

Airports Authority of India
Corporate Headquarters
Rajiv Gandhi Bhawan, Safdarjung Airport
New Delhi – 110003

Advertisement No. 5/2015

Applications are invited from short service commissioned / retired officers of Air Force, Navy and Army for selection to the post of Airport Terminal Officers on job contract basis for various airports of AAI. For eligibility, conditions and other details please visit AAI website www.aai.aero. Last date for submission of application is 18.09.2015.

Executive Director (HR)

Sub: Inviting of applications for the position of Airport Terminal Officers in Airports Authority of India (for various airports of AAI) – on job contract basis.

Airports Authority of India (AAI) manages all Civil Airports including civil enclaves across the country and provides CNS/ATM services. The main functions of AAI inter-alia includes construction, modification and management of passenger terminals, development and management of cargo terminals, development and maintenance of apron infrastructure including runways, parallel taxiways, apron etc. In addition to air traffic services, it also caters the provision of passenger facilities and related amenities at its terminals thereby ensuring safe and secure operations of aircrafts, passengers and cargo in the country.

2. Due to modernization and expansion of our various Airports, AAI is in need of professionals to manage the Terminal Buildings. As such, it is proposed to induct officers from Defence Services, Air Force, Army, Navy, preferably short service commissioned officers and as well as retired officers.

3. The terms & conditions and eligibility criteria for the post is mentioned as under:-

S.No.	Category	Terms & Conditions
1	Position	Airport Terminal Officer – On job contract basis The Charter of Duties to the said post is enclosed as Annexure – ‘A’
2	Status	The positions are on purely on contract basis and not on lien or deputation from other Govt. organizations. Period of contract is for 03 years or earlier, which may further be extendable for a maximum period of 2 years, depending upon the performance of the incumbent and also keeping in view the need of AAI.
3	Eligibility	Graduate with minimum 07 to 12 years experience as Commissioned Officer. Preference shall be given to the officers who have experience in the Aviation or hospitality field.
4	Pay & other allowances	The last pay drawn by the short service commissioned officer/retired officer i.e. basic pay + grade pay + DA + HRA* (as per their last pay certificate [LPC]) minus pension drawing from the Govt. as on 01.08.2015 *If HRA was not drawn for any reason, the entitled amount of HRA as per the then Central Govt. rules shall be paid.
5	Age	Between 32 to 48 years as on 01.08.2015
6	Selection Process	Eligible candidates shall be required to appear for an interview for which date be intimated later on the registered e-mail of the candidate..

Contd...2/-

7	Other conditions	<p>i. During the fixed term of contract or during the extended term of contract, the candidates have no claim for permanent absorption in AAI.</p> <p>ii. AAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process in part or full, if need so arises, without issuing any further notice or assigning any further notice/ reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.</p>
8	Place of posting	The officers shall be posted at any airport across the India. However, a list of stations where the officers are likely to be placed is prepared and placed as Annexure - 'B'
9	Vigilance/Disciplinary Clearance	The incumbent should be clear from Vigilance/ Disciplinary angle at the time of retirement /leaving service.
10	Fitness	The incumbent should be medically fit to perform duties.

4. Eligible and interested candidates may fill their particulars in the prescribed format as per Annexure 'C' and forward the same by e-mail only to : edpers@aai.aero latest by 1730 hrs. of 18.09.2015. No application will be entertained thereafter.

Job Profile of Airport Terminal Officer

- Management of Airport personnel engaged for operational duties and coordination for maintenance work of Terminal Building including city side.
- To ensure general cleanliness and upkeep of the facilities provided for passengers and visitors in the Terminal Building.
- To evolve a system for smooth movement of passengers, VVIPs and VIPs and liaison with agencies such as airlines and other stakeholders and to ensure prompt information to be provided to passengers and public and coordination with local authorities for maintaining law and order situation and for smooth traffic movement of VVIPs and VIPs for uninterrupted services to public and passengers.
- Coordination with CISF, Airport Security Unit for entry and exit of the passengers, employees and other personnel and ensure that activities of illegal touts are not happening in and around the Terminal Building.
- Any other responsibilities assigned from time to time.

REGION-WISE LIST OF AIRPORTS / STATIONS

RHQ-NR	
S.No.	Name of Airport / Station
1	Agra
2	Amritsar
3	Chandigarh
4	Dehradun
5	Jaipur
6	Jammu
7	Lucknow
8	Srinagar
9	Udaipur
10	Varanasi
11	Khajuraho
12	Leh
13	Jodhpur
14	Allahabad
15	Gaggal
16	Kullu
RHQ-SR	
1	Calicut
2	Coimbatore
3	Chennai
4	Mangalore
5	Madurai
6	Trichy
7	Tirupati
8	Trivadnrum
9	Vizag
10	Vijayawada
11	Tuticorin
12	Rajamundri
13	Agati
14	Cuddapa
15	Hubali

RHQ-WR	
1	Ahmedabad
2	Aurangabad
3	Bhopal
4	Goa
5	Indore
6	Pune
7	Bhuj
8	Surat
9	Vadodara
10	Bhavnagar
11	Jabalpur
12	Jamnagar
13	Rajkot

RHQ-ER	
1	Kolkata
2	Patna
3	Port Blair
4	Ranchi
5	Raipur
6	Gaya
7	Bhubneswar
8	Bagdogra

RHQ-NER	
1	Guwahati
2	Agartala
3	Bagdogra
4	Dimapur
5	Imphal
6	Dibrugarh
7	Silchar
8	Jorhat
9	Tejpur

APPLICATION FORMAT
(Fill up in Capital Letters only)

1.	Post Applied for	:	AIRPORT TERMINAL OFFICER ON JOB CONTRACT BASIS
2.	Name of the applicant	:	
3.	Father's Name	:	
4.	Date of Birth	:	
5.	Category (Gen/OBC/SC/ST)	:	
6.	Gender	:	
7.	Contact Address Present : Permanent:	:	
8.	E-mail ID All the correspondence will be made only on this e-mail ID	:	
9.	Force Served	:	Air Force / Navy / Army
10.	Post held at the time of leaving	:	
11.	Duration of service	:	Years _____ Months _____
12.	Date of relieving / retirement	:	
13.	Last Basic Pay & Grade Pay		
14.	Scale of Pay		
15.	Pension as on 31.07.2015		

**Affix Recent
Passport size
coloured
Photograph
(Self Attested)**

16. Experience Details

Station/Unit Served	Designation/Position Held	Nature of Work	Pay Scale with Grade Pay	Duration

Contd...2/-

17. Educational Qualification

Name of Exam	Name of University/Institution/Board of Passing	Subjects /Stream	Month & Year of Passing	% of Marks Secured
10 th /Equivalent				
12 th /Equivalent				
Graduation/Equivalent				
Post-Graduation/Equivalent				
Others				

I hereby declare that the information furnished in the application are true, complete and correct to the best of knowledge and belief. I understand that false statement and/or suppression of any material fact in this application will be considered sufficient cause for withdrawal of my candidature/appointment/order/dismissal at any stage or after appointment, without notice.

Date: _____

Candidate's Signature