



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2024/ 1117

22<sup>nd</sup> August 2024

**Sub. Placement opportunity for B.Tech ECE, IIOT and A&R students of USICT and USAR, GGSIP University of the batch passing out in year 2025 in the company “Indigo (Airlines)”.**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for B.Tech ECE, IIOT and A&R students of USICT and USAR, GGSIP University of the batch passing out in year 2025 in the company “Indigo (Airlines)” for your reference and circulation to students to apply on given link by **23<sup>rd</sup> August 2024**.

**Registration Link - <https://forms.gle/evge94oA4oTiTEKc6>**

**Name of Company – Indigo**

**Positions –**

1. Engineering Trainee - PLM
2. Engineering Trainee – QATS

**Qualification - B.Tech ECE, IIOT and A&R of batch passing out in year 2025.**

**Work Location:** Gurugram

**Behavioral Skills:** Good Communication Skills, Good Interpersonal Skills

**Offered CTC – INR 4.5 (incl TA as per Metro or Non metro location)**

**Benefits and perks –** Medclaim, Life insurance, Staff Leisure Travel (SLT) is provided over and above the CTC.

**Bond –** Shortlisted candidates will be required to sign bond of 2 lakhs for 2 years.

**Joining –** Immediately after selection

**NOTE –** Candidates will undergo On Job Training (OJT) for 1 year. At the end of 1 year, they are absorbed as Technical Officer.

JD attached for more information.

**LAST DATE FOR REGISTRATION IS 23<sup>rd</sup> August 2024.**

**(Dr. Nisha Singh)**

Training and Placement Officer,  
CCGPC, GGSIP University

## **Job Description**

### **Engineering Trainee –Quality Assurance & Technical Services**

#### **Roles & Responsibilities**

- Preparation of monthly Engineering Statistical and Management reports
- Preparation of work package for C checks
- Preparation and distribution of Minimum Equipment List (MEL).
- Scrutiny, storage and retrieval of Technical records (work orders, Technical Logs etc.)
- Regularly visiting the EASA/FAA/DGCA websites to extract new Airworthiness Directives / Regulations.
- Preparation of Agenda for Modification Committee Meetings (MCM).
- Introduction of the modifications in AMOS for newly inducted aircraft.
- Preparation of documentation for Lessor Reviews (TCI, Mod status etc.)
- Preparation of reports for audits and PIB investigations
- Preparation of repetitive/recurrent defects reports
- Coordination with shift in-charge/certifying staff for completion of the occurrence delay report form
- Preparation and updating of the dent and buckle chart for each aircraft

## Job Description

### Engineering Trainee – Planning Logistics &Material (Routing Team)

#### **Roles & Responsibilities:**

##### **Scheduled Maintenance Planning**

- 1) Preparing the Daily Work Package for Scheduled Maintenance of fleet and ensuring all work is completed within the stipulated time frame.
- 2) Liaising with Maintenance teams for necessary clearance of defects and snags on aircrafts.
- 3) Confirm and ensuring all work orders of previous day's Work Package have been closed in AMOS and pending/deferred tasks are to be re-planned.
- 4) Reporting back of scheduled events in AMOS and ensuring it shows correct "next" due date.
- 5) Ensuring sufficient ground time availability for aircraft with major tasks planned.
- 6) Monitoring and planning of components falling due for replacement in upcoming months.
- 7) Providing details of material to be pre-loaded to Warehouse for daily work package.
- 8) Planning of Cabin seat covers/carpets/seat belts replacements to maintain aircraft's cabin as per Indigo standards.
- 9) Ensuring planning and compliance of all maintenance tasks before its due date.

##### **Routing:**

1. Preparation of next day's aircraft routing (Aircraft tail allocations).
2. Coordination with OCC for necessary routing changes to save the delays.
3. Coordination with MCC for routing of unscheduled maintenance requirements during day.
4. Implementation of additional routing requirements for next day's routing provided by Maintenance teams.
5. Positioning of aircrafts for planning of major checks like engine changes/hangar related tasks.
6. Preparation daily data for Grounding of aircrafts.
7. Understanding different operational tools like JOC,JTA & Sabre for planning of schedule and next day's routing.