



भारतीय विमानपत्तन प्राधिकरण

(अनुसूची – ‘ए’ मिनी रत्न – श्रेणी-1 .सार्वजनिक क्षेत्र का उपक्रम)

AIRPORTS AUTHORITY OF INDIA

(SCHEDULE – ‘A’ MINI RATNA- CATEGORY- 1 PUBLIC SECTOR ENTERPRISES)

राजीव गांधी भवन, सफदरजंग हवाई अड्डा, नई दिल्ली – 110003

RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI-110003

RECRUITMENT OF MANAGERS AND JUNIOR EXECUTIVES IN VARIOUS DISCIPLINES

ADVERTISEMENT No. 02/2018

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

(NO APPLICATION THROUGH ANY OTHER MODE WILL BE ACCEPTED)

POST CODE	NAME OF POSTS	MINIMUM QUALIFICATION	# EXPERIENCE	NUMBER OF VACANCIES						
				TOTAL	GEN	OBC	SC	ST	Post identified suitable for PWD	Post reserved for PWD
1	MANAGER (FINANCE)	B. Com with ICWA/CA/MBA full time regular (2 years duration) with specialization in Finance.	5 years work experience in Executive Cadre in the field of Finance and Accounts	18 16+02*=18	09	04	02	01	LV,HH	02* VH-01 HH-01
2	MANAGER (FIRE SERVICES)	Full time regular B.E / B. Tech Degree in Fire / Mechanical / Automobile. Valid Heavy Transport Vehicles License is essential	5 years work experience in Executive Cadre in the field of Fire Services	16	09	04	02	01	--	--
3	MANAGER (TECHNICAL)	Full time regular B.E / B. Tech Degree in Mechanical or Automobile.	5 year work experience in Executive Cadre in Technical field i.e. Motor Vehicle & allied Services	01	01	--	--	--	--	--
4	MANAGER (ENGG. ELECTRICAL)	Full time regular B.E / B. Tech Degree in Electrical.	5 year work experience in the Executive Cadre in field of Electrical Engg.	52 51+01*=52	28	13	07	03	OL, HH	02 [01backlog and 01 inclusive vacancy] OH-01* OH/HH-01
5	MANAGER (ENGG. CIVIL)	Full time regular B.E / B. Tech Degree in Civil.	5 year work experience in Executive Cadre in the field of Civil Engg.	71	37	19	10	05	OL, HH	Includes 01 OH/HH
6	MANAGER (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.	Experience in translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific Literature. Out of which 05 years' experience as an Officer of any office of Central/ state Govt. including Public sector Undertaking in the field of Raj Bhasha	03 02+01*=03	02	--	--	--	LV	VH-01*
7	MANAGER (COMMERCIAL)	i) Graduate and full-time regular MBA of 2 years duration with Marketing Specialization OR ii) Full time regular B.E / B. Tech Degree.	5 year work experience in Executive Cadre in the field of Marketing	06	05	01	--	--	--	--
8	MANAGER (HUMAN RESOURCES)	Graduate and full time regular MBA or equivalent (2 Years duration) with specialization in HRM / HRD / PM & IR / Labour Welfare.	5 year work experience in Executive Cadre in the field of Human Resource Management.	05 04+01*=05	02	01	01	--	OL	OH-01*
9	MANAGER (ELECTRONICS)	Full time regular B.E / B. Tech Degree in Electronics/Telecommunications/ Electrical with specialization in Electronics.	5 year work experience in Executive Cadre in the field of Electronics and Tele Communication.	324	162	86	50	26	--	--
10	JUNIOR EXECUTIVE (AIR TRAFFIC CONTROL)	Regular fulltime Bachelor's Degree of Three Years in Science (B. Sc.) with Physics and Mathematics or full time regular B.E / B. Tech Degree in any discipline.	No Experience is essential	200	107	50	27	16	--	--
11	JUNIOR EXECUTIVE (FINANCE)	B. Com with ICWA/CA/MBA full time regular (2 years duration) with specialization in Finance.	No Experience is essential	25 24+01*=25	14	06	03	01	HH	HH-01*
12	JUNIOR EXECUTIVE (FIRE SERVICES)	Full time regular B.E / B. Tech Degree in Fire / Mechanical / Automobile. Valid Light Motor Vehicles License is essential	No Experience is essential	15	09	03	02	01	--	--
13	JUNIOR EXECUTIVE (AIRPORT OPERATIONS)	Graduate in Science and full time regular MBA of 2 years duration. OR Full time regular Bachelor's Degree in Engineering. Valid Light Motor Vehicles License is essential	No Experience is essential	69	36	18	10	05	--	--
14	JUNIOR EXECUTIVE (TECHNICAL)	Full time regular B.E / B. Tech Degree in Mechanical or Automobile.	No Experience is essential	10	07	02	01	--	--	--
15	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.	Experience of Two Years in translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific Literature	06	05	01	--	--	--	--
16	JUNIOR EXECUTIVE (INFORMATION TECHNOLOGY)	i) Full time regular B.E / B. Tech Degree in Computer Science / Computer Engineering/ IT / Electronics OR ii) Full time regular Masters in Computer Application (MCA).	No Experience is essential	27	16	07	03	01	--	--

POST CODE	NAME OF POSTS	MINIMUM QUALIFICATION	# EXPERIENCE	NUMBER OF VACANCIES						
				TOTAL	GEN	OBC	SC	ST	Post identified suitable for PWD	Post reserved for PWD
17	JUNIOR EXECUTIVE (CORPORATE PLANNING & MANAGEMENT SERVICES)	Post-Graduate Mathematical Statistics / Operation Research / Statistics / Applied Statistics / Economics with Statistics / Mathematics with Statistics from any University recognized by UGC.	No Experience is essential	03	03	--	--	--	--	--
18	JUNIOR EXECUTIVE (HUMAN RESOURCES)	Graduate and full time regular MBA or equivalent (2 Years duration) with specialization in HRM/HRD/PM&IR/ Labour Welfare.	No Experience is essential	32	21	02	06	03	--	--
19	JUNIOR EXECUTIVE (COMMERCIAL)	Graduate and full time regular MBA of 2 years duration with marketing specialization OR Full time regular Bachelor's Degree in Engineering	No Experience is essential	25	15	06	03	01	--	--

The number of vacancies is tentative and may increase or decrease at sole discretion of AAI.

***Backlog vacancies.**

#Candidates from Private Sector applying for the post of Managers in various disciplines should be drawing minimum CTC of Rs. 11 Lacs per annum as on cut-off date.

Abbreviations used: NCL= Non-Creamy Layer, VH= Visually Handicapped, LV= Low Vision, OH-Orthopedically Handicapped, OL= One Leg, HH= Hearing Impaired (Partially Deaf).

Note: 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 / Company Secretary.**

IMPORTANT DATES	DATE
Opening date for On-line Applications	16.07.2018
Last date for On-line Application	16.08.2018
Last date for payment of Application Fee (If Applicable)	18.08.2018
Tentative Date of On-line Examination (Discipline wise)	11.09.2018 to 14.09.2018

PAY SCALE (IDA) :

MANAGER (E-3) : ₹60000-3%-180000

JUNIOR EXECUTIVE (E-1) : ₹40000-3%-140000

EMOLUMENTS:

In addition to Basic pay, Dearness Allowance, Perks @ 35% of Basic pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Medical benefits etc. are admissible as per AAI rules.

The CTC per annum for the post of Manager would be around Rs. 15 lacs (approximately) and for the post of Junior Executive would be around Rs. 11 lacs (approximately).

IMPORTANT INSTRUCTIONS:

- (i) Only Indian Nationals fulfilling eligibility criteria can apply for the above posts.
- (ii) Candidates whose result for final year examination is awaited are also 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/interview.
- (iii) Age, Experience and all other eligibility criteria shall be reckoned as on **30.06.2018.**
- (iv) 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.
- (v) OBC Certificate:- The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of documents verification / interview in support of their belonging to OBC community in the Central list of OBC, issued by the Government of India, in the prescribed format for this purpose so as 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.
- (vi) SC / ST Certificate:- Candidates belonging to SC / ST category shall have to submit the Caste certificate issued by the Competent Authority at the time of documents verification/interview.
- (vii) The SC / ST / OBC / Disability certificate issued by the Competent Authority should either be in Hindi or English. Any Variation in the caste name will not be accepted.
- (viii) The essential qualifications acquired through distance learning / part time or equivalent qualifications shall not be considered.
- (ix) Where a specialization is required in the qualifying degree in the essential qualification, candidate is required to submit a certificate from the University / Institution clearly specifying the specialization in the qualifying degree.
- (x) In the case of Integrated Master's Degree in Engineering, candidate will have to produce a certificate at the time of documents verification in support of possession of Graduate degree and statement of marks in Engineering issued by the University / Institution.
- (xi) 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.
- (xii) Rounding off the percentage of marks will not be acceptable under any circumstances for consideration for appointment i.e. 59.99% will be treated as less than 60%.
- (xiii) 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.

AGE LIMIT :

MANAGER : Maximum age 32 years as on **30.06.2018.**

JUNIOR EXECUTIVE : Maximum age 27 years as on **30.06.2018.**

RELAXATION IN AGE

- (i) Upper age limit is relaxable by **10 years** for PWD, **5 years** for SC / ST and **3 years** for OBC (Non-Creamy layer) candidates. Vacancies reserved for OBC category are meant for candidates belonging to ‘Non creamy layer’ as per the guidelines of Govt. of India on the subject.
- (ii) 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 documents verification / interview.
- (iii) For Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued by time to time.
- (iv) Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI.
- (v) 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.

SELECTION PROCESS:

- (i) Before applying for the posts, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong / false information will lead to disqualification and AAI will not be responsible for any consequence of furnishing such wrong / false information.
- (ii) Screening and eligibility will be based on the details provided by the candidate.
- (iii) The candidates found provisionally eligible 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.
- (iv) Candidates will be shortlisted on the basis of their performance in On-line examination and they will be called for Documents verification / Interview / Physical measurement and Endurance test / Voice test, as applicable for the post.
- (v) Roll numbers of the candidates, shortlisted for Documents verification / Interview / Physical measurement and Endurance test / Voice test, as applicable for the post will be declared on AAI website only. The call letter will be sent to the shortlisted candidates on their registered E-mail IDs only.

- (vi) **For the post of Manager (Fire Services) and Junior Executive (Fire Services)**, On-line examination will be followed by documents verification, Physical measurement and Endurance test which includes High Jump, Push ups, Running, Sit ups, Casualty carrying, Ladder climbing, Rope climbing, and Driving test.
- (vii) **For Manager (Fire Services):** Only those candidates, who qualify the Physical measurement and endurance test will be allowed to appear for interview. Candidate should produce the valid **Heavy Transport Vehicle License (HTV)** at the time of verification of documents / Driving Test, failing which, his candidature will not be considered.
- (viii) Candidates selected for the post of **Junior Executive (Fire Services)** are required to produce **Light Motor Vehicles License (LMV)** at the time of verification of documents / Driving Test, failing which the candidature will not be considered. On selection, they will have to obtain **Heavy Transport Vehicle License (HTV)** within two years of induction, failure to do so will make them ineligible for promotion and to draw third annual increment onwards.
- (ix) **For the post of Junior Executive (Airport Operations): Light Motor Vehicles License** is essential. Temporary / Learning License will not be accepted.
- (x) **For the post of Junior Executive (Air Traffic Control)**, On-line examination will be followed by documents verification and **Voice Test**. The candidate shall have minimum proficiency in both spoken and written English of the level of 10+2 standard. On selection, he/she shall also attain the ICAO language minimum proficiency level 4 (Operational) for the purpose of issue of license or rating. Any candidate who is not able to attain ICAO proficiency level 4 or above during the training, his / her services are liable to be terminated.
- (xi) **Candidates already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking are required to produce “NO OBJECTION CERTIFICATE” from the present employer at the time of documents verification / interview, 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.**
- (xii) During Documents verification / Interview, the candidate will have to produce Original Certificates along with a proof of identity and one set of self-attested photocopies of 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.
- (xiii) The provisional selection of the candidates will be as per the merit list, prepared on the basis of their performance in On-line examination / Interview / Physical measurement and Endurance test / Voice test, as applicable for the post, subject to meeting all other eligibility criteria prescribed for the post.
- (xiv) Roll numbers of the candidates, provisionally selected for appointment to the post, 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 candidates selected for the post of Manager (Electronics) & Junior Executive (ATC) will have to undergo training up to 06 Months during which they will be paid basic pay along with other admissible allowances.
- (xv) The candidates selected for the post of **Manager (Electronics) & Junior Executive (ATC)** shall have to execute a surety bond for an amount of **Rupees Six Lakhs and Five Lakhs respectively** to serve Airports Authority of India for a period of 03 years after completion of training.
- (xvi) Selected candidates will be liable to be posted anywhere in India.

BACKGROUND CHECK:

Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents and other documents submitted by the candidate and is also subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.

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) / PWD / Ex-Servicemen) 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.

HOW TO APPLY:

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) Candidates should have a valid personal E-mail ID. It should be kept active during the currency of this recruitment process. The candidates are requested to check regularly their E-mail / AAI’s website for any communication from AAI.
- iii) 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 registered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit card for On-line examination and Call Letter for Documents Verification / Interview, if shortlisted.

b) Scanned copy of latest passport size coloured photograph (not more than 03 months old) and scanned signature in digital format (as per dimensions given below) for uploading in the application.

c) All relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)], 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.

APPLICATION FEE AND MODE OF REMITTANCE:

- Application Fee of ₹1000/- (Rs. One Thousand only) is to be paid by the candidates through ONLINE MODE ONLY. However, the SC / ST / PWD / Female candidates are exempted from payment of Fee. Fee submitted by any other mode will not be accepted.
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Method For Submission of Application Fees – Candidates needs to re-log in and click the link / tab “make only payment” which will become active only after 24 hours of submission of online Application. The candidates are required to deposit the requisite examination fees online through Internet Banking / Debit / Credit Card only. The 10 digit Transaction Reference Number starting with “DU” is generated by the system on successful payment. It is to be noted and retained for future reference.

The Step Wise Process For Deposit of Examination Fee:

(Link will be active only 24 hours after the submission of Online Application)

Click on “**Make Online Payment**”. On clicking the link, the candidate will be navigated to State Bank Collect page of AAI displaying their logo and available categories of payments in drop boxes.

On the next screen,

- a) Candidate has to enter AAI Application Number.
- b) Date of Birth.

On the next screen (following Data will appear automatically from Data Base)

- a) Application Sequence Number
- b) Date of Birth
- c) Name of Applicant
- d) Mobile Number
- e) Post Applied
- f) Social Category
- g) E-mail ID
- h) Exam Fees

Verify the details and click on ‘Confirm’.

Now, Candidate will be taken to payment gateway.

Select appropriate ‘Mode of Payment’.

Check the charges / Commission applicable for selected ‘Mode of Payment’.

Pay ‘Online’ using Internet Banking / Credit Card / Debit Card and print the e-receipt for candidate’s record.

INSTRUCTION REGARDING SCANNING OF PHOTOGRAPH AND SIGNATURE:

Scanned image of his / her photograph and signature, should be as per the specifications given below:

- i) **Photograph image:**

• Photograph must be a recent passport size colour picture (not more than 3 months old).

• Photograph in cap / hat / dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.

• Size of scanned photograph file should be between 20kb-50kb and Dimensions 200x230 pixels, only.
- ii) **Signature image:**

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

• Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred).

GENERAL INSTRUCTIONS:

- a) 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 / Ex-Serviceman] and email Id etc. furnished in the application form before finally submitting the same as no correction would be possible later.
- b) 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.
- c) 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.
- d) The online examination will be held at Delhi, Mumbai, Kolkata, Chennai, Guwahati, Allahabad, Ahmedabad, Hyderabad, Nagpur and Thiruvananthapuram. The place 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 specified by them.
- e) The decision of AAI Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for documents verification / interview. No correspondence will be entertained from the candidates found ineligible and not called for documents verification / interview.
- f) 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 what so ever. The decision of the AAI Management will be final and no appeal will be entertained in this regard.
- g) All correspondence 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 / 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/website in time.
- h) 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.
- i) AAI will not bear any liability on account of service bond / 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.
- j) No TA / DA will be paid for appearing in the On-line examination.
- k) Court of jurisdiction for any dispute will be at Delhi.
- l) All future communications/information regarding this recruitment will be made available on AAI website. Candidates are advised to check their Email account and visit AAI website **www.aai.aero** regularly for further updates.
- m) In case of any dispute in the advertisement, English version of the Employment Notice will be treated as valid.
