



भारतीय विमानपत्तन प्राधिकरण
(ए श्रेणी-1 ' मिनीरत्न' सार्वजनिक क्षेत्र का उपक्रम)
AIRPORTS AUTHORITY OF INDIA
(A CATEGORY- 1 ' MINI RATNA' PUBLIC SECTOR ENTERPRISE)
क्षेत्रीय मुख्यालय (पश्चिम क्षेत्र), न्यू एअरपोर्ट कॉलोनी, विले पार्ले (पूर्व), मुंबई- 400099
REGIONAL HEADQUARTERS (WESTERN REGION), NEW AIRPORT COLONY,
VILE PARLE (EAST), MUMBAI- 400099

DIRECT RECRUITMENT OF NON EXECUTIVES IN VARIOUS DISCIPLINES
UNDER AAI, WESTERN REGION

ADVERTISEMENT NO. DR-02/10/2022/WR

Airports Authority of India (AAI), a Government of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 Status.

Airports Authority of India, WR invites applications from eligible candidates **who are domicile of Maharashtra, Gujarat, Madhya Pradesh and Goa** to fill up the following posts at various airports in the above states in Western Region. Candidates shall apply ON-LINE for the below mentioned posts through online application link hosted in Career pages of AAI Website i.e. <https://www.aai.aero/en/careers/recruitment>.

IMPORTANT DATES

(APPLICATION & FEE THROUGH OTHER THAN ONLINE MODE SHALL NOT BE ACCEPTED)

EVENT	DATE
Opening date for On-line Registration of Application	15/10/2022
Last date for submission of On-line Application	14/11/2022
Tentative Date of On-line Examination	Will be announced on AAI website-www.aai.aero

Age, Educational Qualification, Experience and all other eligibility criteria shall be reckoned as on **30.09.2022**.

1. A) NAME OF POST/ LEVEL OF POST/ RESERVATION/ SCALE OF PAY:

Post code	Name & Level of Post	Total No. of Posts	No. of Vacancies & Reservation							Scale of Pay (IDA)
			UR	SC	ST	OBC (NCL)	EWS	#ESM (included)	PWD (included)	
1	Senior Assistant (Official Language) (NE-06)	06	06	-	-	-	-	01	02	Rs.36,000-3%-1,10,000/-
2	Junior Assistant (Human Resource) (NE-04)	07	04	-	01	02	-	-	04	Rs.31,000-3%-92,000/-
3	Senior Assistant (Operations) (NE-06)	04	-	-	-	03	01	-	-	Rs.36,000-3%-1,10,000/-
4	Senior Assistant (Electronics) (NE-06)	03	-	-	01	02	-	-	-	Rs.36,000-3%-1,10,000/-
5	Senior Assistant (Finance) (NE-06)	12	06	01	02	02	01	02	01	Rs.36,000-3%-1,10,000/-
6	Junior Assistant (Fire Services) (NE-04)	23	11	01	04	05	02	06	NIL	Rs.31,000-3%-92,000/-

Note:

- ❖ The number of vacancies is tentative and may increase or decrease at sole discretion of Airports Authority of India. AAI also reserves the right to modify/restrict/cancel the recruitment process, if need so arises without issuing any further notice or any reasons thereof. The decision of the Management will be final and no appeal shall be entertained.
- ❖ Disabled Ex-Servicemen (except for post code 6) and Dependants of Ex-Servicemen killed in action can also apply against post reserved for Ex-servicemen.
- ❖ # 3 posts reserved for Disabled Ex-Servicemen and Dependants of Ex-Servicemen killed in action

- ❖ Disabled candidates are not eligible to apply for the post of Junior Assistant (Fire Services) due to specific nature of job.

Abbreviations used: EWS:Economically Weaker Section, NCL:Non-Creamy Layer, ESM:Ex-Servicemen, PWD:Persons with Disabilities.

Reservation of Ex-Servicemen & PWD is horizontal reservation therefore the vacancies mentioned for ESM/PWD will be adjusted against vacancies meant for respective categories i.e. UR/SC/ST/OBC/EWS.

Definition of various categories of disability identified suitable for the post shall be as defined under RPwD Act 2016.

B) POST IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITY (PWD)

POST CODE	PHYSICAL REQUIREMENTS	CATEGORIES OF DISABLED SUITABLE FOR JOBS
01	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA,BL,OL,OAL,CP,LC,Dw,AAV,MDy, SD/SI without any associated neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA,BA,BL,OL,OAL d) ASD(M,MoD),SLD,MI e) MD involving (a) to (d) above
02	S, ST, W, BN,RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA,BL,OL,OAL,CP,LC,Dw,AAV,SD/SI without any associated neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA,BA,BL,OL,OAL d) ASD,SLD,MI e) MD involving (a) to (d) above
03	S, ST, RW, MF, W	b) Deaf & Hard of Hearing c) Locomotor disability including leprosy cured, dwarfism, acid attack victims (OA, OL),SD/SI without any associated

		neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA/OL e) MD from amongst (b) & c) above
04	S, ST, BN, H, C, RW, SE, MF	a) Acid attack victims and Dwarfism {subject to Safety Service in the Amendment in Aircraft Act, 1934 w.e.f. 01.02.2008}.
05	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA, BA, BL, OL, OAL d) ASD(M, MOD), SLD, MI e) MD involving (a) to (d) above

Category Abbreviations used: B:Blind, LV:Low Vision ,D:Deaf,HH:Hard of Hearing, OA:One Arm, OL:One Leg, BL:Both Leg, OAL:One Arm & One Leg, BA:Both Arm, CP:Cerebral Palsy, LC:Leprosy Cured, Dw:Dwarfism, AAV: Acid Attack Victims, MDy:Muscular Dystrophy, ASD:Autism Spectrum Disorder (M:Mild, MoD:Moderate), ID: Intellectual Disability, SLD:Specific Learning Disability, MI:Mental Illness, MD: Multiple Disabilities, SD:Spinal Deformity, SI:Spinal Injury

Physical Requirement Abbreviations used: S: Sitting, ST: Standing, W: Walking, BN:Bending ,RW: Reading & Writing, SE: Seeing, H:Hearing, C: Communication, MF: Manipulation by Fingers

2. EMOLUMENTS:

In addition to Basic Pay, Dearness Allowance, Perks @35% of Basic Pay, HRA and other benefits which include CPF, Gratuity, Social Security Scheme, Medical Benefits etc. are admissible as per Airports Authority of India Rules & Regulations.

3. AGE CRITERIA:

A) AGE LIMIT: 18 to 30 years as on 30.09.2022

B) RELAXATION IN AGE

- i) Upper age limit is relaxable by 5 years for SC/ST candidates.
- ii) Upper age limit is relaxable by 3 years for OBC (Non-Creamy layer) candidates.
- iii) Upper age limit is relaxable by 10 years for PWD candidates. Additional relaxation of 05 years for SC/ST candidates and 03 years for OBC (Non-Creamy layer) candidates. PWD candidates should indicate the category to which he/ she belongs-SC/ST/OBC/UR. The extent of Physical disability/deformity should be minimum 40% supported by a certificate of disability in prescribed format issued only by a Medical Board duly constituted by the Central/State Government.
- iv) For Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued from time to time. Disabled Ex-Servicemen and dependents of Ex-Servicemen killed in action are also eligible to apply for the notified post. ESM candidates should indicate the category to which he/ she belongs-SC/ST/OBC/UR.
- v) Maximum age limit for widows, divorced women and women judicially separated from their husbands and who are not remarried shall be relaxed up to the age of 35 years (up to 40 years for SC/ST candidates and up to 38 years for OBC(Non-Creamy layer) candidates).
- vi) Upper age limits are relaxable by 10 years for candidates who are in regular service of AAI.
- vii) The date of birth as recorded in the Matriculation/Secondary Examination certificates shall only be accepted. No subsequent requests for change in date of birth will be entertained at a later stage.

4. QUALIFICATION/EXPERIENCE:

Post Code	Name of post & Level	Minimum Qualification	Experience
1	Senior Assistant (Official Language) (NE-06)	<p>Masters in Hindi with English as a subject at Graduation level</p> <p>OR</p> <p>Masters in English with Hindi as a subject at Graduation level.</p> <p>OR</p> <p>Masters in any subject apart from Hindi/English from a recognized University along with Hindi and English as compulsory/optional subjects at graduation level.</p> <p>OR</p> <p>Masters in any subject apart from Hindi/English from a recognized University along with Hindi and English as medium and compulsory/ optional subjects or medium of examination at graduation level. Means if at graduation level Hindi is medium then English should be as compulsory/ optional subject or if English is medium then Hindi should be as compulsory/optional subject.</p> <p>OR</p> <p>Graduation Degree from a recognized University along with Hindi and English as compulsory/ optional subjects or any one out of both as medium of examination and other as compulsory/ optional subject along with recognized Diploma/ Certificate course of Hindi to English and English to Hindi Translation or two years'experience of Hindi to English and English to Hindi Translation at</p>	2 years relevant experience in the concerned discipline

		Central/State government offices including Government of India Undertakings or reputed organizations. Desirable: Knowledge of Hindi Typing.	
2	Junior Assistant (Human Resource) (NE-04)	Graduate + 30/25 W.P.M. English/ Hindi Typing speed.	2 years relevant experience in the concerned discipline
3	Senior Assistant (Operations) (NE-06)	Graduate with possession of Light Motor Vehicle licence valid as on 30.09.2022. Diploma in Management will be preferred.	2 years relevant experience in the concerned discipline
4	Senior Assistant (Electronics) (NE-06)	Diploma in Electronics / Telecommunication / Radio Engineering.	2 years relevant experience in the concerned discipline
5	Senior Assistant (Finance) (NE-06)	Graduate preferably B.Com with Computer training course of 3 to 6 months.	2 years relevant experience in the concerned discipline
6	Junior Assistant (Fire Services) (NE-04)	<p>Educational Qualification: 10+3 years' approved regular Diploma in Mechanical/Automobile/Fire with minimum 50% marks</p> <p>OR</p> <p>12th Pass (Regular Study) with 50% marks</p> <p>Driving License:</p> <p>a. Valid Heavy Vehicle Driving Licence;</p> <p>OR</p> <p>b. Valid Medium Vehicle Licence issued at least one year before as on 30.09.2022;</p>	--

		<p>OR</p> <p>c. Valid Light Motor Vehicle Licence issued at least two years before as on 30.09.2022</p> <p>In case of b & c, the incumbents will be required to acquire Heavy Duty Driving License within one year of appointment before completion of their probation period. In case they fail to acquire/obtain the Heavy Duty Driving License, their probation period will be extended for one more year in order to obtain Heavy Duty Driving License, till such time, they will not be confirmed and their increments will also be withheld. Moreover, no further extension will be granted beyond two years and their services will stand terminated.</p>	
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NOTE:

- (i) **EXTERNAL CANDIDATES:** Candidates possessing Degree/Diploma/ Masters from a Recognized/ Deemed University recognized by Govt. of India shall only apply.
- (ii) **DEPARTMENTAL CANDIDATES:** Departmental candidates of Airports Authority of India possessing recognized degrees as per the required minimum qualification, obtained through Part-time/ Correspondence/ Distance education mode shall be eligible to apply.

5. PHYSICAL STANDARDS FOR POSTS (POST CODE : 3 & 6) :

A) SENIOR ASSISTANT (OPERATIONS) (POST CODE : 3)

Physique	Good
Eye Sight	<p>Distant Vision: 6/6 with each Eye without glasses</p> <p>Near Vision: N5 with each Eye individually and with both eyes combined with or without glasses</p> <p>Colour Vision: Should be Normal as determined by Ishihara's chart.</p> <p>Night Blindness: Absent</p> <p>Field of vision: Each eye should have full field of vision as determined by confrontation test.</p>

Height:	Minimum 168 cms
Weight:	Minimum 56 Kgs
Chest:	Normal before expansion 81 cms Minimum expansion 5 cms(86 cms)

B) JUNIOR ASSISTANT (FIRE SERVICES) (POST CODE : 6)

Physique	Good	
Eye Sight	Distant Vision: 6/6 with each Eye without glasses Near Vision: N5 with each Eye without glasses (Visual evaluation is for each eye individually) Colour Vision: Should be Normal as determined by Ishihara's charts. Night Blindness: Absent Field of vision: Each eye should have full field of vision as determined by confrontation test. Refractive error : No refractive error is Acceptable.	
Height*:	For Male candidates: minimum 167 cms	For Female candidates: minimum 157cms
Chest*:	For Male candidates: Normal before expansion 81 cm Minimum expansion 5 cms	For Female candidates: Not applicable
Weight*:	For Male candidates: minimum 55 Kgs	For Female candidates: minimum 45 Kgs
Hearing	Normal	
Speech	Normal	

* Relaxation of 3 cms in height and chest measurement and proportionate relaxation in weight will be allowed to hilly area candidates on production of Bonafide Certificates. However, minimum chest expansion must be 5 cms.

No other relaxation will be allowed to any other category.

Disqualification: Knocking knee, bow legs, degree of squint, flat footed, physical deformity, suffering from chronic diseases, any major operation by virtue of his/her physical fitness to work in Fire Service has been impaired will be considered as disqualification.

6.MODE OF SELECTION

A) SELECTION PROCESS

POST CODE	NAME OF THE POST	SELECTION PROCESS
1	Senior Assistant (Official Language)	1. Computer Based (Online) Test; 2. Certificates/ Documents verification;
2	Junior Assistant (Human Resource)	1. Computer Based (Online) Test; 2. Certificates/ Documents verification; 3. Trade Test (Typing Test) The candidate should qualify/ pass the Typing Test.
3	Senior Assistant (Operations)	1. Computer Based (Online) Test; 2. (i)Certificates/ Documents verification; (ii)Medical Fitness/ Physical Measurement Test; (iii)Driving Test-The candidate shall secure 60 marks out of 100 in Driving Test. The candidate who does not fulfill the eligibility criteria at any stage mentioned above will not be considered for next stage of selection process and they will be disqualified from further selection process.
4	Senior Assistant (Electronics)	1. Computer Based (Online) Test; 2. Certificates/ Documents verification; 3. Ab-initio Training – 14 weeks On passing the written exam for Senior Assistant (Electronics), shortlisted candidates shall undergo ab-initio training for a period of 14 weeks subject to certificates/ documents verification only. Out of this, 10 weeks course duration shall be conducted at CATC,RTC's and other Centres. Thereafter, there will be on the Job Training (OJT) for a duration of 4

		<p>weeks at the station of posting, as decided by the management. Subject to performance, the training can be discontinued thus terminating the service of the candidate as a result of non-suitability and poor performance.</p> <p>During the training period, candidates are entitled for stipend of Rs. 25,000/- per month, as per rule.</p> <p>Candidates declared successful in Training shall only be offered Appointment Order.</p>
5	Senior Assistant (Finance)	<ol style="list-style-type: none"> 1. Computer Based (Online) Test; 2. Certificates/ Documents verification;
6	Junior Assistant (Fire Services)	<ol style="list-style-type: none"> 1. Computer Based (Online) Test; 2. (i) Certificates/ Documents verification; <p>Candidates shortlisted for the post of Jr. Assistant (Fire Services) are required to produce valid Light Motor Vehicle Driving Licence issued at least two years before as on 30.09.2022 or Valid Medium Vehicle Driving Licence issued at least one year before as on 30.09.2022 or valid Heavy Vehicle Driving Licence at the time of document Verification/ Driving Test, failing which, their candidature will not be considered. Temporary/ Learning Licence will not be accepted.</p> <p>(ii) Medical Fitness/ Physical Measurement Test;</p> <p>(iii) Driving Test (To be conducted on Light Motor Vehicle. Candidate declared pass in the Driving Test shall only be allowed to appear for Physical Endurance Test.</p> <p>(iv)**Physical Endurance Test includes:</p> <ol style="list-style-type: none"> a)100m Running, b)Rope Climbing, c)Pole Climbing, d)60m Running with human dummy, e)Full Ladder Climbing

		<p>Each test carries Max. 20 Marks. The candidate shall secure 60 marks out of 100 in Physical Endurance Test. The candidate who does not fulfill the eligibility criteria at any stage mentioned above will not be considered for next stage of selection process and they will be disqualified from further selection process.</p> <p>3. Basic Training Course (BTC) – 18 Weeks</p> <p>Appointment to the post of Junior Assistant (Fire Services) is subject to fulfilling eligibility conditions and successfully passing 18 weeks of Basic Training course in which 02 weeks training shall be exclusively meant for imparting training on maintenance and driving on Heavy Duty Vehicle from AIRPORTS AUTHORITY OF INDIA Training Institutes.</p> <p>During the training period, candidates are entitled for stipend of Rs. 25,000/- per month, as per rules.</p> <p>AIRPORTS AUTHORITY OF INDIA will not be responsible for any injury caused during the course of selection process.</p> <p>Candidates declared successful in Training shall only be offered Appointment Order.</p>
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NOTE: For the post of Sr. Assistant (Operations), Jr. Assistant (Fire Services) & Jr. Assistant (Human Resource) passing the trade test shall be considered as the qualifying criteria. Candidate should pass in all the trade tests. In case not passed in any of the trade tests, he/she shall be considered disqualified for further selection process. Final merit will be decided on the basis of marks obtained in written test only.

****PHYSICAL ENDURANCE TEST FOR JUNIOR ASSISTANT (FIRE SERVICES)**

a) Physical Efficiency Test for Male candidates

Item → Marks ↓	100 m Running (In sec)	Rope climbing (Total timing 20 sec) (8 meters)	Pole climbing (Total timing 30 sec) (8 meters)	60 mtrs running with human dummy (50 kgs) (in sec)	Full ladder climbing (in sec)
20	12	Full height	Full height	20	35
18	13	---	---		45
16	14	3/4 height	3/4 height	30	60
14	15	---	---		75
12	16	2/3 height	2/3 height	40	90
10		1/2 height	1/2 height		
8		1/3 height	1/3 height		

Zero (0) marks shall be awarded on the following scenario:-

- (i) On exceeding of 16 seconds in 100 metres running.
- (ii) On exceeding of 40 seconds in 60 metres running with human dummy (50 kgs)
- (iii) Rope climbing below 1/3 height in 20 seconds.
- (iv) Pole climbing below 1/3 height in 30 seconds.
- (v) On exceeding 90 seconds in full ladder climbing.

NOTE 1 :

- **100 meters running is required to be completed in 16 seconds failing which they will be disqualified.**
- **Total height of Rope and Pole shall be after adding 2 metres.
Example for male 2+6=8 metres**
- **Ladder to be pitched at the height of 6 metres from the ground level.**

b) Physical Efficiency Test for Female candidates

Item → Marks ↓	100 m Running (In sec)	Rope climbing (Total timing 20 sec) (6 meters)	Pole climbing (Total timing 30 sec) (6 meters)	60 mtrs running with human dummy (30 kgs) (in sec)	Full ladder climbing (in sec)
20	15	Full height	Full height	25	40
18	16	---	---	---	50
16	17	3/4 height	3/4 height	35	65
14	18	---	---	---	80
12	19	2/3 height	2/3 height	45	100
10		1/2 height	1/2 height		
8		1/3 height	1/3 height		

Zero (0) marks shall be awarded on the following scenario:-

- (i) On exceeding of 19 seconds in 100 meters running.
- (ii) On exceeding of 45 seconds in 60 meters running with human dummy (30 kgs).
- (iii) Rope climbing below 1/3 height in 20 seconds.
- (iv) Pole climbing below 1/3 height in 30 seconds.
- (v) On exceeding 100 seconds in full Ladder climbing.

NOTE 2 :

- **100 metres running is required to be completed in 19 seconds failing which they will be disqualified.**
- **Total height of Rope and Pole shall be after adding 2 metres. Example for female 2+4=6metres**
- **Ladder to be pitched at the height of 6 metres from the ground level.**

Note 3 :

Minimum qualifying marks for Physical Endurance Test for both male and female candidates shall be 60 out of 100.

The Physical Endurance Test shall be qualifying in nature and to get qualified, candidate has to score minimum 60 marks in the five (05) tests prescribed for Physical Endurance Test. The final merit list in respect of selection for the post

of Junior Assistant (Fire Services) shall be made on the basis of written examination marks only.

No pro-rata marks in respect of Physical Endurance Test shall be allowed. For example, in case a male candidate completes 60m running with human dummy in 35 seconds then he will get only 12 marks.

- i) On the basis of the details furnished in application form, candidates shall be called for On-line examination and admit cards shall be issued to them accordingly. The admit card for on-line examination will be sent to the eligible candidates on their registered E-mail IDs only.
- ii) There will not be any negative marking for wrong answer attempted by the candidates.
- iii) Candidates will be shortlisted on the basis of their performance in On-line examination and they will be called for Documents verification / Physical Measurement, Driving Test and Physical Endurance Test/ Trade Test, as applicable for the post.
- iv) Roll numbers of the candidates shortlisted for Documents verification / Physical Measurement, Driving Test and Physical Endurance Test /Trade Test, as applicable for the post will be declared on AAI website only. The call letters will be sent to the shortlisted candidates on their registered email IDs only.
- v) During Documents verification, the candidate will have to produce Original Certificates along with a proof of identity and one set of self-attested photocopies of all the Certificates. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.
- vi) For the post of Senior Assistant (Operations): Light Motor Vehicle Licence is essential. Temporary/ Learning Licence will not be accepted.
- vii) The provisional selection of the candidates will be as per the merit list, prepared on the basis of their performance in On-line examination subject to qualifying Physical Measurement, Driving Test & Endurance Test / trade test as applicable for the post and subject to meeting all other eligibility criteria prescribed for the post.

- viii) Roll numbers of the candidates provisionally selected for appointment will be declared on AAI website. The Offer letter will be sent to the provisionally selected candidates on their registered E-mail IDs only. The selected candidates for the post of Sr. Assistant (Electronics) and Jr. Assistant (Fire Service) will have to undergo training during which they will be paid stipend as per AAI rules.
- ix) Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents/background check, caste certificate/ Other Backward Classes (Non-Creamy Layer Certificate)/ EWS Certificate/Disability certificate/Discharge certificate/ other documents submitted by the candidate and subject to his/her meeting requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.
- x) The candidates selected for the post of Sr. Assistant (Electronics) & Jr. Assistant (Fire Services) shall have to execute a surety bond as follows:-

RESIGNATION DURING TRAINING		RESIGNATION AFTER TRAINING i.e. FROM THE DATE OF POSTING AT STATION	
Beyond 01 month to 02 months	Rs.50,000	Upto 1 year	Rs.03. lacs
Beyond 02 months to 03 months	Rs.75,000	Beyond 01 year to 02 years	Rs.02 lacs
Beyond 03 months till completion of training	Rs.1 lac	Beyond 02 years to 03 years	Rs.01 lac
		Beyond 03 years	NIL

- xi) Selected candidates will be liable to be posted anywhere in India.

B) WRITTEN EXAMINATION: COMPUTER BASED (ONLINE) TEST

Post Code	Name and Level of post	Time Duration	Qualifying Marks for Computer Based Test(CBT)	Medium of Instruction	Weightage
1	Senior Assistant (Official Language) (NE-06)	<ul style="list-style-type: none"> The time duration for Computer based (Online) Test will be 2 hrs.(120 minutes) PWD candidates not availing facility of scribe will be allowed "Compensatory time " of 40 minutes over and above the normal duration of examination i.e. 2 hours. 	<p>The qualifying marks for candidates (UR/EWS/OBC(NCL)/ESM) will be 50 out of 100.</p> <p>For SC/ST/PWD candidates, the qualifying marks will be 40 out of 100 .</p>	HINDI	<u>Part-A - 50% weightage</u> Questions on subjects relating to educational qualifications prescribed for the post.
2	Junior Assistant (Human Resource) (NE-04)			HINDI & ENGLISH	<u>Part-B- 50% weightage</u> General Knowledge, General Intelligence, General Aptitude, English, etc.
3	Senior Assistant (Operations) (NE-06)			HINDI & ENGLISH	
4	Senior Assistant (Electronics) (NE-06)			HINDI & ENGLISH	<u>Part-A - 70% weightage</u> Questions on subjects relating to educational qualifications prescribed for the post.
5	Senior Assistant (Finance) (NE-06)			HINDI & ENGLISH	<u>Part-B - 30% weightage</u> General Knowledge, General Intelligence, General Aptitude, English, etc.
6	Junior Assistant (Fire Services) (NE-04)			HINDI & ENGLISH	<u>Part-A - 50% weightage</u> Questions on subjects relating to educational

					<p>qualifications prescribed for the post.</p> <p><u>Part-B -50% weightage</u></p> <p>General Knowledge, General Intelligence, General Aptitude, English, etc.</p>
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7. **IMPORTANT INSTRUCTIONS:**

- (i) **Only Indian Nationals who are domicile of Maharashtra, Gujarat, Madhya Pradesh & Goa can apply for the above posts .**
- (ii) Candidates whose result for final semester/year examination is awaited are allowed to appear in the on-line examination, subject to the condition that they will produce the final result at the time of documents verification. No further relaxation shall be provided in this regard.
- (iii) Age, Educational Qualification, Experience and all other eligibility criteria shall be reckoned as on **30.09.2022**.
- (iv) Candidates already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking are required to upload **“NO OBJECTION CERTIFICATE”** from the present employer at the time of documents verification, failing which his/her candidature will not be considered. Other claims such as undertaking to resign in the event of selection, acknowledged copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be considered in place of NOC.
- (v) **SC/ST Certificate:-** - Candidates applying against vacancies reserved for SC/ST category should note that they have to submit the original Caste Certificate issued by the Competent Authority in the stipulated format of Government of India alongwith self-attested copy of the same at the time of document verification, failing which his/ her candidature shall be cancelled and he/she will not be considered for further selection process.
- (vi) **OBC Certificate:-** - Vacancies reserved for OBC (NCL) category are available to OBC candidates belonging to Non-Creamy Layer (NCL) only as per the

Govt. of India Guidelines. The candidates applying against vacancies reserved for OBCs should note that at the time of document verification ,they have to produce a valid OBC (NCL) Certificate valid during FY 2022-23 in the stipulated format for appointment to posts under the Government of India, issued by the Competent Authority, in support of their belonging to OBC community in the Central list of OBC and to prove that they do not belong to “Creamy Layer” of the OBCs. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. OBC (Non Creamy Layer) Certificate for admission to educational purposes will not be considered.

- (vii) **Domicile certificate:-** Domicile certificate should be submitted in the prescribed format of the concerned state.
- (viii) **EWS Certificate:-** Candidates applying against vacancies reserved for EWS category should note that they have to submit the EWS certificate valid for FY 2022-23 issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Government of India to prove that they belong to EWS Category, at the time of documents verification.
- (ix) **PWD certificate:-** Candidates applying against vacancies reserved for PWD category should note that they have to submit valid Disability Certificate issued by the Competent Authority as per Government guidelines, at the time of documents verification. Disability of applicants applying against quota reserved for Physically challenged persons should not be less than 40%. Disability certificate (as prescribed in Govt. of India guidelines) to be filled and countersigned by the Medical Superintendent/ CMO/Head of Hospital (with seal) needs to be uploaded at the time of submission of On-line application. The scribe, if required should be arranged by the candidate at their own cost. The scribe arranged by the candidate should not be a candidate/applicant for the examination against the recruitment notification. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- (x) **Ex servicemen:-** Scanned copy of discharge certificate and Form of undertaking (as prescribed in Govt. of India guidelines) is required to be uploaded at the time of application. Disabled Ex-Servicemen and dependents of Ex-Servicemen killed in action may also upload scanned copy of relevant document.
- (xi) The SC/ST/OBC (NCL)/EWS/Disability certificate issued by the Competent Authority should either be in Hindi or English. Any Variation

in the caste name will not be accepted for SC/ST/OBC(NCL).

- (xii) In case of documents other than Hindi/ English, transcript of the same in Hindi/ English duly attested by gazette Officer or Notary is to be submitted.
- (xiii) Where a specialization is required in the qualifying degree as an essential qualification, candidate is required to submit a certificate from the University / Institution clearly specifying the specialization in the qualifying degree.
- (xiv) Where a specific subject is required in the qualifying degree as an essential qualification for the post and the same is not specifically mentioned in his/her marksheet, candidate is required to submit a certificate from the University/ Institution confirming that the candidate has studied the required subject(s) in the qualifying degree.
- (xv) The education and other qualifications must be obtained from Govt. Recognized Institutions/ Universities as per statutes.
- (xvi) 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/DGPA/CPI etc. is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard. Candidate will have to produce the equivalence certificate / document issued by the University / Institution evidencing equivalent percentage of marks, when called for documents verification.
- (xvii) The date of declaration of result / issuance of Marks Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account.
- (xviii) Candidates are advised not to attempt for registration for the same post again as in case of multiple registrations for the same post, candidature is liable to be cancelled/rejected without any notice/intimation to the candidate.
- (xix) Candidates can apply for multiple numbers of posts with separate registration for each post, subject to the condition that they fulfil all other eligibility criteria required for the post and deposit the fee separately for each post as applicable.

- (xx) In case of employees coming from PSUs (following IDA Pay-Scales): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.
- (xxi) In case of employees coming from Central/State Government Ministries/ Departments (following CDA pay- scales): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay + DA. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.
- (xxii) Rounding off the percentage of marks will not be acceptable under any circumstances for consideration for appointment i.e. 49.99% will be treated as less than 50%.

8. ACTION AGAINST MISCONDUCT:

- i) Candidates are advised to furnish correct information and should not provide any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.
- ii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as:
- a) Impersonating or procuring impersonation by any person; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Canvassing in any form/using undue influence for his/her candidature by any means; or
 - d) Submitting of false certificates/documents /information or suppressing any information at any stage; or

- e) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/EWS/PWD/Ex-Servicemen/AAI Apprentice) while appearing in the examination or thereafter; his/her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

9. APPLICATION FEE AND MODE OF REMITTANCE:

S.NO.	CATEGORY	APPLICATION FEE
1.	Candidates belonging to General/ OBC/ EWS category	*Rs.1000/- only (Rupees One Thousand only)
2.	Female/SC/ST/Person with Disabilities/ Ex-servicemen candidates/Apprentices who have completed Apprenticeship training in AAI	Not applicable

Note : *Excluding of Bank Charges and Service Tax

- AIRPORTS AUTHORITY OF INDIA will accept fee through online net banking/ credit cards/ debit card/ UPI only.
- Candidates are required to check the charges/Commission applicable for selected Mode of Payment and same shall be borne by candidate.
- Fees once paid will not be refunded under any circumstances. Duplicate payments, if any, will be refunded after the closing date of submission of applications.

10. INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.

Candidates are advised to read the following instructions carefully before applying on-line and also all the instructions given on main instruction page of the on-line application:

- i) Candidates are required to apply On-line through the link available on **www.aai.aero** under tab **"CAREERS"**. No other means/mode of submission of applications will be accepted under any circumstances.
- ii) Read the Instructions carefully and select (√) "I Agree" and Press 'Sign up/Start' button to proceed further.
- iii) Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents:
 - a) Valid E-mail ID & Mobile Number-For proper communication, it is suggested to provide personal E-mail ID & Mobile No.
 - b) Scanned copy of the recent passport size color Photograph (not older than 3 Months). Candidates should ensure that the same photograph is used throughout this recruitment process.
 - c) Scanned signature.
- iv) Category once filled by candidate in the on-line application form will not be changed.

11. How to Apply

- i) Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder) & mobile No.
- ii) Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION. Application once submitted cannot be edited /withdrawn and fee once paid will neither be refunded nor adjusted.
- iii) The process for submitting the application is given below: -

STEP-I SIGN-UP

- a) Candidates agreeing Terms & Conditions of the recruitment may apply by clicking (✓) in the Box & press 'START' button.
- b) The candidate should fill up all the desired information i.e., Post Applied, candidate name, email id, mobile number, etc. correctly.
- c) Sign-up by filling-up Post Applied; Category; Candidate Name, Mobile Number and E-Mail ID. After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No (User ID) & Password on their registered E-mail ID during Signing. Now, candidate has to Click "Log Out" tab (given on top right corner) and re-log in for Step-II. On completion of Step-I, Signed- Up mail will be received in candidate's registered Email ID/mobile number confirming his signed-up along with the User ID (Application Sequence No.) and password.

STEP-II FILLING-UP OF APPLICATION

- d) After signed-up, candidate has to Re-login and click on “**Go to Application Form**” icon at top right corner, select his category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature/relevant documents and submission of Fee through Online mode via Debit card, Credit cards or Internet Banking/UPI etc. (if applicable) through PayU .
- e) Instructions regarding scanning of Photograph, Signature and Documents : Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:
 - i. **Photograph Image:**
 - Photograph must be a recent passport size colour picture on light background (not older than 03 Months).
 - Look straight at the camera with a relaxed face.
 - The size of the scanned image should be up to 20kb to 100 kb in jpg/ jpeg format only.
 - ii. **Signature image:**
 - The applicant has to sign on white paper with Black ink pen.

- The signature must be signed only by the applicant and not by any other person.
- Please scan the signature area only and not the entire page.
- Size of file should be up to 10kb -100 kb in Jpg/jpeg format only.

iii. **Other Relevant documents** in PDF/JPEG upto 1MB.

SCANNED DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

- ❖ Matriculation Passing Certificate/ Birth certificate as Date of Birth Proof
- ❖ Domicile Certificate in the prescribed format of concerned state
- ❖ Educational Qualification certificate including marksheets as mentioned at point no 4 above.
- ❖ Typing Certificate in English @ 30 wpm or Hindi @25 wpm issued by govt. recognized institute **(applicable for Post Code:2 only)**
- ❖ Copy of valid Light Motor Vehicle licence as on 30.09.2022 **(applicable for Post Code: 3 only)**
- ❖ Computer training course certificate of 3 to 6 months**(applicable for Post Code:5 only)**
- ❖ Copy of Valid Heavy Vehicle Driving Licence /Valid Medium Vehicle Licence issued at least one year before as on 30.09.2022 /Valid Light Motor Vehicle Licence issued at least two years before as on 30.09.2022 **(applicable for Post Code:6 only).**
- ❖ Certificate of two years relevant experience in concerned discipline **(applicable for Post Code 1 to 5).**
- ❖ Community Certificate as per Govt. of India format (applicable to candidates applying against SC/ST/OBC(NCL). OBC(NCL) certificate should be valid for FY 2022-23.
- ❖ EWS certificate valid for FY 2022-23 issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Government of India (applicable to candidates applying against EWS category).

- ❖ PWD Certificate as per Govt. of India format (applicable to candidates applying against PWD category)
 - ❖ Discharge certificate and Form of Undertaking for ESM candidates in the Government of India format. Disabled Ex-Servicemen and dependents of Ex-Servicemen killed in action may also upload scanned copy of relevant document (applicable to candidates applying against ESM category)
 - ❖ NO Objection Certificate (applicable to candidates working in Govt./PSU etc.)
 - ❖ Widows, Divorced women and women judicially separated from their husbands and who are not remarried may also upload scanned copy of relevant documents
 - ❖ Apprenticeship certificate **(if applicable)**
 - ❖ AAI identity card **(applicable for AAI staff)**
- f) CLICK PREVIEW Button to view the details entered.
- g) Please ensure that all aspects of the application and Photo/Signature are correct before submitting.
- h) Please note that you cannot Edit/Modify your application once you click SUBMIT Button.
- i) Once the application is submitted, candidates automatically will be redirected to PayU gateway to deposit the fee through Debit Card/Credit Card/UPI/Net Banking etc. if applicable.
- j) Guidelines for remittance of fee are as under (if applicable):
- Post submission, the candidate will be re-directed to PayU gateway to make the online payment of application fees.
 - Kindly verify the details and make the payment for application fees via the different payment modes.
 - After successful payment of application fees, the candidate will be redirected to his application form.

- k) **Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact through Helpdesk tab integrated in the Application portal or Helpdesk Number: +91 9513166392.**

NOTE:

- i) Incomplete application will be summarily rejected.
- ii) Candidates are required to enter all information correctly in the online application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
- iii) On successful submission of application, the duly filled in application will be sent to the registered email id of the candidate with application number.
- iv) Candidate is required to download the registration slip generated by the system with application sequence number and password. The print out of submitted application may be taken and may be retained for future reference. There is no need to send the printout to AAI Office.
- v) **Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/websites/mobile apps etc. For authenticity of any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.**

12. GENERAL INSTRUCTIONS:

- i) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms mentioned in the Advertisement. He/She may cross-check the information, such as Date of Birth, Category, Sub-Category [SC/ST/OBC(NCL)/PWD/EWS/Ex-Serviceman] and email Id etc. furnished in the application form before finally submitting the same as no correction would be possible later.
- ii) Candidates are advised to apply on-line much before the closing date of application mentioned in this Advertisement and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the AAI's website on account of heavy load on internet/website jam/disconnection.
- iii) AAI will not take any responsibility for the candidates not being able to

submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the AAI.

- iv) The online examination will be held in **Panaji (Goa), Ahmedabad, Aurangabad, Mumbai, Bhopal**. The places of examination centres can be increased or decreased, depending upon the number of candidates and in that case, candidates will be asked to appear at any other place of examination centres other than those specified by them.
- v) The decision of AAI Management regarding the eligibility criteria of the candidate; stages at which such scrutiny of eligibility is to be undertaken; acceptance or rejection of applications, mode of selection to the post, selection of candidate and any other matters relating to recruitment etc. shall be final and binding on all candidates. Management of AAI reserves the right to fix the standard, specification of screening and calling the number of candidates for online test. Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for documents verification. No correspondence shall be entertained from the candidates found ineligible and not called for documents verification.
- vi) 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 whatsoever. The decision of the AAI Management will be final and no appeal will be entertained in this regard.
- vii) All correspondences with candidates shall be done through e-mail and all general information shall be provided through AAI website. Responsibility of receiving, downloading and printing of call letter for documents verification/trade test/offer of appointment/any other information shall be of the candidate. AAI will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information, if a candidate fails to access his/her mail/AAI website in time.
- viii) Candidature of the registered candidates is liable to be rejected at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in this advertisement.
- ix) AAI will not bear any liability on account of salary / leave salary / pension contribution etc., if any, of previous employment of any candidate already working in Central Government / State Government / Autonomous Body/ Public Sector Undertaking.
- x) No TA/DA will be paid for appearing in the On-line examination/ Trade Test.

- xi) The candidates have to appear for the computer based/ online examination, physical measurement, driving test, physical endurance test/ trade test for the above posts at their own expenses.
- xii) The E-Admit cards for appearing in Computer Based (online) Tests and 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 online written examination/ test or allowed to join Airports Authority of India, his/her candidature will automatically be treated as cancelled at any stage of the recruitment/ service on grounds of his/her ineligibility.
- xiii) Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
- xiv) The decision of the selection committee of AAI is not liable for challenge and same shall stand final and binding on each candidate.
- xv) Court of jurisdiction for any dispute will be at Mumbai.
- xvi) All future communications/further notifications/ corrigendum/ information regarding this recruitment will be made available on AAI website only. Candidates are advised to check their Email account and visit AAI website www.aai.aero regularly for further updates.
- xvii) In case of any dispute in the advertisement, English version of the advertisement published in AAI Website will be treated as valid.
- xviii) Online Test for all the posts will be bilingual i.e Hindi and English except for Senior Assistant (Official Language) where the Online Test will be in Hindi only.
- xix) Selected candidates will be liable to be posted anywhere in India.

13. ANNOUNCEMENTS

All further announcements pertaining to recruitment process will only be published/ provided at AAI Website <https://www.aai.aero/en/careers/recruitment> from time to time.

14. DISCLAIMER :

On-Line Application validation rules and design are based on recruitment Advertisement (Advt. No. **DR-02/10/2022/WR**) published at AAI Website <https://www.aai.aero/en/careers/recruitment>. However, candidates are advised to read the recruitment advertisement/ notification carefully and should ensure that he/ she fulfills eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/ selection process is “PURELY PROVISIONAL” pending scrutiny of your eligibility as mentioned in the Advertisement (ADVT. **DR-02/10/2022/WR**) for the post applied at later stages of recruitment/ selection process. In case, it is found that the candidate does not fulfill the eligibility criteria as per the advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, community, category, sub-category, application fee, essential educational qualification (s) and experience prescribed for the post, his/her candidature shall be rejected at any stage of selection process and even after appointment.

**GENERAL MANAGER (HR)
FOR REGIONAL EXECUTIVE DIRECTOR, AAI,WR**