AIRPORTS AUTHORITY OF INDIA
(A Category – 1 "Mini Ratna" Public Sector Enterprise)
Regional Headquarters, Western Region, Mumbai.

ADVT.NO. DR-02/05/2018/WR

(SPECIAL RECURITMENT DRIVE FOR PERSONS WITH DISABILITIES)

IMPORTANT DATES

Event	Date	Time
Opening Date for On-Line Registration of Applications	28.06.2018	1000 hrs onwards
Last Date for submission of On-Line Application	31.07.2018	up to 2359 hrs.

Airports Authority of India invites applications from the eligible candidates who are domicile of Maharashtra/ Gujarat/ Madhya Pradesh/ Goa for the following posts at various airports in Western Region through AAI Website www.aai.aero:

Post Code	Name of Post	Level	Vacancies available for PWD as per suitability for the post		Total	Pay Scale
			VH	HH		IDA
01	Senior Assistant (Accounts)	(NE-6)	2 (LV)	---	2	Rs.14500-33500/-
02	Senior Assistant (Steno)	(NE-6)	1 (LV)	----	1	Rs.14500-33500/-
03	Assistant (Office)	(NE-5)	2 (LV)	2	4	Rs.13400-30500/-
04	Junior Assistant (Drg-Civil)	(NE-4)	---	1	1	Rs.12500-28500/-
05	Junior Assistant (Drg-Elect)	(NE-4)	---	1	1	Rs.12500-28500/-
06	Junior Assistant (ACR)	(NE-4)	---	1	1	Rs.12500-28500/-

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

NOTE : NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED.

01. EMOLUMENTS :

In addition to Basic pay, Dearness Allowance Perks @ 46% of Basic Pay, HRA and other benefits which includes CPF, Gratuity, Social Security Schemes, Pension Medical benefits etc. are admissible as per Airports Authority of India Rules and Regulations.

02. POSTS & QUALIFICATION

Post Code	Name of Post	Qualification
01	Senior Assistant (Accounts) (NE-6)	Graduate preferably B.Com. with computer training course of 3 to 6 months with 2 years relevant experience in the concerned discipline.
02	Senior Assistant (Steno) (NE-6)	Graduate with 80/40 w.p.m. with 2 years experience and computer proficiency.
03	Assistant (Office) (NE-5)	Graduate with typing speed @ 40 w.p.m. with computer knowledge with 2 years relevant experience in the concerned discipline subject to trade test.
04	Junior Assistant(Drawing-Civil) (NE-4)	10th pass, ITI in Civil Draughtsmanship with 2 years relevant experience in the concerned discipline.
05	Junior Assistant (Drawing-Elect)(NE-4)	10th Pass, ITI in Elect & Mechanic Draughtsmanship with 2 years relevant experience in the concerned discipline.
06	Junior Assistant (ACR) (NE-4)	10th Pass, ITI in Air Condition & Refrigeration with 2 years relevant experience in the concerned discipline.

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

(i) All Degree/Diploma/Certificates should be from University/Institute recognized and approved by AICTE/State Boards.
(ii) 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.

03. AGE LIMIT AS ON :- 31/05/2018

Age limit 18 to 40 years as on 31/05/2018 for all posts.

04. RELAXATION IN AGE:-

(a) Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy layer) candidates.
(b) Age relaxation as per Govt. rules for Ex-Servicemen candidates

(c) Upper age limits are relaxable by 10 years for candidates who are in regular service of Airports Authority of India, subject to attainment of 50 years.

(d) 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.

05. APPLICATION FEE: PWD candidates are exempted from payment of fees.

06. 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 fulfills all 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 shall be made on the basis of performance in On-line examination and Trade test, as applicable.

07. GUIDELINES FOR FILLING ONLINE APPLICATION:

Eligible applicants are requested to apply through "On-line application format" available on AIRPORTS AUTHORITY OF INDIA's Website https://www.aai.aero/en/careers/recruitment. **No application through any other mode will be accepted**. No documents are required to be submitted to AIRPORTS AUTHORITY OF INDIA in connection with the application.

1. Before registering/ submitting applications on the website the candidates should 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 the E-mail ID will be allowed once entered. ALL CORRESPONDENCE REGARDING THIS RECRUITMENT SHALL BE MADE ON THE REGISTERED E-MAIL ID including E-Admit Card for appearing in online Examination.

   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. Scanned copy of all relevant certificate/documents/details relating to eligibility criteria viz. Educational Qualification, Caste Certificate, Domicile Certificate, Discharge Certificate in case of Ex-Service men, Experience Certificate, Disability Certificate etc for submitting in the on-line application form. The scanned soft copy of relevant document (as applicable) between 50 KB – 1000 KB in (*.jpg or *.jpeg/*.pdf" format only). Ensure that the size of the scanned image is not more than 1000 KB.

2. The candidates should ensure the completion of both Step-I & Step II of the registration process by the stipulated date and time. After applying online, candidate is required to download the registration slip generated by the System with **Application Sequence Number** and Password, 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 registration 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 ID with Application Number. The candidates can log in to Airports Authority of India website for all the information regarding Examination Schedule, Admit Card for online examination, etc.

6. The candidate shall be responsible for registration, filling up the form, uploading, receiving, downloading, and printing of Online Application and E-Admit Card for appearing in Computer Based Test (CBT). AIRPORTS AUTHORITY OF INDIA will not be 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 AIRPORTS AUTHORITY OF INDIA website in time.

08. <u>HOW TO APPLY:</u>

8.I STEP-I (SIGN UP/REGISTRATION):

A) Applicant satisfying the eligibility conditions may apply only through online registration link available at AIRPORTS AUTHORITY OF INDIA website i.e. http://www.aai.aero/en/Career/recruitment

B) Applicant will view instructions page and they will have to accept the terms & conditions by clicking 'I AGREE' check box given below and pressing the 'START' button.

C) Applicant should sign up first with their valid E-mail ID and Mobile Number. On signing up, the Password and login ID will be sent to the registered Email ID and Mobile Number provided by the candidate. The applicant should ensure the correctness of Mobile number and Email ID during registration process.

8.2 STEP-II: Submission of application and uploading the documents:

A) After registration, applicant should re-login by revisiting the On-line Application Link at http://www.aai.aero/en/Career/recruitment by using login credentials i.e., Login-ID and Password received on their registered Email ID/Mobile Number.

B) The applicant should fill in all the information viz., personal details, educational qualification details etc. in the on-line form about himself/herself correctly and upload photograph, signature, certificates, etc.

C) Applicants should upload the scanned image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that *.jpg/*.jpeg/*.pdf formats are acceptable:

a. Photograph:

    a. Photograph must be a recent passport size colour photograph (not older than 03 weeks).

    b. Make sure that the photograph is taken against a light-coloured, preferably white background.

    c. Size of file should be between 50 kb to 80 kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

b. Signature Image:

    a. The applicant has to sign on white paper with Black ink pen.

    b. The signature must be of the applicant only. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature will be rejected.

    c. Please scan the signature area only and not the entire page.

    d. Size of file should be between 10 kb to 50 kb in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 50kb.

c. Certificate/documents Image:
    (a) Please scan and upload relevant certificate separately:
- Matriculation Certificate as Date of Birth Proof
- Educational qualification Certificate in respect of post applied for
- Experience Certificate (wherever applicable)
- Disability Certificate (wherever applicable)
- Domicile Certificate (wherever applicable)
- In case of Ex-Servicemen, scanned copy of Discharge Certificate.

    (b) Each Certificate should be in JPG/JPEG/PDF Format of size between 50 KB - 1000 KB.

d. Uploading the Photograph, Signature & Certificate(s): The candidate should login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

a) There are separate links for uploading Photograph, Signature and Certificate(s). Click on the respective link to upload Photograph/Signature/Certificates etc.

b) Browse and select the location where the scanned photograph/Signature/ Certificates files have been saved. Select the file by clicking on it.

c) Click the 'Open/Upload' button. The photograph/signature/ certificate file will get uploaded.

Candidate is required to download the system generated online application form with unique Application Sequence Number, which may be retained for future reference.

09. BIOMETRIC DATA – Capturing and Verification:

9.1 AAI-WR has decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates who will be appearing for CBT. The biometric data and photograph will be captured / verified on the following occasions:

(i) Before the start of the examination it will be captured at Test Center during pre-exam registration

(ii) At the end of examination before leaving the computer lab at Test Centers for verifications

(iii) At the time of document verification before the interview, if shortlisted

(iv) At the time of joining if provisionally allotted

9.2 The decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

9.3 Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

9.4 Candidates are requested to take care of the following points in order to ensure a smooth process:

(i) If fingers are coated (stamped ink/mehndi/colored...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.

(ii) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

(iii) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

(iv) If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

10. RESTRICTED ITEMS AT TEST CENTERS:

The following items are not allowed inside the examination centre:-

(i) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

(ii) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.

(iii) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch and other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Electronic Wrist Watch, Camera, etc for hiding communication devices like camera, blue tooth devices etc.

(iv) Any eatable item opened or packed, water bottle etc.

(v) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured.

AAI-WR or any agency engaged in connection with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

Any infringement of these instructions shall entail cancellation of candidature.

11. GENERAL INSTRUCTIONS:

1. Only Indian Nationals who are domicile of **Maharashtra/Gujarat/Madhya Pradesh and Goa** can apply for the above post.

2. Disability of applicants applying against the quota reserved for the physically challenged persons should not be less than 40%. Specimen copy of **Disability Certificate** annexed as **Annexure-I** to be filled and countersigned by the Medical Superintendent/CMO/ Head of Hospital (with seal) and needs to be uploaded at the time of submitting of On-line Application.

3. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other criteria as mentioned in the advertisement. **The candidate should crosscheck the information furnished in the application form before finally submitting the same as no correction would be possible later.** Furnishing of wrong/false information will lead to disqualification and AIRPORTS AUTHORITY OF INDIA will not be responsible for any consequence of furnishing such wrong /false information.

4. 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 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.

5. **The eligibility with respect to age and educational qualification will be determined as on 31/05/2018. The candidates whose result for final year examination is awaited are also allowed to appear in the computer based/online examination subject to the condition that they have to produce the final result at the time of document verification.**

6. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of documents verification. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.

7. Centers for Computer Based (Online) Test will held be in **Mumbai/Ahmedabad/Bhopal/ Aurangabad**. 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 qualifications, experience and job requirement will not vest any right on candidates for being called for online exam. No interim correspondence will be entertained.

9. Wherever CGPA/OGPA is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/University/ Institute at the time of document verification.

10. 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.

11. Decision of AIRPORTS AUTHORITY OF INDIA in all matters regarding eligibility of the candidate; the stages at which such scrutiny of eligibility is to be undertaken; selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard specification of screening and calling the number of candidates for on-line test.

12. 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 e-admit card and has appeared in the On-line 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 in Airports Authority of India on grounds of his/her ineligibility.

13. AIRPORTS AUTHORITY OF INDIA reserves the right to change the examination centre on the basis of any other norms decided at a later date.

14. AIRPORTS AUTHORITY OF INDIA 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.

15. Selected candidates are liable to be posted anywhere in India.

16. Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

17. No T.A. / D.A. will be paid for appearing in the On-line examination.

18. The decision of the selection committee is not liable for challenge and same shall stand final and binding on each candidate.

19. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.

20. Candidates are advised to visit their email account regularly for any updates.

21. Further notifications/corrigendum in this regard, if any, will be put up on AIRPORTS AUTHORITY OF INDIA website only.

22. For any technical queries/clarifications/grievances relating to the filling up of ONLINE Application, please contact helpdesk at **aaiwr.helpdesk@gmail.com** or **18002660793** from 10 AM to 5 PM on working days.

23. Court of jurisdiction for any dispute will be at Mumbai.

24. In case of any dispute, English version of the advertisement published in Employment News will be valid.

12. **E-ADMIT CARD/CALL LETTERS:**

The E-Admit Card/Call Letter indicating particulars of the Candidate i.e., Name of the post applied for, Name of the candidate, Date of Birth, Category/Community, Sub-Category,

Uploaded Signature, Photograph, Venue of Test & Address, Test Date & Time, Duration, Scheme, instruction to candidate, etc shall be intimated to registered E-Mail ID and Mobile No of candidate for downloading.

An eligible candidate should download his/her E-Admit Card/Call Letter from the AAI website by entering his/ her details i.e. Login ID (Application Sequence Number) and Password. No printed copy of the E-Admit Card/Call Letter will be sent by post/ courier.

13. <u>ANNOUNCEMENTS:</u>

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. <u>DISCLAIMER:</u>

On-Line Application validation rules and design are based on recruitment Advertisement (ADVT.NO. DR-02/05/2018/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 fulfils 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.NO. DR-02/05/2018/WR) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per 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.

Regional Executive Director,
Western Region.

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____   Date:_____

<u>DISABILITY CERTIFICATE</u>

> Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

       This is certified that Shri / Smt / Kum_____ son/wife/daughter of Shri _____ age_____ sex_____identification mark (s) _____is suffering from permanent disability of following category:

A.   Locomotor or cerebral palsy:
    (i)   BL – Both legs affected but not arms
    (ii)   BA – Both arms affected (a) Impaired reach
                               (b) Weakness of grip
    (iii)   BLA – Both legs and both arms affected
    (iv)   OL – One leg affected (right or left) (a) Impaired reach
                                 (b) Weakness of grip
                                 (c) Ataxic
    (v)   OA – One arm affected (a) Impaired reach
                                 (b) Weakness of grip
                                 (c) Ataxic
    (vi)   BH – Stiff back and hips (Cannot sit or stoop)
    (vii)   MW – Muscular weakness and limited physical endurance
B.   Blindness or Low Vision:
    (i)   B – Blind
    (ii)   PB – Partially Blind
C.   Hearing impairment:
    (i)   D – Deaf
    (ii)   PD – Partially Deaf
    (Delete the category which is not applicable)

2.   This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ year's _____months. *

3.   Percentage of disability in his / her case is _____ per cent.

4.   Sh./Smt./Kum _____ meets the following physical requirements for discharge of his / her duties: -

    (i)   F   – can perform work by manipulating with fingers.   Yes/No
    (ii)   PP – can perform work by pulling and pushing.   Yes/No
    (iii)   L   – can perform work by lifting   Yes/No
    (iv)   KC – can perform work by kneeling and crouching   Yes/No
    (v)   B – can perform work by bending   Yes/No
    (vi)   S – can perform work by sitting   Yes/No
    (vii)   ST – can perform work by standing   Yes/No
    (viii)   W – can perform work by walking   Yes/No
    (ix)   SE – can perform work by seeing   Yes/No
    (x)   H – can perform work by hearing/speaking   Yes/No
    (xi)   RW – can perform work by reading and writing   Yes/No

(Dr._____)   (Dr._____)   (Dr._____)
    Member   Member   Member
    Medical Board   Medical Board   Medical Board

                Countersigned by the
Medical Superintendent/CMO/Head of Hospital (with seal)

** Strike out which is not applicable