

AIRPORTS AUTHORITY OF INDIA

(Schedule - A Miniratna – Category – 1 Public Sector Enterprise)

Advt.No. 2/2015

Airports Authority of India invites applications from willing and eligible candidates to apply ON-LINE through AAI's website www.aai.aero for the following posts (NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED).

CANDIDATES WHO HAD APPLIED IN RESPONSE TO ADVERTISEMENT NO.02/2012 NEED NOT APPLY AGAIN. THEY ONLY NEED TO INFORM THE CHANGE IN DETAILS, (IF ANY) SUCH AS ADDRESS, EMAIL-ID ETC ON-LINE BETWEEN 11.05.2015 TO 20.06.2015. THEIR ELIGIBILITY WITH REGARD TO AGE, EXPERIENCE ETC. WILL REMAIN THE SAME AS ON 01.04.2012 AS PER ADVERTISEMENT NO.02/2012.

1. IMPORTANT DATES:

Schedule	Date
Opening Date for On-Line Registration of Applications	11.05.2015
Last Date for Completion of Step-1 of On-Line Registration	10.06.2015
Last date for depositing examination fee at State Bank of India	15.06.2015 (closing hour of business)
Last date for completion of Step-2 of on-line registration and closing of registration	20.06.2015

Post code No	Name of post	No. of vacancies & reservation					
		Total	GEN	OBC	SC	ST	PWD
1.	Deputy Company Secretary	01	01	--	--	--	--
2.	Deputy General Manager (Commercial)	01	01	--	--	--	--
3	Deputy General Manager (Human Resource)	07	04	01	01	--	01 (PWD-OH)
4	Deputy General Manager (Information Technology)	05	04	01	--	--	--
5	Deputy General Manager (Fire Services)	02	02	--	--	--	--
6.	Deputy General Manager (Airport Operations)	06	05	01	--	--	--
7	Manager (Corporate Affairs)	02	02	--	--	--	--
8.	Manager (Fire Services)	13	08	03	02	--	--
9.	Manager (Finance)	24	11	07	04	02	Includes 01 PWD-OH
10.	Manager (Human Resource)	27	15	06	03	02	01 (PWD-OH)
11.	Manager (Information Technology)	20	11	05	03	01	--
12.	Manager (Technical)	04	03	01	--	--	--
13.	Manager (Official Language)	02	02	--	--	--	--
14.	Manager (Commercial)	03	02	01	--	--	--
15.	Manager (Cargo)	05	03	02	--	--	--
16.	Manager (Law)	18	11	04	02	01	--
17.	Manager (Economic Planning)	02	02	---	---	--	--
18.	Manager (Architecture)	04	03	01	---	--	--
19.	Manager (Public Relations)	05	04	01	--	--	--
20.	Manager (Airport Operations)	17	10	04	02	01	--
21.	Junior Executive (Corporate Affairs)	02	02	--	--	--	--
22	Junior Executive (Finance)	30	18	08	02	02	Includes 01 PWD-OH

23.	Junior Executive (Technical)	30	16	08	04	02	--
24	Junior Executive (Cargo)	25	15	06	03	01	Includes 01 PWD-OH
25	Junior Executive (Human Resource)	30	18	10	01	01	--
26	Junior Executive (Commercial)	20	11	05	03	01	--
27	Junior Executive (Law)	15	08	04	02	01	--
28	Junior Executive (Official Language)	02	02	--	--	--	Includes 01 PWD-VH

Airports Authority of India reserves the right to increase/decrease the vacancies depending upon the future requirements.

THE RECRUITMENT ACTION FOR THE POSTS OF JUNIOR EXECUTIVE (ENGINEERING CIVIL/ENGINEERING ELECTRICAL)/INFORMATION TECHNOLOGY/ AIRPORT OPERATIONS) WILL BE TAKEN AS PER THE FINAL OUTCOME OF THE COURT VERDICT KEEPING IN VIEW OF THE WRIT PETITION NO(S).2204/2014 AND 4597/2014 PENDING BEFORE THE HON'BLE HIGH COURT OF DELHI.

Pay Scale (IDA) :-

- (a) Deputy Company Secretary /
Deputy General Manager (E-6) :- Rs.36600-3%-62000
- (b) Manager (E-3) :- Rs.24900-3%-50500
- (c) Junior Executive (E-1) :- Rs.16400-3%-40500

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 AAI Rules/Regulations.

The CTC per annum would be around Rs. 15 lakhs approximately for the post of DGM, Rs. 10.0 lakhs approximately for the post of Manager and Rs. 6.9 lakhs approximately for the post of Junior Executive respectively.

POSTS & QUALIFICATIONS

Post Code No.	POST	QUALIFICATION
1	Deputy Company Secretary	Graduate with Membership of Institute of Company Secretaries of India.
2.	Deputy General Manager (Commercial)	(i) Graduate and full- time regular MBA of two years duration with Marketing specialization. OR (ii) Full-time regular Bachelor's Degree in Engineering.
3	Deputy General Manager (Human Resource)	Graduate & full-time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
4	Deputy General Manager (Information Technology)	Full- time regular Bachelor's Degree in Engineering /Technology in Computer Science/Computer Engineering / IT. OR Full- time regular Master's in Computer Application (MCA).

5	Deputy General Manager (Fire Services)	Full- time regular Bachelor's Degree in Engineering/ Technology in Fire Engineering/Mechanical Engineering/Automobile Engineering.
6.	Deputy General Manager (Airport Operations)	(i) Graduate in science and full-time regular MBA of two years duration OR (ii) Full-time regular Bachelor's Degree in Engineering.
7	Manager (Corporate Affairs)	Membership of Institute of Company Secretaries of India.
8	Manager (Fire Services)	Full-time regular Bachelor's Degree in Engineering/ Technology in Fire Engineering / Mechanical Engineering / Automobile Engineering.
9	Manager (Finance)	B. Com with ICWA / CA / MBA full- time regular (two years duration) with specialization in Finance.
10	Manager (Human Resource)	Graduate & full-time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
11	Manager (Information Technology)	Full-time regular Bachelor's Degree in Engineering /Technology in Computer Science/Computer Engineering / IT. OR Full-time regular Master's in Computer Application (MCA).
12	Manager (Technical)	Full-time regular Bachelor's Degree in Engineering /Technology in Mechanical or Automobile.
13	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 subjects at Degree level.
14	Manager (Commercial)	Graduate and full-time regular MBA of 02 years duration with Marketing specialization. OR Full-time regular Bachelors Degree in Engineering.
15	Manager (Cargo)	Graduate in Science and full time regular MBA of two years duration. OR Full- time regular Bachelors Degree in Engineering.
16	Manager (Law)	Professional degree in law (3 years regular course after graduation OR 5 years integrated regular course after 10+2) and candidate should be eligible to get himself enrolled as an Advocate to do practice in courts in India.
17	Manager (Economic Planning)	Post Graduation in Statistics with Economics or Economics with Statistics or Mathematics with Statistics /Master degree in Operational Research or B.Sc. Maths with full-time regular MBA degree (2 years) in Operational Research.
18	Manager (Architecture)	Full-time regular Bachelor's Degree in Architecture and registered with Council of Architecture.
19	Manager (Public Relation)	Full-time regular Bachelor's degree in Mass Communication /Journalism/ Literature (Hindi/English) and Post graduate degree /Full time regular Diploma of two years in Journalism/Mass Media/Mass Communication.
20	Manager (Airport Operation)	(i) Graduate in science and full-time regular MBA of two years duration OR (ii) Full-time regular Bachelor's Degree in Engineering.
21	Junior Executive (Corporate Affairs)	Membership of Institute of Company Secretaries of India.
22.	Junior Executive (Finance)	B. Com with ICWA / CA / MBA full-time regular (two years duration) with specialization in Finance.
23.	Junior Executive (Technical)	Full-time regular Bachelor's Degree in Engineering /Technology in Mechanical or Automobile.
24	Junior Executive (Cargo)	Graduate in Science and full-time regular MBA of two years duration. OR Full- time regular Bachelor's Degree in Engineering.
25	Junior Executive (Human Resource)	Graduate & full- time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
26	Junior Executive (Commercial)	Graduate and full-time regular MBA of 02 years duration with Marketing specialization. OR Full-time regular Bachelors Degree in Engineering.
27	Junior Executive (Law)	Professional degree in law (3 years regular course after graduation OR 5 years integrated regular course after 10+2) and Candidate should be eligible to get himself enrolled as an

		Advocate to do practice in courts in India.
28	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 subjects at Degree level.

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

- (i) From a recognized/deemed university or from an apex institution (IIT/IIM/ 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 mark for CA/ICWA/Company Secretary.

Experience :

**Deputy General Manager/
Dy.Company Secretary**

Ten years service in the Executive cadre in the discipline concerned inclusive of five years service at Senior Manager (E-4) level or above is essential.

Manager: -

Two years work experience in the Executive cadre in the discipline concerned is essential.

For the post of Manager (Official Language)

Experience in translation relating to glossary and from English to Hindi and Hindi to English, preferably of Technical or Scientific literature out of which **two years experience as an officer** in any office of Central / State Govt. including Public Sector Undertaking.

Junior Executive:-

No experience is essential.

For the post of Junior Executive (Official language),

Experience of two years in Translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific literature.

Age Limit:

Maximum age as on 30/06/2015 (including age relaxation for SC/ST and OBC (NCL)

- (a) DGM/Dy. Company Secretary :- 40 Years for GEN, 45 for SC/ST, 43 for OBC
(b) Manager :- 32 Years GEN, 37 for SC/ST, 35 for OBC
(c) Junior Executive :- 27 Years GEN, 32 for SC/ST, 30 for OBC

Relaxation in age

- a. Further extension of 10 years age relaxation will be granted to the candidates having 40% physical disability.
- b. 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 01.01.80 to 31.12.89.
- c. Age relaxation as per Govt. rules for Ex-Servicemen candidates.
- d. Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI.

Candidates belonging to SC/ST/OBC/PWD will have to produce his/her original caste certificate/proof of physically challenged from the competent authority, along with attested copies of the same, at the time of interview, failing which his/her candidature shall be cancelled and he/she will not be admitted for interview.

OBC candidates availing reservation will have to produce latest OBC certificate with "Non Creamy Layer Status" in the prescribed format by the Government of India for Government Services at the time of interview.

SELECTION PROCESS:

- Screening and Eligibility will be based on the details provided by the candidates. Written test followed by interview.
- For the post of Manager (FS), written test followed by Physical measurement and endurance test (i.e. High jump, Push up, Running, Sit ups, Causality carrying, Ladder climbing, Rock climbing, Driving test). Only those candidates who qualify these two levels will be called for interview. Candidate should produce the valid HTV license at the time of interview.
- For the post of Airport Operations, LMV license is essential.
- Training period/Bond amount/bond period will be intimated alongwith terms and conditions of appointment, wherever applicable.

Note: The syllabus for written test for respective disciplines is available on AAI website.

GUIDELINES FOR FILLING ONLINE APPLICATION :

Eligible applicants are required to apply through 'online application Format' available on AAI's websites www.aai.aero. The link is <http://www.aai.aero> →career→online recruitment.

No application through other mode will be accepted. No documents are required to be sent to AAI 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.
 - b) A facility to take Printout of the Challan form and Registration slip.
 - c) While applying On-line, candidate should keep the scanned copy of their passport size color photograph and their signature in digital format (.jpg or jpeg file only, each less than 1 MB size) for uploading with application.
2. The candidate can access the online application form at our website. **The online registration site would be open from 0930 hours on 11.05.2015 to 1730 hours on 20.06.2015.**
 3. After applying online, candidate is required to download the registration slip generated by the system with unique registration number and password, which may be retained for future reference

ON-LINE PAYMENT

- I) Application Fee Payable (Non-Refundable) for each post is to be deposited by the candidates through System Generated Challan at any branch of State Bank of India only, as under:

Sl.No.	Category	Application fee (including bank charges & Service Tax)
1.	Male candidates belonging to General and OBC (Non Creamy Layer) category.	Rs.500/- Only (Rupees five hundred only)

- No application fee is required to be paid by SC/ST/PWD/Women candidates.
- AAI will accept fee through System Generated Challan of SBI only. Fee submitted by any other mode will not be accepted.
- Fees once paid will not be refunded under any circumstances. For depositing the requisite fee, candidates should visit the website: www.aai.aero and download the challan form available in the website.

II) Application Fee & Mode of remittance

- a) The candidates have to visit any branch of the State Bank of India for depositing the fee through pre-printed challan only.
- b) Candidates are advised to retain the "ORIGINAL" (candidate's copy) Challan and keep it safely as it will be required to be produced at the time document verification/interview (in case of selection).

GENERAL INSTRUCTIONS::

- a) Only Indian Nationals can apply for the above posts.
- b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.

- c) The eligibility of new applicants with respect to age, Educational qualification, experience etc. will be determined as on **30/06/2015**. For the post of Junior Executive, candidates whose result for final year examination is awaited are also allowed to appear in the written examination subject to the condition that they will have to produce the final results before appearing in interview.
- d) Wherever CGPA/OGPA in a degree is awarded, the candidates will have to produce document indicating **equivalent percentage of marks** as per norms adopted by the University/Institute at the time of interview.
- e) The eligibility under the category of persons with disabilities is for those persons having 40% or more disability.
- f) Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) at the time of interview from their employer. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
- g) The written test will be held at Delhi/Mumbai/ Kolkata/Chennai/Guwahati/ Allahabad/Ahmedabad/Hyderabad/Nagpur and Thiruvananthapuram. The number of centres can be reduced or increased depending upon the number of candidates and in that case the candidates will be asked to appear other than centres specified by him/her.
- h) Mere fulfilling of the minimum qualifications and experience will not vest any right on candidates for being called for interview. No interim correspondence will be entertained.
- i) Selected candidates are liable to be posted anywhere in India.
- j) Candidature of the registered candidate 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.
- k) Decision of AAI in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents is to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for written test and / or interview.
- l) 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 further notice/any reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.
- m) Court of jurisdiction for any dispute will be at Delhi.
- n) The filling of the vacancy for the post of Manager (Finance) would be made subject to the outcome of Writ Petition WP (C)4628/2010 pending in the court.
- o) All queries/issues regarding application submission etc. are to be addressed to AAI only through e-mail: aairectt2015@gmail.com
- p) Please do visit your account regularly for further updates.

GENERAL MANAGER (HR)
