)	01 (UR)
2	Dy. Manager (Production)	01 (UR)
3	Finance Officer	01 (UR)
4	Engineer (Production/ Commercial/Maintenance)	04(02UR, 01OBC & 01SC)

The details regarding the desired qualification, age, job roles/ requirements, compensation, selection process, general instructions etc in respect of the above-mentioned positions are mentioned in the subsequent pages.

Candidates are advised to go through the subsequent pages (Page No. 2 to 8) carefully and apply for the position as per their eligibility.

1.POSITION: DY. MANAGER (SECURITY)

(a)	Position	Dy. Manager (Security)
(b)	Qualification	<p>i) Successful completion of ten months pre-Commission Training Course from the Officers' Training School, Chennai or from any other equivalent Institution under the Defence Forces; [OR]</p> <p>ii) Successful completion of one to one and a half years Course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; [OR]</p> <p>iii) Successful completion of one-year Training Course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; [OR]</p> <p>iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one-year training conducted by Home Ministry, Government of India, for SI in CBI; [OR]</p> <p>v) 52 weeks Training Course of Instructions for Armed Forces, and in the Rank of Warrant Officer and Master Warrant Officer or equivalent</p>
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	6 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	37 years* (*Candidates, with requisite qualifications, who are from Armed Forces/ Central Forces (viz. CRPF/CISF/BSF etc) and who got retired/ resigned etc from therein, are eligible to apply for the post subject to their age as on 15/08/2023 does not exceed 50 years)
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• Manage the effective deployment of security personnel to safeguard factory periphery.• Should have sound knowledge of the fire equipment, alarm and detection system operation to manage fire set up in any manufacturing setup.• Liaison with local police and fire authorities.• Should have sound knowledge of proper access control system of manpower and material movement.• Carry out security/ fire protection and prevention training programme for security personnel and employees.• Carry out security and fire audits of various department.• Should have hands on experience of CCTV control system and its maintenance.• Must possess basis computer skills in performing the day to day activities.• Knowledge of Labour Laws and HR practices will have an added advantage.

2. POSITION: DY. MANAGER (PRODUCTION)

(a)	Position	Dy. Manager (Production)
(b)	Qualification	Degree in Engineering/ Technology (Mechanical / Production) or equivalent with 60% aggregate marks in qualifying examination.
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	6 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	37 years* (*Candidates, with requisite qualifications, who are from Armed Forces (Army, Navy, Air Force)/ Coast Guard and who got retired/ resigned etc from therein, are eligible to apply for the post subject to their age as on 15/08/2023 does not exceed 50 years)
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none"> • Supporting all production activities carried out in the factory. • Control of all manufacturing, scheduling and planning function. • Responsible for meeting production targets, optimising resources and maintaining product quality. • Ensure timely delivery as per set production target. • Liaise with customers to meet their requirements. • Relevant production management experience in an industrial environment. • Experience of Aerostructures/ manufacturing/ cable looms/ sub-assembly work preferably in aerospace company or in allied domain is desirable. • Should manage basic manufacturing flow. • Knowledge of process layout with respect to aerostructures and aircraft cable looms is desirable. • Should effectively manage a team of employees. • Possesses excellent leadership and organisational skills.

3. POSITION: FINANCE OFFICER

(a)	Position	Finance Officer
(b)	Qualification	Bachelor's Degree with a pass in final examination of CA/CMA from the Institute of Chartered Accountants of India / Institute of Cost and Management Accountants of India. OR Two Years Full-time MBA (Finance)* with 60% aggregate marks in qualifying examination from AICTE recognised Institutions whose entrance is carried out through MAT/ CAT. *In case of dual specialization, Finance shall be the major one.
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• Experience of handling finance, Taxes etc.• Knowledge of Balance Sheet and other Functions.• Should have capacity in dealing matters related to General Accounting.• Knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Payroll etc. Receivable and Payable Management, Revenue Billing, Purchase Finance, and Insurance matters etc.• Knowledge of Tax Laws, TDS and GST issues with latest developments.• Knowledge of Tally ERP is must.• Knowledge of Export/ Import and Customs will be an added advantage.

4. POSITION: ENGINEER (PRODUCTION/MAINTENANCE/COMMERCIAL): 04 POSTS

(a)	Position	Engineer (Production) (02 Posts)
(b)	Qualification	Degree in Engineering/Technology (Mechanical/ Production) or equivalent with 60% aggregate marks in qualifying examination.
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• Control of all manufacturing, scheduling and planning function.• Ensure timely delivery as per set production target.• Liaise with customers to meet their requirements.• Production management experience in an industrial environment.• Experience of Aerostructures/ manufacturing/ cable looms/ sub-assembly work preferably in aerospace company or in allied domain is desirable.• Knowledge of basic manufacturing flow.• Basic knowledge of process layout with respect to aerostructures and aircraft cable looms is desirable.• Man-management skills.• Should possess learning attitude.

(a)	Position	Engineer (Maintenance) (01 Post)
(b)	Qualification	Degree in Engineering/Technology (Electrical / Electronics) or equivalent with 60% aggregate marks in qualifying examination.
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• To ensure that the facility equipment, substation equipment and machines are being maintained and working properly.• To ensure proper functioning of 11KV substation and its equipment.• Comply with maintenance schedule of plant and machinery and identify and analyses equipment and machines failures and takes corrective action.

		<ul style="list-style-type: none"> • Providing technical support to team members during the maintenance work. • To provide technical training to team members. • To coordinate work performed by contractor, vendors, and engineering consultants. • To prepare work schedules, estimate, tender for plant maintenance work. • To look after other cleaning, maintenance and repair work inside the factory.
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(a)	Position	Engineer (Commercial) (01 Post)
(b)	Qualification	Degree in Engineering/ Technology or equivalent with 60% aggregate marks in qualifying examination. Candidates having Post Graduate Diploma in Material Management or its equivalent will have an added advantage.
(c)	Minimum Experience (Post Qualification as on 15/08/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/08/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none"> • Candidate should be well versed with the procedure and practices for procurement of materials and commercial activities such as Receiving indents for procurement of materials and evaluation of the same, Tendering of the items (Limited, GeM, etc) and Bids evaluation. • Should process the procurement proposal, negotiate with vendors, shall Follow up with suppliers, co-ordinate with allied departments. • Should able to develop Vendors. • Should possesses knowledge of stores procedure and practices like receipt of materials, storage and recording of materials, arranging clearance from Quality Department, issuance of material. • Should possesses knowledge of Inventory Management System. • Capability to identify business opportunities. • Evaluation of Business Tenders, preparing Tender Documents, follow-up with the customers for getting orders, etc. • Arrangement of packaging and shipping of finished products. • Finalisation of various types of contracts, Insurance Policies, etc.

COMPENSATION& BENEFITS

Selected candidates, on their engagement, may get an all-inclusive consolidated compensation of Rs. 5.35 Lakh and Rs.6.70 Lakh per annum approx. (including employer contribution to PF) in the level of Engineer/ Officer and Deputy Manager respectively.

Depending upon satisfactory performance, an **annual increment of 3%** on the all-inclusive consolidated compensation (monthly consolidated compensation) may be provided after successfully completion of one year of service and so on.

In addition, they will also be entitled for PF, Casual Leave, Earned Leave, Medical Insurance Assistance, Company Uniform, Stitching Charges, Shoes, mobile reimbursement and other benefits as per Company Rules.

SELECTION PROCESS

1. Eligible candidates short-listed, based on the initial screening of their Application Forms and credentials etc, only will be called for personal interview.
2. Date & Time of the Interview will be intimated to the short-listed/eligible candidates via E-mail / NAeL Website.
3. Interviews for the shortlisted candidates will be conducted at NAeL, Naini, Prayagraj for which call letters will be sent on the individual's email ID.
4. Candidates called for interview will be reimbursed to and fro Third AC train fare from the mailing/ present address or the starting station, whichever is nearer to the place of Interview by the shortest route, on production of proof of journey.

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The posts are purely temporary in nature and offered on Fixed Tenure basis for a period of Four Year. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular employment in NAeL in future.
3. Eligible and interested candidates are required to print the Application Form from the NAeL's website. Duly filled application form to be forwarded only through Speed Post /Registered Post / Courier to the following Address alongwith relevant documents in a closed envelop super scribing "Name of the Post Applied For :" to-

HR Head, Naini Aerospace Limited, UPSIDA Industrial Area, P.O- TSL, Naini, Prayagraj, Uttar Pradesh – 211010.

Application Forms received through email/ FAX etc shall not be entertained.

4. All candidates (except SC/ST/PwBD) are required to pay a Non-Refundable Processing Fee of Rs.500/- (Rupees Five Hundred only). Processing Fee has to be paid through Demand Draft in favour of "Naini Aerospace Limited" payable at SBI SME Branch, Naini, Prayagraj or through Online payment into Account No. 36509020116, IFSC Code: SBIN0000139. The Original Demand Draft/ Online payment proof to be attached with the Application Form. No application will be entertained in absence of the aforesaid Demand Draft/ Proof of Online Payment. Processing fee once received through DD/ Online mode by NAeL will not be refunded under any circumstances.
5. The candidates should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not meet the eligibility criteria and/or the candidate has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such a candidate is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.

6. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
7. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere issuance of Interview call letter to the candidate will not imply that his/her candidature has been finally cleared by NAeL.
8. It shall be the responsibility of candidate to read the detailed instructions on the NAeL website and adhere to application requirements. Candidates are advised to visit the NAeL website <https://nael.co.in> regularly for any updates. Any corrigendum/Addendum, if any, will be hosted/ published on NAeL website only.
9. Candidates should enclose self-attested copies of date of birth, Degree Certificate, marks sheets of all semesters, experience certificates etc alongwith the Application Form.
10. Mere conformity to the job role/ requirement will not entitle a candidate to be called for interview. NAeL Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview.
11. The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained. In such case, Processing Fees shall be refunded back into the Bank account number of the candidates declared in the Application Form.
12. Candidates are advised to possess a valid e-mail ID, which is to be mentioned on the Application Form. They are also advised to retain this e-mail ID active for at least six months as any important intimation to the candidates shall be provided by NAeL.
13. Applicants should have sound health. The appointment, if selected, will be subjected to meeting the health standards prescribed by the Company. No relaxation in the health standards is allowed.
14. No correspondence will be entertained with the candidates not selected for interview/ Appointment.
15. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto shall be subject to jurisdiction of the Court at Allahabad.
16. Canvassing in any form will be a disqualification.
17. NAeL reserves the right to call/ not call any candidate for the interview. It also reserves the right to cancel the interview at any given point of time.

LAST DATE OF RECEIPT OF APPLICATION AT NAeL IS 25.09.2023.

APPLICATIONS RECEIVED AT NAeL AFTER 25.09.2023 WILL NOT BE ENTERTAINED.