



AIRPORTS AUTHORITY OF INDIA

Advt. No. 05/2016

(SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES)

Airports Authority of India invites applications from the eligible candidates to apply ON-LINE through AAI's Website www.aai.aero for the following posts:-

(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

Post Code	Name of post	Vacancies available for PWD as per suitability for the post			Total
		VH	HH	OH	
01	Manager (Finance)	01 (LV)	01	--	02
02	Manager (HR)	--	--	01 (OL)	01
03	Manager (Engg.- Electrical)	--	--	01 (OL)	01
04	Manager (Engg.- Civil)	--	01	--	01
05	Jr. Executive (Finance)	--	01	--	01
06	Jr. Executive (HR)	--	--	02 (OL)	02
07	Jr. Executive (OL)	01 (LV)	--	--	01
08	Jr. Executive (Engg.- Electrical)	--	--	01 (OL)	01
09	Jr. Executive (Engg.- Civil)	--	--	01 (OA)	01
10	Senior Assistant (Steno)	01 (LV)	--	--	01
11	Assistant (Office)	--	01	01 (OL)	02

Abbreviations used : VH=Visually Impaired, LV=Low vision, HH=Hearing Impaired, OH=Orthopaedically Impaired, OL=One Leg, OA=One Arm

IMPORTANT DATES

Event	Date	Time
Opening date for on-line registration of applications	29.06.2016	10.00 AM onwards
Closing date for completion of Step-I of online Registration	25.07.2016	Upto 18.00hrs.
Last date for completion of Step-II of online Registration	29.07.2016	Upto 18.00hrs.

PAY SCALE (IDA) :-

- (a) Manager (E-3) :- Rs.24900-3%-50500
(b) Junior Executive (E-1) :- Rs.16400-3%-40500
(c) Senior Assistant (Steno) (NE-6) :- Rs.14500-3%-33500
(d) Assistant (Office) (NE-5) :- Rs.13400-3%-30500

EMOLUMENTS:

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

POSTS & QUALIFICATIONS

Post Code	Name of Post	Qualification
01	Manager (Finance)	B.Com with ICWA/CA/MBA full-time regular (two years duration) with specialization in Finance
02	Manager (HR)	Graduate and full time regular MBA or equivalent (2 years duration) with specialization in HRM / HRD / PM & IR / Labour Welfare
03	Manager (Engg.-Electrical)	Full-time regular Bachelor's Degree in Engineering/Technology in Electrical
04	Manager (Engg.-Civil)	Full-time regular Bachelor's Degree in Engineering/Technology in Civil
05	Junior Executive (Finance)	B.Com with ICWA/CA/MBA full-time regular (two years duration) with specialization in Finance
06	Junior Executive (HR)	Graduate and full time regular MBA or equivalent (2 years duration) with specialization in HRM / HRD / PM & IR / Labour Welfare
07	Junior Executive (Official Language)	Post Graduation in Hindi or in English with English or Hindi respectively as a subject at Degree level OR Post Graduation in any other subject with Hindi and English as Compulsory/Elective subject at Degree level.
08	Junior Executive (Engg.- Electrical)	Full-time regular Bachelor's Degree in Engineering/Technology in Electrical
09	Junior Executive (Engg.- Civil)	Full-time regular Bachelor's Degree in Engineering/Technology in Civil
10	Senior Assistant (Steno)	Graduate with 80/40 w.p.m. with 2 years experience and computer proficiency
11	Assistant (Office)	Graduate with typing speed 40 wpm with computer knowledge with 2 years relevant experience in the concerned discipline s.t. trade test

Note: - [For S.No. 01 to 09]

Degree/Diploma/Certificate/Membership Examination should be:-

- (i) From a Recognized/Deemed university or from an apex institution i.e. (IIT/ IIMS/XLRI/TISS etc.) recognized by Govt. of India; and
- (ii) Percentage of marks: - Minimum 60% marks or equivalent for Bachelor's Degree and also for P.G. Degree/Diploma including MBA. Minimum pass marks for CA/ICWA.
- (iii) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/OGPA in the application. Candidate will have to produce the certificate/document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.
- (iv) Round off %age will not be acceptable under any circumstances for consideration for appointment i.e. 59.99% will be treated as less than 60%.

EXPERIENCE:-

Manager :	Five years post qualification work experience as on <u>31.07.2016</u> in the Executive cadre in the concerned discipline is essential
Junior Executive (Official Language):	Experience of two years in Translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific literature.

AGE LIMIT:-

Manager	Maximum age 42 years as on <u>31.07.2016</u> .
Junior Executive	Maximum age 37 years as on <u>31.07.2016</u> .
Senior Assistant (Steno)	Maximum age 40 years as on <u>31.07.2016</u> .
Assistant (Office)	Maximum age 40 years as on <u>31.07.2016</u> .

RELAXATION IN AGE

- Upper age limit is relaxable by **5 years** for SC/ST, **3 years** for OBC (Non-Creamy layer) candidates.
- 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 interview.
- Age relaxation as per Govt. rules for Ex-Servicemen candidates.
- Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI, subject to attainment of 50 years.
- 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.

APPLICATION FEE

PWD candidates are exempted from fee payment.

SELECTION PROCESS:

- 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.
- The candidates found provisionally eligible shall be called for On-line test and Admit Cards shall be issued to them accordingly.
- The selection for the post of Manager and Junior Executive shall be made on the basis of performance in On-line examination and Interview.
- The selection for the post of Sr. Assistant (Steno) and Assistant (Office) shall be made on the basis of performance in On-line examination and Trade test.

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 Interview if shortlisted.
 - (b) Scanned copy of latest passport size coloured photograph (not more than six months old) and scanned signature in digital format (jpg or jpeg file only) 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-Service Men 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, Interview etc.
6. Responsibility of receiving, downloading and printing of admit card for On-line examination / Interview / 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.

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 **31.07.2016**.
4. The candidates whose result for final year examination is awaited are allowed to appear in the On-line examination for the post of Junior Executives, subject to the condition that they have to produce the final result before appearing in the interview, 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 interview.
6. Employees 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 interview, if shortlisted.
7. ~~The Online test will be held at Delhi, Mumbai, Kolkata, Chennai, Guwahati, Allahabad, Ahmadabad, Hyderabad, Nagpur and Thiruvananthapuram. The number of cities can be reduced or increased, depending upon the number of candidates and in that case candidates will be asked to appear at other cities than specified by them.~~
8. ~~Mere fulfilling~~ of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for interview. 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 candidate 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 interview; 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 interview.
11. The Admit cards/Interview 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/interview 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 so 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. All future communications/information in general regarding this recruitment will be made available on website www.aai.aero.