



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
(Schedule – 'A' Miniratna Category-1 Public Sector Enterprise)

**REGIONAL HEADQUARTER (NR), OPERATIONAL OFFICES, RANGPURI,
GURGAON ROAD, NEW DELHI-110 037**

Advertisement No. 02/2016

(SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES)

Airports Authority of India, Regional Headquarters, Northern Region, invite applications from eligible candidates to apply ON-LINE through AAI's Website <http://www.aai.aero--->Careers--->EmploymentNews--->Recruitment> for the following posts, who are domicile of Delhi, Punjab, Uttar Pradesh, Uttarakhand, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan and Madhya Pradesh:-

(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

Sl. No.	Name, Grade & Nature of Post	No. of Posts	Reservation			Scale of Pay (IDA Pattern)
			VH	HH	OH	
01	Junior Assistant (Office) NE-4 level	04	02 (LV)	01	01	Rs. 12500-28500
02	Assistant(Telephone) NE-5 level	01	01 (LV)	NIL	NIL	Rs. 13400-30500
Qualification for the post at Sl.No.1 above		Graduate + 30/25 W.P.M.* Typing Speed with 2 years relevant experience in the concerned discipline. (*30/25 W.P.M. speed in English/Hindi respectively.)				
Selection Process for Sl.No.1		Written Test and Typing Test				
Qualification for the post at Sl.No.2 above		Graduate with related trade certificate with 2 years relevant experience in the concerned discipline.				
Selection Process for Sl.No.2		Written Test and trade test				

Abbreviations used : VH=Visually Impaired, HH=Hearing Impaired,
OH=Orthopedically Impaired, LV= Low Vision

2. IMPORTANT DATES

Event	Date	Time
Opening date for on-line registration of applications	08.07.2016	10.00 AM onwards
Closing date for completion of Step-I of online Registration	08.08.2016	Upto 18.00hrs.
Last date for completion of Step-II on online Registration	13.08.2016	Upto 18.00hrs.

3. PAY SCALE (IDA pattern) :-

- (a) Junior Assistant(Office)-NE-04 level :- Rs.12500-28500
- (b) Assistant (Telephone)-NE-05 level :- Rs.13400-30500

4. EMOLUMENTS:

In addition to Basic pay, Dearness Allowance Perks @ 46% of Basic pay, HRA and other benefits which include CPF, Gratuity, Social Schemes, Pension, Medical benefits etc. are admissible as per AAI rules.

5. AGE LIMIT :-

- i) Junior Assistant (Office)NE-4 level, Maximum age 40 years as on 30.06.2016.
- ii) Assistant (Telephone) NE-5 level , Maximum age 40 years as on 30.06.2016.

6. RELAXATION IN AGE

- (a) Upper age limit is relaxable by **5 Years** for SC/ST, **3 years** for OBC (Non-Creamy layer) candidates.
- (b) Upper age limit is relaxable by **5 years** to all candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 and candidate has to provide the certificate for the same issued by District Magistrate/ Block Development Officer / Sub Divisional Officer at the time of trade test/verification of documents.

- (c) Upper Age relaxation as per Govt. rules for Ex-Servicemen candidates.
- (d) Upper age limits are relaxable by 10 years for candidates who are in regular Service of AAI, subject to attainment of 50 years.
- (e) The date of birth as recorded in the Matriculation/ Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

7. APPLICATION FEE : PWD candidates are exempted from fee payment.

8. SELECTION PROCESS :

- (a) Screening and Eligibility of the candidate will be based on the details Provided by them. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this Advertisement. Furnishing of wrong/false information will be a disqualification and AAI shall not be responsible for any consequence of furnishing of such wrong/false information.
- (b) The candidates found provisionally eligible shall be called for On-line test and Admit Cards Shall be issued to them accordingly.
- (c) The selection for the post of Junior Assistant (Office)NE-4 level and Assistant (Telephone)NE-5 Level shall be made on the basis of performance in On-line examination and trade test/Typing test.

9. GUIDELINES FOR FILLING ONLINE APPLICATION

Eligible applicants are required to apply through “On-line application format” available on AAI’s website www.aai.aero. The link for the same is <http://www.aai.aero--->Careers--->EmploymentNews--->Recruitment>. No documents are required to be submitted to AAI in connection with the application.

1. Before registering/submitting applications on the website, the candidate must possess the following:-

- a) Valid E-mail id: The E-mail id entered in the online application form should remain active until the recruitment process is completed. No change in E-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on the registered E mail id including Admit card for Online examination and call letter for trade test/typing test , if shortlisted.
 - b) Scanned copy of latest passport size colored photograph (not more than six months old) and scanned signature in digital format (.jpg/jpeg file only, not more than 80kb) for uploading in the application.
 - c) All relevant documents/details relating to eligibility criteria “viz” Educational Qualification, Caste certificate, Experience certificate, Disability certificate and Discharge certificate in case of Ex-serviceman etc.
 - d) A facility to take print out of the Registration slip.
- 2. The candidates should ensure the completion of both Step-I and Step-II of the registration process by the stipulated date and time. The candidates can download the filled application form generated by the system with Unique Reference Number, which may be retained for future reference.
 - 3. On successful registration of On-line application Step-I, candidates are advised not to attempt for registration for the same post again, as in case of multiple registrations for the same post, the candidature is liable to be cancelled/rejected without any notice/intimation to the candidate.
 - 4. Candidates are required to enter all information correctly in the on-line application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
 - 5. On successful submission of the application by the candidates, the duly filled-in application will be sent to their registered E-mail ids with reference number. The candidates can log in to AAI website for all the information regarding Examination schedule, Admit card for On-line examination, trade test/typing test etc.
 - 6. Responsibility of receiving, downloading and printing of admit card for On-line examination/ trade test/ typing test etc., any other information shall be

of the candidate. AAI is not responsible for any loss of E-mail sent, due to invalid/wrong E mail id provided by the candidate or for delay/non-receipt of the information if a candidate fails to access his/her mail or AAI website in time.

10. GENERAL INSTRUCTIONS:

1. Only Indian Nationals can apply for the above posts.
2. Before applying for the post, the candidates should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. He/she may cross-check the information furnished in the application form before finally submitting the same as no correction would be possible later.
3. The eligibility with respect to age and experience will be determined as on 30.06.2016.
4. The candidates whose result for final year examination is awaited are allowed to appear in the On-line examination for the above posts subject to the condition that they have to produce the final result before appearing in the trade test/typing test, if shortlisted.
5. Wherever CGPA/OGPA in a Degree is awarded, the candidates will have to produce the document indicating **equivalent percentage of marks** as per norms adopted by the University/Institute at the time of trade test/typing test.
6. Employee of Government and Public Sector Undertaking may apply on-line after obtaining permission from the concerned office and shall be required to produce "No Objection Certificate" at the time of selection.
7. The Online test will be held at Delhi/NCR region. The number of centers can be reduced or increased, depending upon the number of candidates.
8. Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for on line examination/trade test / typing test etc. No interim correspondence will be entertained.
9. Candidature of the registered candidates is liable to be rejected at any stage of recruitment process or after recruitment or joining if any

information provided by the candidates is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

10. Decision of AAI in all matters regarding eligibility of the candidates; the stages at which such scrutiny of eligibility is to be undertaken; the documents to be produced for the purpose of the conduct of the on line examination , selection and any other matter relating to recruitment will be final and binding on the candidates. Management reserves the right to fix the standard and specification of screening and calling the number of candidates for On-line test and for Trade test/ typing test.
11. The Admit cards/call letters to be issued to the candidates are purely provisional. However, in case any ineligible candidate has been issued admit card and has appeared in the On-line test/trade test/ typing test or allowed to join AAI, his/her candidature will automatically be treated as cancelled at any stage of the recruitment/service in AAI on grounds of his/her ineligibility.
12. AAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need to arises, without issuing any further notice or assigning any reasons thereof. The decision of the Management will be final and no appeal will be entertained.
13. Selected candidates are liable to be posted anywhere in India.
14. No TA/DA will be paid for appearing in the On-line examination.
15. Court of Jurisdiction for any dispute will be at Delhi.
16. Future notifications/corrigendum in this regard , if any , will be put up on AAI website only.

Regional Executive Director (NR)