



AI ENGINEERING SERVICES LIMITED

RECRUITMENT AND PROMOTION POLICY



**AI Engineering Services Limited
New Delhi**



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RECRUITMENT AND PROMOTION POLICY

APPROVED BY JMC

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	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026



FOREWORD

AI Engineering Services Limited (AIESL) is the largest Maintenance, Repair and Overhaul (MRO) of the country and a premier CPSE functioning as a 100% subsidiary of AIAHL under the administrative control of Ministry of Civil Aviation.

Aviation sector in our country is growing at a hectic pace, and domestic airlines are expecting to increase their fleet capacity by nearly 1500 aircraft by 2030. That will entail requirement of very robust the domestic MRO in order to ensure effective utilization of aircraft in India. AIESL shall play a very important role in this regard. Therefore, it is imperative that AIESL has experienced and capable manpower which shall be able to handle the maintenance activities of the future. This Recruitment and Promotion Policy establish a structured, transparent, competency-based and business-oriented framework for recruitment and career progression within the Company.

The Board of AIESL has already approved the manpower strength that is required to handle the operations. This Policy provides for recruitment through appropriate modes and other approved processes linked to the approved manpower plan.

The Policy further provides a defined framework for promotion, covering promotion planning, vacancy assessment, evaluation and assessment, across the categories of employees. The provisions are intended to provide a clear and consistent framework for career progression while considering organisational requirements, qualifications, experience, competency and performance.

My appreciation to the team of officers who instrumental in bringing out this policy, Shri Ved Prakash Prajapati, Shri Sanjay Vaze, GME-WR, Shri Gurmeet Singh, GME(NR), Shri Nitin Asthana, CHRO under the guidance of Shri Sharad Agarwal, CEO - AIESL for working out this policy. My appreciation also to Shri A.P. Singh, external consultant for his efforts to prepare this policy.

AIESL should ensure its implementation strictly in accordance with the provisions contained in this policy.



AMIT KUMAR
Chairman
AI Engineering Services Limited

23 Sept 2026
New Delhi

	RECRUITMENT AND PROMOTION POLICY	
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RECRUITMENT AND PROMOTION POLICY

This Policy shall come into force from the date of its approval by competent authority and shall supersede the corresponding provisions of earlier recruitment policies/ guidelines to the extent specifically covered herein.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

TABLE OF CONTENTS

FOREWORD	1
RECRUITMENT AND PROMOTION POLICY	2
TABLE OF CONTENTS	3
SECTION 1:	6
1.1 RECRUITMENT POLICY	6
1.2 Scope	6
1.3 RECRUITMENT PRINCIPLES	6
1.3.1 Merit and Competence	6
1.3.2 Business Requirement	6
1.3.3 Regulatory Compliance	6
1.4 MANPOWER PLANNING AND RECRUITMENT AUTHORISATION	7
1.4.1 Approved Manpower Plan	7
1.5 LATERAL RECRUITMENT	7
1.5.1 General	7
1.5.2 Recruitment from Existing Third-Party/Apprentice/Intern Personnel	7
1.6 TECHNICAL MANPOWER	8
1.6.1 AVIATION TECHNICIAN	8
1.6.2 AIRCRAFT MAINTENANCE ENGINEER	9
1. GET (AME and SS): To be inducted as GET for both AME and SS	9
2. TRAINEE AME (INTERNAL)	10
3. RECRUITMENT OF LICENSED AIRCRAFT MAINTENANCE ENGINEERS (LATERAL ENTRY/ WALK-IN INTERVIEW)	11
1.6.3 TECHNICIANS HOLDING CAT A AUTHORISATION, NDT APPROVAL/ AUTHORISATION HOLDER, SHOP APPROVAL/ AUTHORISATION, STORE INSPECTOR ETC:	12
1.6.4 POLICY FOR DIRECT RECRUITMENT OF RETIRED DEFENCE PERSONNEL IN TECHNICIAN GRADE	13
1.6.5 DEPLOYMENT OF OUTSOURCED TECHNICAL PERSONNEL	14
1.7 NON-TECHNICAL MANPOWER	15
1.7.1 CHIEF HUMAN RESOURCE OFFICER (CHRO)	15
1.7.2 CHIEF FINANCIAL OFFICER (CFO)	16
1.7.3 COMPANY SECRETARY (CS)	17
1.7.4 CHIEF SECURITY OFFICER (CSO)	18
1.7.5 REGIONAL SECURITY OFFICER (RSO)	19
1.7.6 ASSISTANT SUPERVISOR (SECURITY)	20
1.7.7 DY. MANAGER - (HR/FINANCE/MMD/MARKETING ETC)	21
1.7.8 DY. MANAGER - IT	21
1.8 OUTSOURCED MANPOWER	22

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.8.1	ENGINEER – PROPERTY AND FACILITY DIVISION (PFD):	22
1.8.2	TECHNICIANS: (Tailor, Upholstery, Painter, EFD, PFD)	22
1.8.3	TECHNICAL ASSISTANTS: For (QC/Audits/ Technical Library/ Line/ Base etc.)	22
1.8.4	ASSISTANT SUPERVISOR: (clerical/ DEO, etc)	22
1.8.5	HANDY MAN/ UTILITY HAND ETC.	22
1.8.6	DRIVER	22
1.9	SELECTION PROCESS	24
1.9.1	SELECTION COMMITTEE/INTERVIEW BOARD	24
1.9.2	VERIFICATION OF QUALIFICATIONS, EXPERIENCE AND LICENCES	24
1.9.3	RECRUITMENT OF INTERNAL CANDIDATES	24
1.10	EXCEPTIONS	24
SECTION 2:		25
2.1	PROMOTION POLICY	25
2.2	PROMOTION PHILOSOPHY	25
2.3	PROMOTION PLANNING, VACANCY DETERMINATION AND CALENDAR	25
2.3.1	MANPOWER PLANNING	25
2.3.2	ANNUAL PROMOTION EXERCISE	25
2.3.3	CADRE-WISE VACANCY ASSESSMENT	25
2.4	PROMOTION EVALUATION, APAR WEIGHTAGE AND INTERVIEW	25
2.4.1	ASSESSMENT FRAMEWORK	25
2.4.2	PROMOTION COMMITTEE	26
2.5	CAREER PROGRESSION OF PERMANENT EMPLOYEES	27
2.5.1	CAREER PROGRESSION FOR AIRCRAFT MAINTENANCE ENGINEERS (PERMANENT)	27
2.5.2	CAREER PROGRESSION – ENGINEERING SUPPORT SERVICES (PERMANENT)	29
2.5.3	CAREER PROGRESSION – SERVICE ENGINEERS AND TECHNICIANS (PERMANENT)	30
2.5.4	CAREER PROGRESSION – GENERAL OFFICERS AND EXECUTIVES (PERMANENT)	31
2.5.5	CAREER PROGRESSION – CLERICAL AND ALLIED CATEGORIES (PERMANENT)	32
2.5.6	CAREER PROGRESSION – UNSKILLED CATEGORY (PERMANENT)	33
2.6	CAREER PROGRESSION OF Ex AICL AND Ex AAAL EMPLOYEES	34
2.6.1	CAREER PROGRESSION OF AMEs, Ex AICL AND Ex AAAL	34
2.6.2	TECHNICIANS AICL AND AASL	34
2.7	CAREER PROGRESSION OF FIXED TERM EMPLOYEES	35
2.7.1	CAREER PROGRESSION – AME (FTE)	35
2.7.2	CAREER PROGRESSION – ENGINEER (SUPPORT SERVICES-FTE)	37
2.7.3	CAREER PROGRESSION – TECHNICIANS (FTE)	38

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

2.7.4	CAREER PROGRESSION – GENERAL CATEGORY EXECUTIVES and Officers (FTE)	3
9		
2.7.5	GENERAL CATEGORY STAFF (FTE)	41
2.8	FIXED TERM EMPLOYEE PROMOTION AND CONTRACT RENEWAL	41
2.9	TRANSITIONAL PROVISIONS AND IMPLEMENTATION OF THE PROMOTION POLICY	42
2.10	ROTATION POLICY	42
ANNEXURE 1		43
ANNEXURE 2		48

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

SECTION 1:

1.1 RECRUITMENT POLICY

The purpose of this Recruitment Policy is to establish a structured, transparent, competency-based and business-oriented framework for recruitment of manpower in the Company.

The policy is intended to:

1. ensure availability of suitably qualified, competent and experienced manpower to meet the operational and business requirements of the Company;
2. provide flexibility in recruitment in view of the dynamic aviation and MRO environment and increasing competition for trained manpower;
3. establish defined qualification, experience and selection criteria for different categories and levels;
4. provide for recruitment through appropriate modes including fresh recruitment, lateral entry, internal recruitment, walk-in interview, written examination and recruitment through approved/authorized processes;
5. ensure that recruitment is linked to the approved manpower plan;
6. facilitate availability of competent technical manpower in accordance with applicable regulatory requirements and the organisation approved MOE or any other approved associated manual;
7. ensure that all newly recruited employees receive appropriate induction and competency-related training.

1.2 Scope

This Policy shall apply for the recruitment of employees, trainees and all other manpower engaged by the Company in technical, non-technical, support and other categories, including outsourced personnel/manpower.

1.3 RECRUITMENT PRINCIPLES

Recruitment shall be guided by the following principles:

1.3.1 Merit and Competence

Selection shall be based on prescribed qualification, experience, technical competence, aptitude, performance in the prescribed selection process and suitability for the position.

1.3.2 Business Requirement

Recruitment shall be based on actual and projected business requirements, operational workload, approved manpower norms, attrition, business expansion and other relevant organizational requirements.

1.3.3 Regulatory Compliance

Recruitment for technical and maintenance functions shall take into account any specific requirement of approved AIESL MOE and any other approved associated manual.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.4 MANPOWER PLANNING AND RECRUITMENT AUTHORISATION

1.4.1 Approved Manpower Plan

The manpower plan shall be reviewed once in a year or as required by management. Manpower plan shall consider approved organisation structure, workload and business requirement, operational capability, employee turnover and attrition, retirement and anticipated vacancies, business expansion, technical and regulatory requirements, manpower productivity and deployment, requirement of specialist skills, any other factor affecting the manpower requirement. The manpower plan shall also reflect managerial positions and shall be integrated with the approved organisational structure/ organogram. The manpower plan shall be approved by JMC. Quarterly manpower review as per regulatory requirement according to approved MPPM shall also be considered at the time of review of manpower requirement for recruitment.

Where an urgent business requirement arises outside the approved manpower plan, recruitment may be undertaken only after obtaining approval from JMC. Recruitment shall be limited to the manpower requirement as approved in Board meeting.

1.5 LATERAL RECRUITMENT

1.5.1 General

Considering the shortage of trained manpower in the aviation and MRO sector, the Company may use lateral entry at [all](#) levels in the organization provided it is a pre-existing cadre in the company based on predefined experience and qualification. Lateral hiring would be [resorted on need basis](#), from time to time, through a selection committee and/or written exam with the approval of competent authority.

Lateral recruitment shall be based on approved manpower; prescribed qualification; relevant experience; technical competence; licence/ authorisation, wherever applicable; market availability of suitable candidates; and suitability for the grade/ level. Lateral entry shall be through selection process and or written exam depending upon post and number of candidates available.

1.5.2 Recruitment from Existing Third-Party/Apprentice/Intern Personnel

Personnel engaged in the organisation through third-party services, internship or apprenticeship arrangements who possess suitable skills, knowledge, aptitude, attitude and relevant experience may be considered for lateral recruitment, subject to fulfilment of prescribed eligibility criteria and successful completion of the applicable selection process.

Such candidates may be given preference where their existing experience with the Company's operations provides an organisational advantage subject to satisfying the eligibility criteria.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.6 TECHNICAL MANPOWER

1.6.1 AVIATION TECHNICIAN

An Aviation Technician is a person employed to carry out aircraft maintenance and component overhaul-related work under the overall supervision of an appropriately approved/authorised person.

Aviation Technician

(Aircraft/ Shop, Fitter, Plating, Machine, Sheet Metal, Welder, Composite, Electrical, and Fuel & Oil Lab)

1. Qualification:

10+2 (Physics, Chemistry, Maths) + **ITI in relevant trade (details given in table)**
OR

Diploma in engineering recognized by state technical education board in Aeronautical/ Mech./ Electrical/ Electronic / Instrumentation

OR

Successfully completed basic aircraft maintenance training conducted by a training organization approved by DGCA under rule 133B (As amended from time to time)

Qualification for Fuel and Oil Lab: Diploma in Chemical/ Petrochemical Engineering or B.Sc. Chemistry

2. Selection Process:

- Written Exam
- For Internal candidates: Recruitment shall be through internal notification. For internal candidates criteria of selection will be based on **Experience + APA + Competency Test.**

Induction in the technician category shall be as Junior Aviation Technician. They shall be paid a fixed stipend for a period of six months and thereafter, subject to fulfilling applicable requirement, shall be placed in pay scale of Junior Aviation Technician.

NOTE1: Qualification with basic aircraft maintenance training conducted by a training organization approved by DGCA under rule 133B (As amended from time to time) to be restricted to 20% of total sanction strength of recruitment cycle.

NOTE2: The number of technicians required in each trade shall be determined based on the approved manpower requirement and suitability/ availability of candidates.

3. ITI Trade Requirement for Different Technicians:

S/N	Technicians	Applicable ITI Trade
1.	Aircraft	Fitter/ Sheet Metal Worker/ Turner/ Machinist/ Tool & Die Maker/ Electrician/ Electronics Mechanic/ Instrument Mechanic
2.	Mechanical Shop	Fitter/ Sheet Metal Worker/ Turner/ Machinist/ Tool & Die Maker
3.	Avionics Shop	Electrician/ Electronics Mechanic/ Instrument Mechanic
4.	Fitter	Fitter/ turner/ sheet metal
5.	Composite	Fitter/ Sheet Metal Worker/ Turner/ Machinist/ Tool & Die Maker
6.	Welding	Welder

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.6.2 AIRCRAFT MAINTENANCE ENGINEER

- i. **Aircraft Maintenance Engineer:** Persons Licenced/Approved/Authorized to certify repair, overhaul, maintenance of aircraft, engines, components, APUs and to issue Certificate of Release to Service or working as support staff in base maintenance. **Whenever recruitment action is required for GET/ AME Trainee, a right mix of GET/ Trainee AME to be ensured as per the organizational requirement and sustainability.**
- ii. **GET (SS): Graduate Engineer (Support Services) working in different section of AIESL as** Quality Control (Compliance Monitoring)/ Safety/ Production Planning and Material Management (PPMM)/ Industrial Engineering (IE)/ Information Technology (IT)/ Maintenance Training Organisation (MTO)/ Engineering Facility Division (EFD) to carry out functions required to support the maintenance operation of aircraft/ Engine/ Component. GET (SS) recruited for IT division it is to be BE/ B Tech in IT/ CS.

1. GET (AME and SS): To be inducted as GET for both AME and SS

(Recruitment of Number of AME & SS to be decided by JMC as per manpower requirement.)

To ensure the availability of suitable candidates for key positions reporting directly to the CEO, such as CHRO, COQ, Head Marketing, CPO, Head Training, EDs and Regional Heads Engineering etc., at least 25% of the total AMEs shall be GET (AME).

The interview board will decide suitability of candidates to be segregated between AME and SS.

Qualification:

- B.E./ B. Tech degree in Aeronautical/ Mech./ Electrical/ Electronic / Instrumentation recognized institute/ university/ colleges approved by AICTE
- Valid GATE Score of minimum 80 percentile for General and 75 for SC/ ST/ OBC.

Graduate Engineer Trainees (GETs) FTE inducted in the AME cadre and Support Services shall be taken as Assistant Aviation Engineer. They shall initially be engaged on a fixed stipend for one year and thereafter, subject to fulfilment of the applicable requirements, shall be placed in the applicable pay scale of Assistant Aviation Engineer.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2. TRAINEE AME (INTERNAL)

a. Qualification:

10+2 (Physics, Chemistry, Maths) from recognised board/ university

or

Diploma in engineering recognized by state technical education board

or

B.E./ B. Tech degree in Aeronautical/ Mech./ Electrical/ Electronic / Instrumentation recognized institute/ university/ colleges approved by AICTE

or

Successfully completed basic aircraft maintenance training conducted by a training organization approved by DGCA under rule 133B (As amended from time to time).

- All relevant Modules of DGCA CAR66 Licence in Category B1/ B2 are passed.
- Internal candidates to be recruited through notification. Selection process through Interview and APA.

b. Experience:

- Minimum 03 years aircraft maintenance experience in the relevant trade B1/ B2 for those possessing BE/ B. Tech degree in Aeronautical/ Mech./ Electrical/ Electronic / Instrumentation recognized institute/ university/ colleges approved by AICTE
- Minimum 02 Years aircraft maintenance experience in the relevant trade B1/ B2 for those who successfully completed basic aircraft maintenance training conducted by a training organization approved by DGCA under rule 133B and
- for all others minimum 05 Years aircraft maintenance experience in the relevant trade B1/ B2.

The experience shall be counted as on the date of notification issued for recruitment of trainee AME.

c. Training:

Training period shall be of 01 year or acquiring requisite the AME licence whichever is earlier. On Completion of Training period and subject to Successful Competency Assessment, to be absorbed as Assistant Aviation Engineer, and follow career Program as per company policy. If a candidate acquires requisite AME licence within training period of 01 year, the candidate shall be promoted to Aviation Engineer (AME) without completing training period of one year.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

3. RECRUITMENT OF LICENSED AIRCRAFT MAINTENANCE ENGINEERS (LATERAL ENTRY/ WALK-IN INTERVIEW)

In the event of recruitment of Licenced Aircraft Maintenance Engineer through Walk in interview on lateral entry, it is to be ensured that:

1. the candidates possess DGCA CAR66 AME Licence (B1/B2) on Type of aircraft or similar type of aircraft serviced or proposed to be serviced by AIESL.
2. the candidate shall meet the prescribed category- and level-wise relevant experience requirement;
3. grade and salary shall be commensurate with relevant aircraft certification experience acquired after obtaining the applicable licence;
4. the Interview Board shall assess and recommend the appropriate level of entry.
5. The experience and licence criteria shall be aligned with the requirements applicable to the relevant grade/ level.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

1.6.3 TECHNICIANS HOLDING CAT A AUTHORISATION, NDT APPROVAL/ AUTHORISATION HOLDER, SHOP APPROVAL/ AUTHORISATION, STORE INSPECTOR ETC:

These are technically qualified personnel and are authorized based on the additional qualification acquired by them in specialised field. Instead of recruiting them in a different cadre, they can be taken internally/ externally depending upon the availability and authorisation as per qualification and competency required which is mentioned in the approved AIESL MOE. The remuneration of such authorised personnel shall be decided and approved by JMC. They shall be put in the appropriate grade of the technician as per their qualification and experience and follow the career progression. The basic pay scale to be fixed as per the existing technician grade.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.6.4 POLICY FOR DIRECT RECRUITMENT OF RETIRED DEFENCE PERSONNEL IN TECHNICIAN GRADE

Technicians working in defence services like IAF, Aviation wing of Indian Army and Indian Navy retires early. As they are still young to work, their experience can be utilised therefore for **recruitment of retired Defence personnel** in the following grades as per their hands-on- experience in the field of aircraft maintenance. The recruitment shall be done as listed below:

Grade	Defence Experience	Experience required in the field of Aircraft Maintenance
Master Technician	20 Years	10 Years of experience
Senior Aircraft Technician	15 Years	7 Years of experience
Aircraft Technician	10 Years	4 Years of experience

Direct working on aircraft/engines (Fixed wing) for Inspection, repair, overhaul, and servicing would qualify for hands-on aircraft maintenance experience

Aircraft maintenance experience verification

1. Personal Logbook
2. Internal records
3. Experience certificate.
4. Any other document acceptable to selection board

Age: less than 45 years

Recruitment as per company procedures with age limits of 45 years, age relaxation to reserved category as per the government guidelines.

Selection Process shall include verification of relevant qualification followed by Interview.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.6.5 DEPLOYMENT OF OUTSOURCED TECHNICAL PERSONNEL

Engagement of third-party technical staff and outsourcing of manpower/ outsourcing the work to some other agency shall not be considered as recruitment.

In the case of engagement of technical staff from third party, the deployment of technical staff means Technicians/ Certifying/ Support staff (authorised AME in base maintenance) from third party (employed by another organization and contracted by that organization to AIESL) who perform maintenance in workshop/ Hangar/ Line Maintenance shall be less than 50% of total requirement in that area of activity for a better manpower balance and stability in the organisation. This is in accordance with regulatory requirement and amended from time to time as per approved AIESL MOE.

Technical qualification and competency shall be equivalent to that of the employee of the organisation or as in approved MOE/ EPM.

OUTSOURCING: As per prevailing market standards in Aviation Industry, there are certain functions which can be performed by outsourced manpower from third party or outsourcing work to third party.

The requirement shall be monitored as part of manpower planning and workforce management and shall be only to the extent of total approved manpower strength.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.7 NON-TECHNICAL MANPOWER

1.7.1 CHIEF HUMAN RESOURCE OFFICER (CHRO)

Qualification: Master of Business Administration (MBA) full time with specialization in Personnel Management/Human Resource/IR. or its equivalent Post Graduate Master's degree (2 years) course or 1 year PG Diploma in with specialization in Personnel Management/Human Resource/IR.

Experience: Candidate should have minimum 20 years of post-qualification experience in Personnel/HR/IR respectively, out of which 02 years should be in the grade of Rs.120000-280000 (IDA) post 01.01.2017 or Rs.51300-73000 (IDA) post 01.01.2007 or equivalent with CDA pattern.

Candidates from Private Sector should have minimum 20 years post qualification experience in Personnel/HR/IR and should be working not more than 2 levels below CEO/ Head of Institution. The candidates having experience in Aviation Industry, preferably in MRO will be given preference.

Selection: Selection shall be through interview conducted by interview board.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.7.2 CHIEF FINANCIAL OFFICER (CFO)

Qualification: Qualified Chartered Accountant from the Institute of Chartered Accountants of India OR Cost Accountant from Institute of Cost Accountants of India, OR Full-time 02 years MBA Finance from a IIM/ ISB/ IIFT/ IIM/ ISB/ IIFT/ other premier institute. Preference will be given to CA/ICWA.

Experience: 10 years' post qualification experience (excluding article ship) in maintenance of Accounts, Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing and Taxation matters, Working Capital Management, Financial Planning, Treasury Management, etc. at reputed companies. Candidates with working experience in Aviation Industry, preferably in MRO and working experience in ERP/SAP environment, will be given preference. Out of 10 years' experience, 02 years should be in senior position as per details given below: -

- a. Candidates from Central/ State/ Public Sector Enterprises working at the level of E-7 and above.
- b. Candidates from Private Sector who are working not more than 2 levels below CEO/ Head of Institution.

Selection: Selection shall be through interview conducted by interview board.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

1.7.3 COMPANY SECRETARY (CS)

Qualification: Full-time bachelor's degree in any discipline plus Associate/ Fellow Membership of the Institute of Company Secretaries of India (ICSI). Preference shall be given to candidates having degree in LAW.

Strong communication skills (written & oral). Adequate knowledge of statutory laws, labour laws, Tax laws, Companies Act, DPE guidelines & corporate governance is essential.

Experience: Minimum 07 years post qualification experience (ACS) w.r.t. to Company Secretarial functions in a Company only having paid up share capital of Rs. 100 Crore or more or Turnover of Rs. 1000 crores or more in any of the last three financial years.

Selection: Selection shall be through interview conducted by interview board.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

1.7.4 CHIEF SECURITY OFFICER (CSO)

Qualification: Graduation in any discipline (minimum 3 years duration) from a recognized University with valid AVSEC instructor certificate. Fluency in English and Hindi, both written and spoken is required.

Experience: Honourably discharged from the armed forces not below the rank of Colonel/ Para-military forces not below the rank of Commandant and Police Official not below the rank of DIG/ SP/ Dy. Commandant or equivalent, having BCAS trained set of skills would be preferred. Candidate should have minimum 10 years' experience in aviation security operation of any scheduled airline or Airport operator or experience in other security related enforcement field with understanding about BCAS requirement and setting up of Security Department. The candidate with working experience in Aviation industry, preferably in MRO will be given preference.

Selection: Selection shall be through interview conducted by interview board.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.7.5 REGIONAL SECURITY OFFICER (RSO)

Qualification:

Graduates in any discipline (minimum 3 years duration) from any Recognized University with ability to speak Hindi, English and conversant with local language. MUST possess valid BCAS Basic AVSEC (latest new pattern) Certificate.

Preferable:

BCAS Certified XBIS Screener (Valid Certification)

- Proficiency in fire fighting
- Knowledge in industrial security
- Knowledge in disaster management
- Knowledge of unarmed combat
- Legal Knowledge
- Knowledge of MS Word /Internet must
- NCC "B/C" Certificate.

RSO Should also have:

- Administrative Functions
- AEP guidelines 2022.
- Report Writing
- Must have 5 Years of Supervisory Experience in Senior Level.

Selection Procedure:

Candidates who prima facie meet eligibility criteria will require to appear for written test and subsequent interview.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

1.7.6 ASSISTANT SUPERVISOR (SECURITY)

Qualification: Graduates in any discipline (minimum 3 years „duration) from any Recognized University with ability to speak Hindi, English and conversant with local language. Possess valid BCAS Basic AVSEC (latest new pattern) Certificate.

Preferable:

BCAS Certified XBIS Screener (Valid Certification)

- a. Proficiency in fire fighting
- b. Knowledge in industrial security
- c. Knowledge in disaster management
- d. Knowledge of unarmed combat
- e. Legal Knowledge
- f. Knowledge of MS Word /Internet must.
- g. NCC "B/C" Certificate.
- h.** Must have 01 Year of Supervisory Experience

The above vacancies of Assistant supervisor will be filled first from those who have valid BCAS Basic AVSEC Certificates and the residual vacancies if any to be filled from candidates who are Fresh Graduate / Ex Servicemen

Graduate in any discipline (minimum 3 years“ duration) from any recognized University with ability to speak Hindi, English and conversant with local language.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.7.7 DY. MANAGER - (HR/FINANCE/MMD/MARKETING ETC)

Qualification: PGDBM or MBA (Relevant Subject) of minimum duration of two years.

Experience: 2 Years Experience in related stream

Selection: Selection shall be through Written exam and interview.

Note: Officer (HR/Finance/ MM/ security) discontinued. Recruitment of Executive is made as Jr Executive and follow Career progression.

1.7.8 DY. MANAGER - IT

Qualification: MCA/ B. Sc. in IT

Experience: 2 Years Experience in IT (hardware-networking or software development to be written) field.

Selection: Selection shall be through Written exam and interview.

Note: Executive cadre (HR/Finance/ MM etc.) discontinued. Recruitment of General category officers and executives shall be at the level of Dy. Manager and follow Career progression.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.8 OUTSOURCED MANPOWER

Note: A 30% of required vacancy of assistant supervisor to be taken on contract as FTE to work as technical assistant in the operational area and or the place where data secrecy is essential, with the qualification defined in this section.

1.8.1 ENGINEER – PROPERTY AND FACILITY DIVISION (PFD):

Qualification: B.E./ B. Tech degree in in Civil Engineering/ Electrical Engineering from recognized institute/ university/ colleges approved by AICTE

Experience: Minimum 5 years' experience of civil construction/ work and monitoring.

1.8.2 TECHNICIANS: (Tailor, Upholstery, Painter, EFD, PFD)

Qualification: 10+2 with Physics Chemistry and Mathes and ITI in relevant trade

ITI Trade Requirement for Different Outsourced Technicians is as per table below:

S/N	Outsourced Technicians Trade	Applicable ITI Trade
1.	Tailor	Tailoring
2.	Upholstery	Carpentry
3.	Painter	Painting
4.	EFD	Fitter/ Turner/ Machinist/ Tool & Die Maker/ Electrician/ Electronics Mechanic/ Instrument Mechanic
5.	PFD	Diploma in Civil Engineering/ Electrical Engineering

Experience: Minimum one year experience in relevant trade. For PFD experience required shall be Minimum one year in civil work.

1.8.3 TECHNICAL ASSISTANTS: For (QC/Audits/ Technical Library/ Line/ Base etc.)

Qualification: Technical Background (Diploma in Engineering/Science Graduate) + computer knowledge (Proficiency in MS office).

Experience: 1 Year Experience in computer Knowledge (Proficiency in MS office)

1.8.4 ASSISTANT SUPERVISOR: (clerical/ DEO, etc)

Qualification: Graduate in any discipline

Experience: 1 Year Experience in computer Knowledge (Proficiency in MS office)

1.8.5 HANDY MAN/ UTILITY HAND ETC.

Qualification: Min 10th pass

1.8.6 DRIVER

Qualification: 10th +LMV/HMV driving licence

Experience: 02 Years experience operating LMV and HMV. For Heavy Vehicle operation in Line Maintenance/ Base Maintenance, driving HMV experience of at least one year is required.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL / R&P / 001	REV 0 SEPT 2026

Tow Tug Operator: HMV driving licence and at least two years of HMV driving is required.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

1.9 SELECTION PROCESS

The selection process shall be determined according to the category and level of recruitment.

For internal candidates, recruitment may be undertaken through notification followed by Experience + APA + Competency Test/ APA+Interview, wherever prescribed.

For external candidates, written examination and/or interview may be used depending upon the number of eligible candidates and nature of the position.

The recruitment notification shall clearly specify the applicable selection methodology.

All selected candidates shall undergo medical examination at their own expenses as per the requirement of that particular position.

1.9.1 SELECTION COMMITTEE/INTERVIEW BOARD

A Selection Committee/ Interview Board shall be constituted for recruitment as per the approved delegation of powers.

1.9.2 VERIFICATION OF QUALIFICATIONS, EXPERIENCE AND LICENCES

Before appointment, the candidate's qualification, experience and licence (as applicable) to be verified and recorded.

1.9.3 RECRUITMENT OF INTERNAL CANDIDATES

Recruitment of internal candidates for technical/ non-technical manpower depending upon the requirement and approved manpower plan; permitted as:

1. vacancies shall be notified internally;
2. eligibility shall be clearly specified;
3. candidates shall undergo the prescribed selection process;
4. APA/performance record may be considered where specified;
5. qualification, relevant experience and competency shall be considered as applicable; and

Internal candidates from the Company's approved training programmes may be given preference where specifically provided under this Policy. Suitable internal candidates from company's training organisation under applicable CAR-147 provisions, after successfully completing the prescribed training can be considered with preference for recruitment/ absorption, subject to applicable eligibility, competency and manpower requirements.

1.10 EXCEPTIONS

Any deviation from the qualification, experience, recruitment mode, manpower ceiling or other provisions of this Policy shall require specific approval of the competent authority.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

SECTION 2:

2.1 PROMOTION POLICY

This Promotion Policy establishes a structured framework governing career progression of employees across the Organisation. It balances organisational requirements with employee aspirations by providing fair opportunities for advancement based on merit, competence, performance, qualification, experience and organisational requirements.

Operational and strategic requirements shall take precedence over individual expectations.

Promotion shall therefore be aligned with approved manpower planning; succession planning; expansion requirements; organisational structure/ restructuring; and business continuity.

2.2 PROMOTION PHILOSOPHY

Promotion shall not merely represent movement to a higher grade or pay level. It shall represent recognition of an employee's demonstrated capability to undertake higher responsibilities and contribute to the Organisation's strategic objectives.

Seniority shall be considered for eligibility and inter-se consideration wherever applicable but shall not, by itself, create an automatic right to promotion.

2.3 PROMOTION PLANNING, VACANCY DETERMINATION AND CALENDAR

2.3.1 MANPOWER PLANNING

Promotion shall be aligned with the approved manpower plan, sanctioned strength and organisational structure.

2.3.2 ANNUAL PROMOTION EXERCISE

The Organisation shall ordinarily conduct one promotion exercise every year for time-bound promotions as well as for vacancy based promotions. The exercise shall be completed by the end of October for all vacancies arising in the following year. However, the promotion shall become effective from the date of actual arising of the vacancy. For time bound promotions, the promotion shall become effective from the date of incumbent fulfilling the required eligibility criteria.

2.3.3 CADRE-WISE VACANCY ASSESSMENT

Vacancies shall be assessed separately for each cadre wherever promotion provisions exist.

2.4 PROMOTION EVALUATION, APAR WEIGHTAGE AND INTERVIEW

2.4.1 ASSESSMENT FRAMEWORK

The assessment framework mentioned below is for officer's cadre only such as (AME, Engineer (SS), General Officers/ Executives, AME (FTE), Engineer (SS) FTE, General Officers/executives (FTE).

Criteria	Weightage for Time-bound Promotion	Weightage for vacancy-based promotion
Qualification/ Licence at Induction	5	5

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

level		
Experience in the Number of Years (meeting qualification criteria requirement at each stage)	20	15
Additional Experience	One mark for each additional year (Max 5)	One mark for each additional year (Max 5)
APAR/ APA	70	60
Interview (if Any)	Not applicable	15

This framework recognises the importance of continued performance while ensuring that qualification, experience and interview performance are also considered for selection-based promotions.

Vacancy-based promotion shall be based on seniority-cum-fitness criteria applicable to the cadre.

The details of distribution of marks in the different criteria and eligibility to qualify for promotion is mentioned in attached **ANNEXURE 1**.

2.4.2 PROMOTION COMMITTEE

A Promotion Committee shall be constituted by the competent authority for conducting promotion exercises.

HR shall coordinate the complete promotion exercise and maintain all the records.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5 CAREER PROGRESSION OF PERMANENT EMPLOYEES

2.5.1 CAREER PROGRESSION FOR AIRCRAFT MAINTENANCE ENGINEERS (PERMANENT)

The career progression framework for Permanent Aircraft Maintenance Engineers is designed to ensure that promotions are based on **technical competence, regulatory compliance, experience and merit**. Promotion from **Assistant Aircraft Engineer (E-1)** to **Assistant General Manager (E-5)** requires the acquisition of prescribed DGCA qualifications, licence points or equivalent approvals, qualifying service and successful assessment through the Organisation's promotion process.

Common seniority shall be maintained at the Senior AGM (E-6) level irrespective of trade. The promotion shall be based on seniority cum fitness criteria and subject to vacancies wherever applicable. Inter-se seniority shall be decided based on flowing criteria:

- date of entry into grade;
- date of entry into previous grade, where applicable; and
- service seniority.

Those who are already in the grade above Sr AGM, their inter-se seniority shall be decided based on above criteria in the existing grade.

Permanent AME Cadre Structure

The Permanent AME cadre presently comprises the following grades:

Designation	Grade
Assistant General Manager (AGM)	E-5
Senior Aircraft Engineer	E-4
Aircraft Engineer	E-3
Deputy Aircraft Engineer	E-2
Assistant Aircraft Engineer	E-1
Trainee Aircraft Engineer	Trainee

Eligibility Criteria from E1 to E9

Promotion shall be subject to fulfilment of the eligibility criteria prescribed by the Organisation.

Promotional Post	Grade	Eligibility Criteria
Executive Director	E-9	Vacancy Based and minimum One year Experience as GM, additionally shall be a graduate Engineer as per existing policy (office order, CEO AIESL ref No.: AIESL/CEO/2018/1272A dated 15 Nov 2018)
General Manager	E-8	Vacancy Based and minimum One year Experience as DGM
Dy. General Manger	E-7	Vacancy Based and minimum One year Experience as Sr. AGM
Sr. Assistant General Manager	E-6	Vacancy Based and minimum One year Experience as AGM

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

Assistant General Manager	E-5	Two years as Senior Aircraft Engineer with either four licence points, or one licence point with equivalent approvals, or equivalent approvals.
Senior Aircraft Engineer	E-4	Three years as Aircraft Engineer with either three licence points, or one licence point with equivalent approvals, or equivalent approvals.
Aircraft Engineer	E-3	Acquisition of one licence point/equivalent shop point.
Deputy Aircraft Engineer	E-2	Successful clearance of all applicable DGCA modules.
Assistant Aircraft Engineer	E-1	*Successful completion of one year of prescribed training.
Trainee Aircraft Engineer		-

* A trainee acquiring licence and authorisation before completion of training period of one year, shall be promoted to Aircraft Engineer (E3) as and when trainee acquire the authorisation.

Refer Annexure 2 for licence points details.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5.2 CAREER PROGRESSION – ENGINEERING SUPPORT SERVICES (PERMANENT)

Applies to all **Permanent Engineering Support Services (Engineer-SS) Executives** working in technical support functions in different section:

Career Progression Structure

To bring parity with AME cadre (Permanent) for the purpose of promotion in terms of number of years of experience in the following grades of **Permanent Engineering Support Services (Engineer-SS) Executives** shall be:

Designation	Grade	Eligibility Criteria for Promotion (Entry Criteria)
Executive Director	E-9	Vacancy Based and minimum One year Experience as GM, additionally shall be a graduate Engineer as per existing policy (office order, CEO AIESL ref No.: AIESL/CEO/2018/1272A dated 15 Nov 2018)
General Manager (GM)	E-8	Vacancy Based and minimum One year service as DGM.
Deputy General Manager (DGM)	E-7	Vacancy Based and minimum One year service as Sr. AGM
Senior Assistant General Manager (Sr. AGM)	E-6	Vacancy Based and minimum One year service as AGM
Assistant General Manager (AGM)	E-5	2 years service as Sr. Engr.- SS + applicable level exam.
Senior Engineer (Sr. Engr.) - SS	E-4	3 years service as Engineer-SS + applicable level exam.
Engineer (Engr.) - SS	E-3	5 years service as Dy. Engr.-SS + applicable level exam.
Deputy Engineer (Dy. Engr.) - SS	E-2	2 years service as Assistant Engr.-SS + applicable level exam.
Assistant Engineer (Asstt. Engr.) - SS	E-1	On successful completion of 1 year training.
GET		-

Promotion to Sr. AGM and above shall be vacancy-based.

To become eligible for Executive Director (E-9), a person shall have AME licence/ Approval/ Authorisation covered under the current capability of AIESL.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5.3 CAREER PROGRESSION – SERVICE ENGINEERS AND TECHNICIANS (PERMANENT)

Applies for career progression of permanent Service Engineers/ Technicians.

Eligibility Criteria for Promotion

Promotion shall be subject to the employee satisfying the prescribed qualifying service and other eligibility conditions.

Designation	Grade	Eligibility Criteria for Promotion
Manager Svc. Engr.	T-7 (E-3)	4 years Sr. Supdt. Svc. Engr and subject to selection.
Sr. Supdt. Svc. Engr.	T-6 (E-2)	2 Years as Supt Service Engineer
Supdt. Svc. Engr.	T-5 (E-1)	2 Years as Sr. Service Engineer
Sr. Svc. Engr.	T-4	4 years Svc. Engr
Svc. Engr.	T-3	5 years Dy. Svc. Engr
Dy. Svc. Engr.	T-2	5 years Jr. Svc. Engr.
Jr. Svc. Engr.	T-1	1 year as trainee on completion of Training.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5.4 CAREER PROGRESSION – GENERAL OFFICERS AND EXECUTIVES (PERMANENT)

The Permanent General Officers and Executives framework provides progression from Assistant Manager (E-1) through higher managerial levels up to DGM (E-7), through a combination of time-bound and vacancy-based progression.

Eligibility Criteria

Promotion shall be subject to fulfilment of the prescribed qualifying service and other eligibility conditions.

Designation	Grade/ Pay Scale	Eligibility Criteria for Promotion
Deputy General Manager (DGM)	E-7	Vacancy based on confirmation as Sr. AGM level (E-6)
Senior Assistant General Manager (Sr. AGM)	E-6	Vacancy based selection subject to minimum of 2 years' service at AGM level (E-5)
Assistant General Manager (AGM)	E-5	4 years as Senior Manager subject to suitability*.
Senior Manager (Sr. Mgr.)	E-4	Vacancy based selection* subject to min of 2 years' service at Manager level to determine eligibility.
Manager (Mgr.)	E-3	4 years as Deputy Manager subject to suitability.
Deputy Manager (Dy. Mgr.)	E-2	4 Years as Assistant. Mgr. and Seniority cum suitability, job knowledge written test
Assistant Manager (Asstt. Mgr.)	E-1	4 years' experience at entry level, selection (cross cadre and written test).

* The number of years specified are minimum years of service required for consideration. The promotion is based on suitability in the interview.

Note: At present there are total 13 officers, out of these thirteen, one is Sr. Manager and twelve are Dy. Manager. The Senior Manager is retiring on 31st July 2027. As per committee proposal percentage bar is removed and follow existing carrier progression with respect to years of experience at each level as mentioned in the above table, subject to suitability in the interview.

Note 2: There are three General Officers Executive (permanent) in EF&PM, one DGM and two are Sr. AGM. Sr. AGM can be considered for promotion to DGM based on vacancy and applicable criteria.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5.5 CAREER PROGRESSION – CLERICAL AND ALLIED CATEGORIES (PERMANENT)

Applies to all **Permanent Clerical and Allied Employees** of the Organisation working in administrative and support functions.

Eligibility Criteria

Promotion shall be subject to fulfilment of the prescribed qualifying service and other eligibility conditions.

Designation	Grade	Eligibility Criteria for Promotion
Deputy Manager	E-2	Minimum 4 yrs of service Experience in E1 grade
Assistant Manager	E-1	Minimum 2 yrs of service Experience in S4 grade
Officer	S-4	Minimum 4 yrs of service Experience in S3 grade
Assistant Officer	S-3	Time Bound - 5 Years Experience in S2 Grade
Senior Supervisor/Clerk/Steno/Store Keeper	S-2	Time Bound - 5 Years Experience in S1 Grade
Supervisor/Clerk/Steno/Store Keeper	S-1	-

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.5.6 CAREER PROGRESSION – UNSKILLED CATEGORY (PERMANENT)

Applies to all **Permanent employees** belonging to the Unskilled Category.

Eligibility Criteria

Promotion shall be subject to satisfactory service, prescribed qualifying experience and fulfilment of organisational requirements.

The following is eligibility criteria:

Designation	Grade	Eligibility Criteria for Promotion (Entry Criteria)
Sr. Chief Assistant	U-5	Vacancy based - 20% of feeder cadre strength; 2 years of service as Chief Assistant
Chief Assistant	U-4	Time bound promotion 7 years of service as Sr. Assistant
Senior Assistant	U-3	Time bound promotion 7 years of service as Assistant level I
Assistant (Level - I)	U-2	Time bound promotion 9 years of service as Assistant level II
Assistant (Level - II)	U-1	Peon/Helper/Security Guard/ Safaiwala etc.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.6 CAREER PROGRESSION OF Ex AICL AND Ex AAAL EMPLOYEES

2.6.1 CAREER PROGRESSION OF AMEs, Ex AICL AND Ex AAAL

Designation	Grade	Eligibility Criteria for Promotion
** (Engineering Manager (EM))	X-8	3 years as DEM + Vacancy
*Deputy Engineering Manager (DEM)	X-7	4 years as CE + Vacancy
Chief Engineer (CE)	X-6	4 years as ACE + Vacancy
Additional Chief Engineer (ACE)	X-5A	3 years as DCE with 4 points as B1/ B2 type rated licence / 4 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 4 Points as Equivalent Approvals
Deputy Chief Engineer (DCE)	X-5	3 years as Sr. AME with 4 points as B1/ B2 type rated licence / 4 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 4 Points as Equivalent Approvals
Senior AME (Sr. AME)	X-4	3 years as Aircraft Engineer with 4 points as B1/ B2 type rated licence / 4 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 4 Points as Equivalent Approvals
Aircraft Engineer (AME)	X-3	Minimum One Aircraft type Licence
Deputy Aircraft Engineer	X-2	Successful clearance of all applicable DGCA modules.
Assistant Aircraft Engineer	X-1	Successful completion of one year of prescribed training of Trainee AME.

*For promotion from CE to DEM criteria of 50% of the strength of CE subject to maximum of 40 B1 & 20 B2 will apply for both AICL and AAAL separately.

** Promotion from DEM to EM only one position each for B1 & B2 for both AICL and AAAL separately.

2.6.2 TECHNICIANS AICL AND AASL

There is total 22 technicians in AICL (7 Sr. MAMs + 15 Mechanic Supervisor), out of these 10 technicians are retiring in 2026 and around 09 technicians are in AAAL.

Following are the criteria for AICL and AASL Technicians:

Designation	Grade	Eligibility Criteria for Promotion
Sr. Mechanic Supervisor	H7	*4 Years as Mechanic Supervisor
Mechanic Supervisor	H6	*5 Years as Sr. Master A/C Mechanic
Sr. Master A/C Mechanic	H5	5 Years as Master A/C Mechanic
Master A/C Mechanic	H4	5 Years as A/C Mechanic 1
A/C Mechanic 1	H3	2 years as A/C Mechanic 2
A/C Mechanic 2	H2	5 years as A/C Mechanic 3
A/C Mechanic 3	H1	1 year as trainee on completion of Training.

*Time bound subject to selection process of personnel interview.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.7 CAREER PROGRESSION OF FIXED TERM EMPLOYEES

2.7.1 CAREER PROGRESSION – AME (FTE)

Applies to all **Fixed Term Employee (FTE) Aircraft Maintenance Engineers** employed by the Organisation.

Hierarchy and Eligibility Criteria

Promotion shall be subject to fulfilment of the prescribed qualifying service and other eligibility conditions.

The following is hierarchy and eligibility criteria:

Designation	Grade	Eligibility Criteria for Promotion (Entry Criteria)	Designation	Eligibility Criteria for Promotion (Entry Criteria)
Aviation Engineering Manager (AME) (vacancy Based)	(F8) (120000-155000)	Aviation Engineering Manager (AEM) proposed as and when required 3 years service as Deputy Aviation Engineering Manager with multiple licences on aircraft.		
Deputy Aviation Engineering Manager (AME) (vacancy Based)	F7 (110000-145000)	Deputy Aviation Engineering Manager (AME) proposed as and when required 4 years service as Chief Aviation Engineer with multiple licences on aircraft.		
Chief Aviation Engineer (AME) (vacancy based)	(F6) (100000-135000)	5 years * service as Additional Chief Aviation Engineer with 6 points as B1/ B2 type rated licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals	Chief Aviation Engineer (AME) (vacancy based)	5 years *service as Additional Chief Aviation Engineer with 6 points as B1/ B2 type rated licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals
Additional Chief Aviation Engineer (AME)	(F5-A) (91000-126000)	5 years service as Deputy Chief Aviation Engineer with 6 points as B1/ B2 type rated licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals	Additional Chief Aviation Engineer (AME)	5 years service Deputy Chief Aviation Engineer with 6 points as B1/ B2 type rated licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals
Deputy Chief Aviation Engineer	(F5) 80000-	5 years service as Senior Aviation Engineer with 6 points as B1/ B2 type rated	Deputy Chief Aviation Engineer	5 years service as Senior Aviation Engineer with 6 points as B1/ B2 type rated

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

(AME)	97500)	licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals	(AME)	licence / 6 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 6 Points as Equivalent Approvals
Senior Aviation Engineer (AME)	(F4) (65500-83000)	3 years as Aviation Engineer with 4 points as B1/ B2 type rated licence / 4 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 4 Points as Equivalent Approvals	Senior Aviation Engineer (AME)	4 years as Aviation Engineer with 4 points as B1/ B2 type rated licence / 4 Points (as B1/ B2 Type rated Licence + Equivalent Approvals)/ 4 Points as Equivalent Approvals
Aviation Engineer (AME)	(F3) (55000-72500)	On acquiring B1/ B2 type rated licence on one aircraft and authorisation thereof.	Aviation Engineer (AME)	On acquiring B1/ B2 type rated licence on one aircraft and authorisation thereof.
Deputy Aviation Engineer (AME)	(F2) (45000-62500)	**On clearing all required DGCA modules for B1/ B2 aircraft licence/ Approval	Deputy Aviation Engineer (AME)	**On clearing all required DGCA modules for B1/ B2 aircraft licence/ Approval
Assistant Aviation Engineer (AME)	(F1) (36000-41500)	Fixed Stipend for a period of one year.	Assistant Aviation Engineer (AME)	On successful completion of 1 year training.
GET		-	Trainee AME	One Year Training

*Vacancy based

Refer Annexure 2 for licence points details

Note:

- Graduate Engineer Trainees (GETs) FTE inducted in the AME cadre shall be taken as Assistant Aviation Engineer. They shall initially be engaged on a fixed stipend for one year and thereafter, subject to fulfilment of the applicable requirements, shall be placed in the applicable pay scale of Assistant Aviation Engineer.
- Training period AME Trainee shall be one year and after one year of training they shall become Assistant Aviation Engineer. A trainee acquiring licence during training period of one year shall be graded as Aviation Engineer (AME) without completion of one year period as fast track promotion.
- An AME recruited through GET (FTE) scheme, acquire qualification of degree with a minimum period of four years as compared to others AMEs qualified through diploma/ AME School, in view of spending extra time in academic institute for added qualification, one year relaxation (reduced by one year) to be considered for the promotion of Sr. Aviation Engineer from Aviation Engineer.
- **Promotion after completion of Training shall be based on passing of all stipulated DGCA modules required for B1/ B2 aircraft licence irrespective of completion of time period.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.7.2 CAREER PROGRESSION – ENGINEER (SUPPORT SERVICES-FTE)

Applies to all **Fixed Term Engineer (Support Services)** employed in engineering support functions in different section.

Hierarchy and Eligibility Criteria

The following career progression hierarchy and eligibility for Fixed Term Technical Officers:

Designation	Grade	Eligibility Criteria for Promotion
New proposed as and when required: Aviation Engineering Manager (SS)	(F8)	3 years* service as Deputy Aviation Engineering Manager
New proposed as and when required: Deputy Aviation Engineering Manager (SS)	(F7)	4 years* service as Chief Aviation Engineer
Chief Aviation Engineer (SS)	(F6)	5 years* service as Additional Chief Aviation Engineer
Additional Chief Aviation Engineer (SS)	(F5-A)	5 years service as Deputy Chief Aviation Engineer+ Level Exam
Deputy Chief Aviation Engineer (SS)	(F5)	5 years service as Senior Aviation Engineer+ Level Exam
Senior Aviation Engineer (SS)	(F4)	3 years service as Aviation Engineer + Level Exam
Aviation Engineer (SS)	(F3)	2 years service as Deputy Aviation Engineer + Level Exam
Deputy Aviation Engineer (SS)	(F2)	3 years service as Assistant Aviation Engineer + Level Exam
Assistant Aviation Engineer (SS) **	(F1)	Fixed Stipend for a period of one year.

* **Vacancy based promotion**

** Graduate Engineer Trainees (GETs) FTE inducted in the Support Services cadre shall be taken as Assistant Aviation Engineer (SS). They shall initially be engaged on a fixed stipend for one year and thereafter, subject to fulfilment of the applicable requirements, shall be placed in the applicable pay scale of Assistant Aviation Engineer.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.7.3 CAREER PROGRESSION – TECHNICIANS (FTE)

Applies to all **Fixed Term Technicians** employed by the Organisation who are engaged in aircraft maintenance, component maintenance, workshops and other technical maintenance activities.

Hierarchy and Eligibility for Promotion

The following are the career progression hierarchy and eligibility for Fixed Term Technicians:

Designation	Grade	Eligibility Criteria for Promotion (Entry Criteria)
Senior Foreman	(M7)	4 years as Foreman*
Foreman	(M6)	5 years as Chief Aviation Technician*
Chief Aviation Technician	(M5)	5 years as Sr. Master Aviation Technician*
Senior Master Aviation Technician	(M4)	2 years as Master Aviation Technician
Master Aviation Technician)	(M3)	3 years as Sr. Aviation Technician
Senior Aviation Technician	(M2)	3 years as Aviation Technician
Aviation Technician	(M1)	2 Years as Junior Aviation Technicians
Junior Aviation Technician **	(M0)	Fixed stipend for a period of 06 months

* Subject to vacancies and after requisite selection process.

** Induction in the technician category shall be as Junior Aviation Technician. They shall be paid a fixed stipend for a period of six months and thereafter, subject to fulfilling applicable requirement, shall be placed in pay scale of Junior Aviation Technician.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.7.4 CAREER PROGRESSION – GENERAL CATEGORY EXECUTIVES and Officers (FTE)

Applies to all **Fixed Term Employees** belonging to the General Executive Cadre performing non-technical functions, including but not limited to:

- Human Resources
- Finance
- Procurement and Materials Management
- Marketing
- Administration
- Information Technology
- Other non-technical functions notified by the Organisation.

Hierarchy and Eligibility Criteria

As the Executives' cadre in General Category officers (FTE) is proposed to be abolished in the recruitment policy due to nomenclature overlap (officer and executives) and the fact that both perform similar nature of work, hence, to avoid confusion it is proposed that they shall be recruited as Dy Manager to avoid having two different cadres in non-technical functions. The following shall be the career progression hierarchy and eligibility criteria:

Designation	Grade	Scale	Experience
CHRO/CFO/CPO/CTO/HOM/CS	-	-	-
Dy CFO/ Dy CHRO	-	-	-
Chief Manager	(F6)	100000-2700-127000	5 yrs* as Dy. Chief Manager
Dy. Chief Manager	(F5-A)	91000-2500-126000	5yr* as Sr. Manager
Sr. Manager	(F5)	80000-2200-102000	5 yrs as Manager
MANAGER	(F4)	65500-2000-90000	4 yrs as Additional Manager
Additional Manager	(F3)	53000-1600-69000	3 yrs as Dy. Manager
Dy. MANAGER	(F2)	45000-1500-70000	3 yrs as Assistant Manager
Assistant Manager	(F1)	43000-1300-56000	4 yrs as officer
Officer	(O1)	37500-1100-48500	-

*Vacancy based

1. Recruitment at any level can be done through Lateral entry based on company's predefined experience and qualification criteria for that level.
2. The Executive cadre shall be merged with the Officers Cadre through the mechanism of internal notification subject to fulfilling qualification and experience criteria. This is intended to gradually discontinue the Executive cadre while protecting the career progression of existing employees.
3. The new designations for the current personnel in the Executives' cadre shall be as given below:

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

Current Designation	New Designation
Sr. Executive -II	Chief Manager
Sr. Executive	Dy. Chief Manager
Executive -ii	Sr Manager
Executive-I	MANAGER
Jr. Executive	Dy. MANAGER

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.7.5 GENERAL CATEGORY STAFF (FTE)

Applies to all **Fixed Term Employees (FTEs)** belonging to the General Category Staff cadre employed in non-technical support functions of the Organisation.

Hierarchy and Eligibility Criteria

The following are career progression hierarchy and Eligibility Criteria for General Category Staff (FTE):

Designation	Grade	Eligibility Criteria for Promotion (Entry Criteria)
Assistant Officer	(P4)	2 years service as Senior Supervisor
Senior Supervisor	(P3)	3 years service as Supervisor
Supervisor	(P2)	5 years service as Assistant Supervisor
Assistant Supervisor	(P1)	Entry Level

2.8 FIXED TERM EMPLOYEE PROMOTION AND CONTRACT RENEWAL

On promotion, a fresh contract shall be executed; and the revised contract shall incorporate the applicable service bond, including recovery of the bond amount in the event of separation before completion of the bond period.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

2.9 TRANSITIONAL PROVISIONS AND IMPLEMENTATION OF THE PROMOTION POLICY

All promotions granted before implementation of this Policy shall continue to remain valid.

Employees already holding a grade under the existing promotion system shall continue in that grade without any adverse effect arising solely from the introduction of the revised career progression framework.

2.10 ROTATION POLICY

Specific positions where the regulatory requirements are not mandatory may be filled up by rotating personnel from other departments/cadres. A rotation policy may be developed for this purpose after the approval of JMC. This policy shall help senior officers in the level of (AGM/ Sr. AGM/ DGM) to grow horizontally in the organisation and develop requisite understanding for specific domains to become more effective in their future roles. Officers for such role and rotation shall preferably be graduate engineers. Rotation shall be permitted only where there is no adverse impact on discharge of duty at present role.

This shall also be an enabling factor in building the talent pipeline in the organisation to take up highest responsibility.

Typical domains where rotation will be possible are Marketing, Maintenance (Line, Base, Shop), MM, Quality, Safety, Planning, IT, HR, Training etc.

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

ANNEXURE 1 FOR PROMOTION

PERMANENT EMPLOYEES:

MARKING CRITERIA FOR PROMOTION FROM E3 TO E9 LEVELS (OFFICERS AND EXECUTIVES):

Parameters	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E7 to E8	E8 to E9
Qualification/ Licence (Induction level)	05	05	05	05	05	05
Experience in No. of years	20	20	15	15	15	15
Additional Experience	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional
APAR/ APA	70	70	60	60	60	60
Interview	-	-	15	15	15	15
Total	100	100	100	100	100	100

E3 to E4 and E4 to E5 passing mark is 75%.

E5 to E6, E6 to E7, E7 to E8 and E8 to E9 shall be based on seniority-cum-fitness criteria applicable to the cadre.

MARKING CRITERIA FOR PROMOTION FROM E1 TO E3 LEVELS:

Marks Criteria	Marks	Distribution	Interview (if any)
Qualification	05	05	05
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	20 (15 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/APA	70	70% of avg. of APAR marks of all consideration years	60 (60 % of avg. of APAR marks of all consideration years)
Interview	-	-	15
Total Marks	100	Minimum qualifying marks is 75 out of 100	100

MARKING CRITERIA FOR PROMOTION FROM X3 TO X8 LEVEL:

Parameters	X3 to X4	X4 to X5	X5 to X5-A	X5-A to X6	X6 to X7	X7 to X8
Qualification/ Licence (Induction level)	05	05	05	05	05	05
Experience in No. of years	20	20	20	15	15	15
Additional Experience	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional
APAR/ APA	70	70	70	60	60	60
Interview	-	-	-	15	15	15

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

Total	100	100	100	100	100	100
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X3 to X4, X4 to X5 and X5 to X5-A passing mark is 75%.

X5-A to X8 shall be based on seniority-cum-fitness criteria applicable to the cadre.

MARKING CRITERIA FOR PROMOTION FROM X1 TO X3 LEVELS:

Marks Criteria	Marks	Distribution
Qualification	05	05
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/APA	70	70% of avg. of PAR marks of all consideration years
Total Marks	100	Minimum qualifying marks is 75 out of 100

MARKING CRITERIA-QUANTIFICATION SCHEME (T1 TO T7 LEVEL)

Marking Criteria-Quantification Scheme (T1 to T6 Level)			T6 to T7
Marks Criteria	Marks	Criteria	Criteria
Qualification	05	05	5
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	20 (15 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/ APA	70	70% of avg. of APAR/ APA marks of all consideration years	60
Interview	-	-	15
Total	100	Minimum qualifying marks is 65 out of 100	100

MARKING CRITERIA-QUANTIFICATION SCHEME (H1 TO H7 LEVEL)

Marking Criteria-Quantification Scheme (H1 to H5 Level)			H5 to H7
Marks Criteria	Marks	Criteria	Criteria
Qualification	05	05	5
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	20 (15 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/ APA	70	70% of avg. of APAR/APA marks of all consideration years	60
Interview	-	-	15
Total	100	Minimum qualifying marks is 65 out of 100	100

MARKING CRITERIA-QUANTIFICATION SCHEME (S1 TO S4 LEVEL AND TO E1)

Marking Criteria-Quantification Scheme (S1 to S4 Level)			Lower Level to E1
Marks Criteria	Marks	Criteria	Criteria
Qualification	05	05	05
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/ APA	70	70% of avg. of APAR/APA marks of all consideration years	70% of avg. of APAR/APA marks of all consideration years

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

Total	100	Minimum qualifying marks is 65 out of 100	Minimum qualifying marks is 75 out of 100
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MARKING CRITERIA-QUANTIFICATION SCHEME (U1 TO U5 LEVEL)

Marking Criteria-Quantification Scheme (U1 to U4 Level)			U4 to U5
Marks Criteria	Marks	Criteria	Criteria
Experience	30	30 (25 For 1st Consideration + 1 for each additional year up to 30 marks)	30 (25 For 1st Consideration + 1 for each additional year up to 30 marks)
APAR/ APA	70	70% of avg. of PAR marks of all consideration years	70% of avg. of APAR/APA marks of all consideration years
Total	100	Minimum qualifying marks is 65 out of 100	Minimum qualifying marks is 75 out of 100

FIXED TERM EMPLOYEES (FTE)

MARKING CRITERIA FOR PROMOTION FROM F3 TO F8 LEVEL (Engineer (AME) and (SS)):

Parameters	F3 to F4	F4 to F5	F5 to F5-A	F5-A to F6	F6 to F7	F7 to F8
Qualification/ Licence (Induction level)	05	05	05	05	05	05
Experience in No. of years	20	20	20	15	15	15
Additional Experience	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional
APAR/ APA	70	70	70	60	60	60
Interview	-	-	-	15	15	15
Total	100	100	100	100	100	100

F3 to F4, F4 to F5 and F5 to F5-A passing mark is 75%.

F5-A to F8 shall be based on seniority-cum-fitness criteria applicable to the cadre.

MARKING CRITERIA FOR PROMOTION FROM F1 TO F3 LEVELS:

Marks Criteria	Marks	Distribution	Interview (if any)
Qualification	05	05	05
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	20 (15 For 1st Consideration + 1 for each additional year up to maximum 05 marks)
APAR/APA	70	70% of avg. of APAR marks of all consideration years	60 (60 % of avg. of APAR marks of all consideration years)
Interview	-	-	15
Total Marks	100	Minimum qualifying marks is 75 out of 100	100

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

MARKING CRITERIA-QUANTIFICATION SCHEME (M0 TO M7 LEVEL)

Marking Criteria-Quantification Scheme (M0 to M4 Level)			M5 to M6 and M6 to M7
Marks Criteria	Marks	Criteria	Criteria
Qualification	05	05	05
Experience	25	25 (20 For 1st Consideration + 1 for each additional year up to maximum 05 marks)	20 (15 For 1st Consideration + 1 for each additional year up to 05 marks)
APAR/ APA	70	70% of avg. of APAR marks of all consideration years	60
Interview	-	-	15
Total	100	Minimum qualifying marks is 65 out of 100	100

MARKING CRITERIA FTE (NON-TECHNICAL GENERAL CATEGORY OFFICERS)

Parameters	O1 to F1	F1 to F2	F2 to F3	F3 to F4	F4 to F5	F5 to F5-A	F5-A to F6
Qualification/ Licence (Induction level)	05	05	05	05	05	05	05
Added Qualification relevant to domain	05	05	05	05	05	05	05
Experience in No. of years	15	15	15	15	15	10	10
Additional Experience	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional	05 Max One mark for each year additional
APAR/ APA	70	70	70	70	70	60	60
Interview	-	-	-	-	-	15	15
Total	100	100	100	100	100	100	100

O1 to F1, F1 to F2, F2 to F3, F3 to F4 and F4 to F5 passing mark is 75%.

F5 to F5-A and F5-A to F6 shall be based on seniority-cum-fitness criteria applicable to the cadre.

MARKING CRITERIA GENERAL CATEGORY STAFF (FTE)

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

Marking Criteria-Quantification Scheme (P1 to P4 Level)		
Marks Criteria	Marks	Criteria
Experience	30	30 (25 For 1st Consideration + 1 for each additional year up to 30 marks)
APAR/ APA	70	70% of avg. of APAR marks of all consideration years
Total	100	Minimum qualifying marks is 65 out of 100

	RECRUITMENT AND PROMOTION POLICY	
	DOCUMENT NUMBER: AIESL/ R&P/ 001	REV 0 SEPT 2026

ANNEXURE 2

LICENCE POINTS DETAILS BASED ON TYPE ENDORSEMENT OF LICENCE:

The criteria mentioned below are type endorsement as per the APPENDIX 1 to AMC for CAR-66. Any addition of type of aircraft in the scope of AIESL capability in future shall also be considered on similar manner as mentioned in the table for consideration of point.

TYPE	Limitation/ Remarks	Points
First endorsement of Aircraft Licence in Category B1/ B2 for Wide Body such as (B787/ B777 etc)	Without Limitation	3
Subsequent endorsement of Aircraft Licence in Category B1/ B2 for Wide Body such as (B787/ B777 etc)	Without Limitation	3
First endorsement of Aircraft Licence in Category B1/ B2 for SA (Single Aisle/ Narrow Body) such as (A320 Family/ B737/ ATR 42/72 etc.)	Without Limitation	3
Subsequent endorsement of Aircraft Licence in Category B1/ B2 for SA (Single Aisle/ Narrow Body) such as (A320 Family/ B737/ ATR 42/72 etc.)	Without Limitation	2
Endorsement of Aircraft Licence in Category B1/ B2 such as (B787/ B777/ A320 Family/ B737/ ATR 42/72 etc.)	For each Engine Variant based on difference type course, Without Limitation	1
First endorsement of Aircraft Licence in Category B1 such as (B787/ B777/ A320 Family/ B737/ ATR 42/72 etc.)	Limitation 3 and 7	2
Subsequent endorsement of Aircraft Licence in Category B1 such as (B787/ B777/ A320 Family/ B737/ ATR 42/72 etc.)	Limitation 3 and 7	2
Endorsement of Aircraft Licence in Category B1 such as (B787/ B777/ A320 Family/ B737/ ATR 42/72 etc.)	For each Engine Variant based on difference type course Limitation 3 and 7	1
Category B2 Licence on any aircraft type.	With limitation	NIL

For Workshop:

Points system for shop certifying staff shall continue with existing system unless reviewed in future. The maximum point for shop is limited to 03 points for the AMEs who joined after 01 April 2016. To be calculated based on the norms established in the documents ref No. AIESL/ED/2024/024.