



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
(SCHEDULE -A MINI RATNA-CATEGORY-1 PUBLIC SECTOR ENTERPRISE)
दक्षिणी क्षेत्र, चेन्नै SOUTHERN REGION: CHENNAI – 600016
ADVT. NO. SR / 01 / 2023

RECRUITMENT OF VARIOUS POSTS IN AIRPORTS AUTHORITY OF INDIA
SOUTHERN REGION

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 application from eligible candidates **who are domicile of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Puducherry and Lakshadweep islands** to fill up the following Group-C posts at various airports in the above states in Southern Region. Candidates shall apply Online through AAI's website **i.e., www.aai.aero** under tab "CAREERS", for the following posts. No application through any other mode will be accepted.

**I. VACANCIES AND RESERVATION FOR THE POST OF JUNIOR ASSISTANT (FIRE SERVICE)-
[SPECIAL RECRUITMENT DRIVE (SRD) FOR EX-SERVICEMEN(ESM)]**

Post Code	Name of the post, Grade & Scale of Pay	UR	EWS	OBC (NCL)	SC	ST	TOTAL
01	Junior Assistant (Fire Service) NE-4 (Rs. 31000- 3% - 92000)	40	06	18	02	07	73*

*** Being a Special Recruitment Drive, only Ex-servicemen candidates are eligible to apply.**

**II. VACANCIES AND RESERVATION FOR THE POST OF JUNIOR ASSISTANT (OFFICE)-BACKLOG
VACANCIES FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD).**

Post Code	Name of the post, Grade & Scale of Pay	UR	OBC (NCL)	TOTAL	PwBD			
					A	B	C	D&E
02	Junior Assistant (Office) NE-4 (Rs.31000- 3% - 92000)	01	01	02*	1	-	-	1

*** Note :**

Carried forward Reservation of Advt.No.SR/01/2022, Therefore, **Persons with Benchmark Disability other than notified can also apply, however, their selection will be subject to the condition, if suitable person with benchmark disability (notified) is not available, it will be filled by interchange among the four categories of disabilities as per merit. If no suitable PwBD person even by interchange of benchmark disabilities is available, the carried forward reservations will be filled up with other than a person with benchmark disabilities.**

For the post code 02, Junior Assistant (Office)-PwBD Category, no vacancy available for SC/ST Candidates. However, SC/ST category candidates can apply for UR post without claiming age and marks relaxation.

III. VACANCIES AND RESERVATION FOR THE POST OF SENIOR ASSISTANT(ELECTRONICS)

Post Code	Name of the post, Grade & Scale of Pay	UR	EWS	OBC (NCL)	SC	ST	TOTAL	ESM (included in total vacancies)
03	Senior Assistant (Electronics) (NE-6) Rs.36000- 3% -110000)	13	2	4	4	2	25	3

Note :

There is no reservation for Persons with Benchmark Disabilities for Post code 03. PwBD (Acid attack victims and Dwarfism) candidates are allowed to apply as General candidates as the post is identified suitable for Category-C only.

IV. VACANCIES AND RESERVATION FOR THE POST OF SENIOR ASSISTANT (ACCOUNTS)

Post Code	Name of the post, Grade & Scale of Pay	UR	EWS	OBC (NCL)	SC	ST	TOTAL	ESM (included in total vacancies)	PwBD Category (included in total vacancies)			
									A	B	C	D&E
04	Senior Assistant (Accounts) (NE-6) Rs.36000- 3% - 110000)	8	2	4	3	2	19##	2	2	3	-	-

Note :

Including one category "A" PwBD backlog vacancy of Advt no. SR/01/2022, for which the Persons with Benchmark Disability Candidates other than notified can also apply. However, their selection will be subject to the condition, if suitable person with benchmark disability (notified) is not available, it will be filled by interchange among the four categories of disabilities as per merit. If no suitable PwBD person even by interchange of benchmark disabilities is available, the carried forward reservation for one Backlog vacancy will be filled up with other than a Persons with Benchmark Disabilities.

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

Abbreviations used:- UR=Unreserved, EWS=Economically Weaker Section, OBC(NCL)=Other Backward Class(Non-creamy Layer), SC= Scheduled Caste, ST=Scheduled Tribe, ESM= Ex-Servicemen, PwBD=Persons with Benchmark Disabilities.

PwBD Category , **A**=Blindness and Low Vision, **B**=Deaf & Hard of Hearing, **C**= Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy **D**=Autism, Intellectual disability, specific learning disability and mental illness, **E**=Multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.

Ex-servicemen Reservation: The vacancy reserved for Exservicemen (ESM) will be filled from any category and then adjusted horizontally against respective categories viz., UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belongs to, within the respective total vacancies of the posts.

PwBD Reservation: Through Horizontal Reservation.

POST IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD)

Post Code & Post	Physical Requirement	Details of disability				
		A	B	C	D	E
01-Junior Assistant (Fire Service)		Not suitable/Not identified for PWBD				
02-Junior Assistant (Office)	S, ST, SE, W, MF RW C	B, LV	D,HH	Locomotor disability including leprosy cured, dwarfism, acid attack victims (OA,OL,BL,OAL)	ASD , SLD, MI	Multiple Disability – from amongst (A) to (D) above except deaf -blindness
03-Senior Assistant (Electronics)*	S, ST, BN, H, C, RW, SE, MF	-	-	Acid attack victims and Dwarfism (subject to Safety Service in the Amendment in Aircraft Act, 1934 w.e.f 01.02.2008)	-	-
04-Senior Assistant (Accounts)	S, ST, W, BN, RW, SE, H, C,MF	B, LV	D,HH	Locomotor disability including leprosy cured, dwarfism, acid attack victims. OA,OL,BL,OAL,BA, CP,LC,Dw,AAV, SD/SI without any associated neurological / limb dysfunction	ASD (M, MoD), SLD, MI	Multiple Disability involving categories (A) to (D)

Abbreviations used – S: Sitting, ST: Standing, RW: Reading & Writing, H: Hearing C: Communication, W: Walking, SE : Seeing , MF : Manipulation by Fingers , BN : Bending, PP: Pulling and pushing , L: Lifting, KC : Kneeling & Crouching. OA: One Arm, OL : One Leg, OAL: One Arm & One Leg, BL: Both leg, BLOA : Both legs & One Arm, BLA: Both Legs Arms, BA: Both Arm, CP:Cerebral Palsy, B: Blind, LV: Low Vision, HH: Hard of Hearing, LC: Leprosy Cured, OH: Orthopedically Impaired, VH: Visually Impaired, Dw: Dwarfism, AAV: Acid Attack Victims, SD/SI:Spinal Deformity/Spinal Injury, ASD: Autism Spectrum Disorder (M- Mild, MoD- Moderate), SLD: Special Learning Disability, MI: Mental Illness, MD: Multiple Disabilities.

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

Centres for Computer Based Test: (Chennai, Madurai, Belgaum , Bangalore, Calicut, Cochin, Hyderabad, Vijayawada)

Note: The number of vacancies is tentative. AIRPORTS AUTHORITY OF INDIA (AAI) reserves the right to increase or decrease the vacancies depending upon the future requirements. AAI also reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or any reasons whatsoever. The decision of the Management will be final and no appeal shall be entertained.

IMPORTANT DATES
Schedule of process

Opening date for On-line Registration of Applications	27/12/2023
Last Date for completion of Step I & II of On-line Registration	26/01/2024
Tentative date of On line Examination	Will be notified in AAI Website

(Application & Fee other than online mode will not be accepted)

1. EMOLUMENTS:

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

2. AGE CRITERIA

The candidates' Age shall be 18 to 30 years as on **20/12/2023** and the upper age limit is relaxable as follows

- (i) 3 years for OBC (Non-Creamy Layer) as on **20/12/2023**.
- (ii) 5 years for SC/ST as on **20/12/2023**.
- (iii) Age, Qualification, Experience etc. shall be reckoned as on **20/12/2023**.
- (iv) Length of service will be extended by 3 yrs. for Ex-servicemen . ESM(EX Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued from time to time).(ESM candidates should indicate the category to which he/she belongs- SC/ST/OBC/UR/EWS).
- (v) Upper age limit is relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA (Additional relaxation of 05 years for SC/ST candidates *and 03 years for OBC candidates*).
- (vi) Maximum age limit for Widows, divorced women and women judicially separated from their husbands and who are not remarried, upto the age of 35 years (upto 40 years for member of SC/ST), subject to production of
 - Death Certificate of husband and affidavit that the candidate has not remarried, in case of widows.
 - Certified copy of the Court Order conveying divorce or judicial separation and affidavit that the candidate has not remarried, in case of legally divorced women.
- (vii) Upper age limit is relaxable by 10 years for PwBD candidates (This implies that SC/ST category candidates would get maximum 15 years age relaxation including 05 years meant for their respective categories. Similarly OBC(NCL) category candidates would get maximum of 13 years including 03 years age relaxation meant for OBC category.)
- (viii) Relaxation of age limit would be permissible to PwBD candidates who have minimum of 40% disability supported by certificate of disability in the prescribed format issued only by a board duly constituted by the Central/State Government.

Note : Ex Servicemen reservation will be followed as per Government of India guidelines issued from time to time.

The date of birth as recorded in the Matriculation /Secondary Examinations certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

3. QUALIFICATION & EXPERIENCE:

(i) JUNIOR ASSISTANT (FIRE SERVICE):

Educational Qualification	i) 10 th Pass + 3 years' approved regular Diploma in Mechanical/Automobile/Fire (OR) ii) 12 th Pass (Regular Study)	
Driving License	a) Valid Heavy Vehicle Driving License (OR) b) Valid Medium Vehicle License issued atleast one year before the date of Advertisement i.e. 20/12/2023. (OR) c) Valid Light Motor Vehicle(LMV) license issued atleast two years before the date of Advertisement i.e. 20/12/2023. In case of (b) & (c) above, the incumbents will be required to acquire Heavy Duty Driving License within one year of appointment before completion of their probation period. In case, if 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. Temporary / Learning License will not be accepted.	
Physical Fitness		
Physique: Good (Both Men & Women)		
Eye Sight (Both Men & Women)	Distance 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.	
Hearing	Normal	
Speech	Normal	
	MEN	WOMEN
Height	Not less than 167 cms ##	Not less than 157 cms. ##
Chest	Normal before expansion: 81 cms ## Minimum expansion 5 cms. (Maximum three chances will be given during PMT and highest expansion will be considered)	Not Applicable
Weight	Not less than 55 Kg.	Not less than 45 Kg

##	Relaxation of 3 cms in height (for both male & female candidates) and chest measurements (only for male candidates) 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 (for male candidates). 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 disease, any major operations by virtue of which his/her physical fitness to work in Fire Service has been impaired will be considered as disqualification.

(ii) JUNIOR ASSISTANT (OFFICE) :

Educational Qualification	Graduate
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(iii) SENIOR ASSISTANT (ELECTRONICS) :

Educational Qualification	Diploma in Electronics /Telecommunication/ Radio Engineering
Experience (Post Qualification Experience)	Two years relevant experience* in the concerned discipline. (In the field of Electronics /Telecommunication/ Radio Engineering)

***Only Post qualification experience on full time basis will be considered.**

(iv) SENIOR ASSISTANT (ACCOUNTS) :

Educational Qualification	Graduates preferably B.Com.
Experience (Post Qualification Experience**)	Two (2) years relevant experience in the field of preparation of Financial Statements, taxation(direct & indirect), audit and other Finance & Accounts related field experience.

****Only Post qualification experience on full time basis will be considered.**

4. SELECTION PROCESS & SYLLABUS:

I) JUNIOR ASSISTANT (FIRE SERVICE):

Stage 1:

Written Exam (Computer Based Test(CBT)) – Duration: Two (2) hours

Minimum pass marks will be 50 out of 100 for UR/EWS/OBC candidates and 40 out of 100 for SC/ST candidates.

Syllabus

Part A- 50% questions on Basic Mathematics, Basic Science and Elementary English/Grammer-10th Std. Level

Part B- 50% questions on General Knowledge, General Intelligence and General aptitude & English etc-12th Std. level

Stage 2:

On passing the online Computer Based Test(CBT), shortlisted candidates shall be subject to Certificates/Documents verification followed by Medical Examination (Physical Measurement Test). Those cleared in medical examination shall be allowed for driving test (in Light Motor Vehicle) subject to possessing valid Light Motor Vehicle/ Medium Motor Vehicle/ Heavy Motor Vehicle license in original. Only on passing the driving test, the candidate will be allowed for Physical Endurance Tests (PET).

Physical Endurance Tests (PET) includes:

- (i) 100 mtrs Running
- (ii) Rope climbing
- (iii) Pole climbing
- (iv) 60 mtrs running with human dummy
- (v) Full ladder climbing

Each test carries Max. 20 marks

CRITERIA OF MARKS FOR PHYSICAL ENDURANCE TEST - MALE CANDIDATES

MARKS	100 mtrs Running (in sec)	ROPE CLIMBING (Total Timing 20 sec) (8 metres)	POLE CLIMBING (Total Timing 30 sec) (8 metres)	60 mtrs running with human dummy (50 kgs) (in sec)	FULL LADDER CLIMBING (In sec)
20	12 Sec.	Full Height	Full Height	20 sec.	35 Sec
18	13 Sec.	--	--	--	45 Sec.
16	14 Sec.	3/4 height	3/4 height	30 sec	60 Sec.
14	15 Sec.	--	--	--	75 Sec.
12	16 Sec.	2/3 Height	2/3 height	40 sec.	90 Sec.
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 (50Kgs)
- (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 Zero Marks will be awarded.**
- **Total height of Rope and Pole shall be after adding 2 metres. Example for male 2+6=8 meters**
- **Ladder to be pitched at the height of 6 metres from the ground level**
- **Rope Climbing [without using the legs lock (cross feet/foot lock)]**

CRITERIA OF MARKS FOR PHYSICAL ENDURANCE TEST - FEMALE CANDIDATES

MARKS	100 mtrs RUNNING (in sec)	ROPE CLIMBING (Total Timing (20 sec) (6 metres)	POLE CLIMBING Total Timing (30 sec) (6 metres)	60 mtr Running with human dummy (30 kgs) (in sec)	FULL LADDER CLIMBING (In sec)
20	15 Sec.	Full Height	Full Height	25 sec.	40 Sec
18	16 Sec.	--	--	--	50 Sec.
16	17 Sec.	3/4 height	3/4 height	35 sec	65 Sec.

14	18 Sec.	--	--	--	80 Sec.
12	19 Sec.	2/3 Height	2/3 height	45 sec.	100 Sec.
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 metres running.
- (ii) On exceeding of 45 seconds in 60 metres running with human dummy(30Kgs)
- (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 meters running is required to be completed in 19 seconds failing which Zero Marks will be awarded.**
- **Total height of Rope and Pole shall be after adding 2 metres. Example for Female 2+4=6 meters**
- **Ladder to be pitched at the height of 6 metres from the ground level**
- **Rope Climbing [without using the legs lock (cross feet/foot lock)]**

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 a qualifying in nature and to get qualified, candidate has to score minimum total marks of 60 in the five (05) prescribed Physical Endurance Tests. The final merit list in respect of selection for the post of Jr.Assistant(Fire Services) shall be made on the basis of written examination marks (Computer Based Test-CBT) only.

No pro-rata marks in respect of PET shall be allowed. In case a male candidate completes 60 m running with human dummy in 35 seconds then he will get only 12 Marks.

The selected candidates as per order of merit on completion of stage 1&2 and as per notified vacancies shall be nominated for Basic Training Course (BTC) for a period of 18 weeks, in which 02 weeks training, should be exclusively meant for imparting training on maintenance and driving on Heavy Duty Vehicle at Fire Training College FTC(New Delhi) or at Fire Staff Training College FSTC (Kolkata). AIRPORTS AUTHORITY OF INDIA will not be responsible for any injury caused during the course of selection process.

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 therefore, will be disqualified from further selection process.

Appointment order shall be issued only to the candidates who successfully complete the Basic Training Course (BTC). During the training period, candidate is entitled for stipend of **Rs. 25,000/-** p.m. and bond to be executed with AAI before the said training.

The bond recovery amount in case of resignation from AAI is furnished below :

RESIGNATION DURING TRAINING		RESIGNATION AFTER TRAINING ie FROM THE DATE OF POSTING AT STATION	
<i>beyond 01 month to 02 months</i>	<i>Rs.50,000</i>	<i>upto 1 year</i>	<i>Rs.03 lacs</i>
<i>beyond 02 months to 03 months</i>	<i>Rs.75,000</i>	<i>beyond 01 year to 02 years</i>	<i>Rs.02 lacs</i>
<i>beyond 03 months till completion of training</i>	<i>Rs.1 lac</i>	<i>beyond 02 years to 03 years</i>	<i>Rs.01 lac</i>
		<i>beyond 03 years</i>	<i>NIL</i>

(II) JUNIOR ASSISTANT (OFFICE)

- (a) Written Exam (Computer Based Test-CBT) – 100 marks, Duration: Two(2) hours
 (b) Computer Literacy Test in MS Office

The candidate who qualify in CBT shall appear for Computer Literacy Test. Appointment will be based on CBT merit subject to qualifying the Computer Literacy Test.

Syllabus :

50% questions on subjects relating to educational qualifications prescribed for the post : and

50% questions on General Knowledge, General Intelligence, General Aptitude & English etc.

Minimum pass marks will be 40 out of 100 for *PwBD* candidates.

(III) SENIOR ASSISTANT (ELECTRONICS)

Written Exam (Computer Based Test-CBT) – 100 marks, Duration: Two (2) hours

Syllabus :

70% questions on subjects relating to educational qualifications prescribed for the post : and

30% questions on General Knowledge, General Intelligence, General Aptitude & English etc.

Minimum pass marks will be 50 out of 100 for UR /EWS/OBC candidates and 40 out of 100 for SC/ST/PwBD candidates.

Appointment is based on CBT Merit list and subject to successful completion of the Ab-Initio Training for the 12 weeks and On the Job Training for the period of 4 weeks. During the training period, candidate is entitled for stipend of **Rs. 25,000/-** p.m. and bond to be executed with AAI before the said training.

The bond recovery amount in case of resignation from AAI is furnished below :

RESIGNATION DURING TRAINING		RESIGNATION AFTER TRAINING ie FROM THE DATE OF POSTING AT STATION	
<i>beyond 01 month to 02 months</i>	<i>Rs.50,000</i>	<i>upto 1 year</i>	<i>Rs.03 lacs</i>
<i>beyond 02 months to 03 months</i>	<i>Rs.75,000</i>	<i>beyond 01 year to 02 years</i>	<i>Rs.02 lacs</i>
<i>beyond 03 months till completion of training</i>	<i>Rs.1 lac</i>	<i>beyond 02 years to 03 years</i>	<i>Rs.01 lac</i>
		<i>beyond 03 years</i>	<i>NIL</i>

IV) SENIOR ASSISTANT (ACCOUNTS)

- (a) Written Exam (Computer Based Test-CBT) – 100 marks, Duration: Two(2) hours
(b) Computer Literacy Test in MS Office

The candidate who qualify in CBT shall appear for Computer Literacy test. Appointment will be based on CBT merit subject to qualifying the Computer Literacy Test.

Syllabus :

70% questions on subjects relating to educational qualifications prescribed for the post : and

30% questions on General Knowledge, General Intelligence, General Aptitude & English etc.

Minimum pass marks will be 50 out of 100 for UR /EWS/OBC candidates and 40 out of 100 for SC/ST/PwBD candidates

5. APPLICATION FEE:

Application fee of **Rs.1000/-** (Rupees One Thousand only) **(Including GST)** to be paid by the Candidates belonging to UR,OBC,EWS category.

- i. Women / SC / ST / Ex-servicemen candidates / Persons with Benchmark Disabilities and also the apprentices who have successfully completed one year of Apprenticeship Training in AAI, as per Apprentices Act 1961 are exempted from payment of application fee.
- ii. Airports Authority of India will accept fee through online net banking / credit cards / debit cards/UPI only. Fees submitted by any other mode will not be accepted.
- iii. Fees once paid will not be refunded under any circumstances.
- iv. For depositing the requisite fee candidates should visit online application link hosted in career pages of AAI website i.e. www.aai.aero under tab "CAREERS".

6. GUIDELINES FOR FILLING ONLINE APPLICATION:

NOTE:

1. CANDIDATES ON THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. AAI, SR SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST MINUTE RUSH.
2. PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF AAI, SOUTHERN REGION.

Important Dates	
- Opening Date for On-line Registration of Application	27/12/2023
- Last Date of submission of Online Application with Fee through Debit/Credit Card/UPI/Net Banking etc. <i>(Payment of Application Fee through PayU)</i>	26/01/2024 till 11.59 PM

7. INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions	
1.	Read the Instructions carefully before proceeding further.
2.	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 (<i>not older than 3 Months</i>). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature.
3.	Category once filled by candidate in the on-line application form will not be changed.

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 (<i>please ensure that email sent to this mail box is not redirected to your junk/spam folder</i>) & 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. Once the Form is submitted, it can't be edited.
III.	Application once submitted cannot be edited /withdrawn and fee once paid will neither be refunded nor adjusted.
IV.	The process for submitting the application is given below:-
STEP-I Sign-Up	
a.	The candidate should fill up all the desired information i.e. Post Applied, Candidate Name, Email id , Mobile number , etc. correctly.
b.	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, Sign- 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	
c.	After signed-up, candidate has to Re-login and click on " Go to Application Form " icon at top right corner, select his/her category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature and submission of Fee through Online mode via Debit card, Credit card or Internet Banking/UPI etc. through PayU .
d.	Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph, signature and other relevant documents in Jpg/jpeg/PDF format, as per the process given below: i. Photograph Image: <ul style="list-style-type: none"> • Please Upload one recent passport size photograph with white background. • Size of the image should be min. 50 KB and max. 100 KB • Image should be .jpg or .jpeg format. • Scanner dpi should be 200 dpi. • Dimension should be 3.5cm X 4.5cm

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.
- Please upload your recent Signature: min 50KB max 100KB (Only JPEG and JPG formats).

iii. **Other relevant supporting Documents**

Please scan and upload relevant certificate (self attested) in the online portal as per requirements (Size of files should be max 1MB (Only PDF, JPEG and JPG formats))

- SSLC/Matriculation Certificate as Date of Birth Proof.
- Educational qualification Certificate in respect of post applied for including mark sheet if any.,
- Post qualification Experience certificate wherever applicable.
- Community Certificate(Computerized format issued by the local authorized Govt. Authorities.)
- Disability Certificate in the prescribed proforma issued by the Medical Board constituted by the Central/State Government.(wherever applicable) as per Government guidelines.
- Domicile/Residence/Nativity Certificate.(Computerized format issued by the local Govt. Authorities).
- *Income and Asset Certificate issued by a Competent Authority (Not below the rank of Thasildar) in the format prescribed by Government of India for EWS candidates.*
- Driving License for Junior Assistant (Fire Service) (Valid Heavy Vehicle Driving License; OR Valid Medium Vehicle Driving License issued at least one year before **the date of Advertisement i.e.20/12/2023**; OR Valid Light Motor Vehicle Driving License issued at least two years before **the date of Advertisement i.e. 20/12/2023**;
- In case of Ex-Servicemen, scanned copy of Discharge Certificate in the prescribed proforma from Competent Authority.
- NOC (No Objection Certificate applicable to candidates working in Govt./PSU etc.,)
- AAI identity card for AAI employees (applicable for AAI staff)

CLICK PREVIEW Button to view the details entered.

Please ensure that all aspects of the application and Photo/Sign/Other relevant documents are correct before submitting.

Please note that you cannot Edit/Modify your application once you click SUBMIT Button.

e. Once the application is submitted, candidates automatically will be redirected to PayU gateway to deposit the fee through Debit Card/Credit Card/Net Banking etc.

f. 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.

	<ul style="list-style-type: none"> • 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.
g.	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: +91-73539 27979

8. GENERAL INSTRUCTIONS:

8.1 **Only candidates who are Domicile of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Puducherry and Lakshadweep islands can apply for the above post.**

8.2 Candidates can apply for multiple number of posts with separate registration for each post, subject to the condition they fulfill all other eligibility criteria required for the post and deposit the fee separately for each post as applicable.

8.3 Before applying for the post, the candidate should ensure that he/she meets the eligibility and other criteria as mentioned in the advertisement. He/she may cross check the information furnished in the application form before finally submitting the same as no correction would be possible later.

8.4 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.

8.5 The eligibility with respect to age, educational qualification and experience will be determined as on **20/12/2023**

8.6 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.

8.7 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.

8.8 Appointment to the above mentioned post is subject to fulfilling eligibility criteria (applicable for all posts) and successfully passing all modules of Basic Training Course for Junior Assistant (Fire Service).

8.9 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.

8.10 Candidates belonging to SC/ST/OBC will have to produce his/her **Original caste certificate** from the Competent Authority, along with self-attested copy of the same at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.

8.11 **EWS Certificate** : Candidates applying against vacancies reserved for EWS category should note that they have to submit the EWS certificate (*Income and Asset Certificate*) valid for FY 2023-24 in the prescribed format issued by the Competent Authority so as to prove that they belong to EWS category at the time of documents verification.

8.12 The OBC Candidates availing reservation will have to produce Valid Original OBC CERTIFICATE with "**NON CREAMY LAYER STATUS**" (**LATEST**) in the prescribed format issued by the Government of India issued during FY 2023-24 along with self-attested copy of the same at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process. 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.

8.13 The candidates have to appear for the computer based/online examination and other selection process at their own expenses.

8.14 The education and other qualifications must be obtained from Govt. Recognized institutions/Universities as per statutes.

8.15 **In case of Ex-Servicemen**, the applicant should upload the scanned copy of Discharge Certificate.

8.16 In case of **Persons with benchmark Disabilities (PwBD)/differently abled persons**, the said applicant should upload the scanned copy of percentage of **disability certificate issued by the medical board constituted by the Central/State Government**. *In case of PwBD Candidates in the category of blindness/Locomotor disability (both arm affected-BA), cerebral palsy, the facility of scribe shall be given if so desired by the Candidate.*

- *In case, other category of PwBD candidates, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write the examination/Computer Based Test on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Hospital/Government Health Care Institution as per proforma (**APPENDIX- I**) available in AAI website.*
- *The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the AAI. Appropriate choice in this regard will have to be given by the candidate in the online application form. In case, the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe arranged by the candidate should not be a candidate/applicant for the examination against the recruitment notification. The candidates with benchmark disabilities (PwBD) opting for own scribe/reader shall be required to submit details of the own scribe at the time of Computer Based Test (CBT) as per proforma (**APPENDIX- II**) available in AAI website.*
- *Maximum Compensatory time of 20 minutes per hour shall be allowed for Candidates who are allowed to use scribe. For all other Persons with Benchmark Disability not availing the facility of scribe may be allowed additional time of 40 minutes duration for Computer Based Test as per Govt. guidelines.*

8.17 Centres for Computer Based Test will be held in Southern States (**Chennai, Madurai, Belgaum, Bangalore, Calicut, Cochin, Hyderabad and Vijayawada**) tentatively. In case number of examination centres are not available in selected cities, near by town/cities may also be taken for examination.

8.18 SC/ST/OBC (NCL)/EWS/Disability certificate/Experience certificate issued by Competent Authority should be in English. Any variation in the caste name will not be accepted.

8.19 Documents other than English, transcript of the same duly attested by gazetted officer or Notary public is to be submitted.

8.20 No TA/DA will be paid for appearing in the online/Computer based examination.

8.21 Mere fulfilling of the minimum qualifications will not vest any right on candidates for being called for online exam. No interim correspondence will be entertained.

8.22 In the event of same marks scored by the candidate in the CBT, the candidates Senior in age will be ranked higher. If the date of birth is also same, then the candidate who scored higher marks in Part A (Subject related questions) will be ranked higher.

8.23 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.

8.24 The 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, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidate.

8.25 AIRPORTS AUTHORITY OF INDIA reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based online exam and other selection process.

8.26 AIRPORTS AUTHORITY OF INDIA reserves the right to change the Examination Centre on the basis of any other norms decided at a later date.

8.27 The Admit cards for 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 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 on grounds of his/her ineligibility.

8.28 AIRPORTS AUTHORITY OF INDIA reserves the right to increase or decrease the vacancies depending upon the future requirements. 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 shall be entertained in this regard.

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

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

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

8.32 AIRPORTS AUTHORITY OF INDIA will have full discretion to fix minimum qualifying marks and other eligibility criteria.

8.33 During document verification, the candidate will have to produce Original certificates along with 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.

8.34 Please do visit your e-mail account and AAI website regularly for any further updates.

8.35 Further notifications/corrigendum in this regard, if any, will be notified in AIRPORTS AUTHORITY OF INDIA's Official website www.aai.aero only.

8.36 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Chennai and Courts /Tribunals/Forums at Chennai only shall have sole and exclusive jurisdiction to try any cause/dispute. Court of jurisdiction for any dispute will be at Chennai.

8.37 In case of any dispute, English version of the advertisement published in AAI website will be treated as valid.

8.38 Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/website/mobile apps etc. For authenticity of the any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.

8.39 Incomplete application will be summarily rejected.

8.40 Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, Qualification, Character and antecedents/background check, Community certificate/Other Backward Classes (Non-Creamy Layer) Certificate/EWS Certificate/Experience Certificate 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.

8.41 AAI Departmental candidates possessing recognized degrees as per required minimum qualification, obtained through part time/correspondence/distance education mode shall be eligible to apply.

8.42 Candidates are advised to apply online much before the closing date of application mentioned in this advertisement and not to wait till the last date to avoid possibility of disconnection/inability/failure to log on the AAI's website on account of heavy load on internet/website jam/disconnection.

8.43 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 AAI.

9. CENTRES FOR COMPUTER BASED TEST:

The computer based (online) examination will be conducted in venues across test centers in Tamil Nadu, Kerala, Karnataka, Telangana and Andhra Pradesh. The tentative cities of examination are **Chennai, Madurai, Belgaum, Bangalore, Calicut, Cochin, Hyderabad and Vijayawada.**

- (i) Any request for change of date, time and venue for online examination and other test will not be entertained. No request for change of Centre for Examination shall be entertained.
- (ii) AAI-SR/Test Administrators, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- (iii) AAI-SR/Test Administrators also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and AAI-SR will not be responsible for any injury or losses etc. of any nature.
- (v) Objective type Online Examination (Computer Based Test) will be conducted for all the posts. There will not be any negative marking for wrong answer attempted by the candidates.
- (vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by AAI.

10. ACTION AGAINST MIS CONDUCT:

- (i) The 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 the 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/PwBD/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.

11. E-ADMIT CARD/CALL LETTERS:

The E-Admit Card/Call Letter indicating particulars of the candidate i.e., Name, 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.** All general information shall be provided through AAI website.

12. ANNOUNCEMENTS:

All further announcements pertaining to recruitment process will only be published/provided at AAI website www.aai.aero under tab "CAREERS" from time to time.

13. PAY PROTECTION TO EMPLOYEES INDUCTED IN AAI THROUGH DIRECT RECRUITMENT:

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.

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.

14. DISCLAIMER

On-Line Application validation rules and design are based on recruitment Advertisement (Advt. No. SR/01/2023) published in AAI website www.aai.aero under tab "CAREERS". 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. The candidature in the whole recruitment/selection process is "**PURELY PROVISIONAL**" pending scrutiny of candidates eligibility as mentioned in the Advertisement (**ADVT. NO.SR/01/2023**) 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 etc., prescribed for the post his/her candidature shall be rejected at any stage of selection process and even after appointment.

Regional Executive Director
AAI, Southern Region
