

AIRPORTS AUTHORITY OF INDIA

Advt. No. 3/2007

Last date for receipt of Application: **15.02.2008**
For NER/J&K: **28.02.2008**

AAI invites applications for the following positions:-

Sl. No.	Name of the post	Post Code	No. of the vacancies to be filled (may vary)	Pay Scale
1.	Pilot	13	02 (GEN-01, OBC-01)	Rs.20,500-500-26,500
2.	Co-Pilot	14	04 (GEN-03, OBC-01)	Rs.18,500-450-23,900
3.	Dy. Com. Secretary	15	01 (For all category)	Rs.17,500-400-22,300
4.	Jr. Executive (Equpt.)	16	08 (GEN-05, OBC-02, SC-01)	Rs.8,600-250-14,600
5.	Jr. Executive (IT)	17	15 (GEN-08, OBC-04, SC-02, ST-01) include 01-PH*	Rs.8,600-250-14,600
6.	Jr. Executive (Arch)	18	10 (GEN-07, OBC-02, SC-01)	Rs.8,600-250-14,600
7.	Jr. Executive (ATC)	19	300 (Gen-150, OBC-82, SC-45, ST-23)	Rs.8,600-250-14,600
8.	Jr. Executive Engg. (Civil)	20	46(GEN-25, OBC-12, SC-06, ST-03) include 01-PH*	Rs.8,600-250-14,600
9.	Jr. Executive Engg. (Electrical)	21	59(GEN-32, OBC-15, SC-08, ST-04) include 01-PH*	Rs.8,600-250-14,600
10.	Jr. Executive (Electronics)	22	83 (Gen-50, OBC-20, SC-12, ST-01) include 01-PH*	Rs.8,600-250-14,600
11.	Jr. Executive (P&A)	23	45 (Gen-24, OBC-12, SC-06, ST-03) include 02- PH*	Rs.8,600-250-14,600
12.	Jr. Executive (PA)	24	113(Gen-59, OBC-30, SC-16, ST-08) include 04-PH*	Rs.8,600-250-14,600

* For OH / HH only

QUALIFICATION & EXPERIENCE:

1. Pilot :

10+2 pass with Physics & Maths, Current CPL with 2500 Hrs. of flying experience, including 1000 Hrs. on light/ Medium twins with 250 Hrs. of command experience on an Aircraft type fitted with ILS.
Should have administrative/ Managerial experience.

Desirable :

Experience on HS-748, DC-3 and any other type of Aircraft, currently used in calibration unit.

2. Co- Pilot :

10+2 pass with Physics and Mathematics as subjects of a recognized University/ Board/ School or equivalent

Experience:

Having current Commercial Pilot's licence with Instrumental rating with a minimum total flying experience of 250 Hrs.

Desirable :

- a) Experience on twins/multies.
- b) Co-Pilots rating and experience on DC-3/ HS-748 or any type of Aircraft currently in use in calibration unit.

3. For Dy. Company secretary:

Qualification:- Applicant should be a Member of the institute of Company Secretaries of India, New Delhi. Preference will be given to persons possessing additional qualification in Law.

Experience:

Not less than 15 years post qualification experience of which at least 5 years should be in a senior position in the Corporate Secretarial Department of a schedule 'A' Public Sector Company or equivalent. Applicant should be conversant with Companies Act, all economic legislation Company Formation, Procedures, SEBI guidelines etc and Commercial Laws and capable of handling in dependently all secretarial functions and other legal works connected therewith.

4. Jr. Executive (Eqpt.)

Qualification:- Degree in Engg. (Electrical / Mechanical / Automobile) or equivalent.

5. Jr. Executive (IT)

Qualification:- Degree in Engg. With specialization in Computers/ Computer Engg./ Electronics / IT or equivalent / MCA or equivalent "B" level qualification of DOEACC / Electrical with specialization in Electronics.

6. Jr. Executive (Arch)

Qualification:- Degree in Architecture OR Equivalent.

7. Jr. Executive (ATC.)

Qualification:- Engineering Degree in Electronics/Tele Communication/ Radio Engg./Electrical with specialization in Electronics with 1st Class (60%) or M.Sc Degree or its equivalent with wireless communication, Electronics, Radio Physics or Radio Engg. as a special subject OR Equivalent with 1st Class.

8. Jr. Executive (Civil)

Qualification:- Degree in Civil Engineering OR equivalent.

9. Jr. Executive Engg. (Electrical)

Qualification:- Degree in Electrical Engineering OR equivalent.

10. Jr. Executive (Electronics.)

Qualification:- Engineering Degree in Electronics/Tele Communication/Electrical with specialization in Electronics with 1st Class (60%) or M.Sc Degree or its equivalent with wireless communication, Electronics, Radio Physics or Radio Engg. as a special subject OR Equivalent with 1st Class.

11. Jr.Executive (P&A)

Qualification :- Graduate with MBA (HRD) or MA with Personnel Management OR equivalent.

12. Jr. Executive (PA)

Qualification :- Graduate with Diploma in Secretarial Practice or PG Diploma in Pers. Mgmt/HRM from a reputed Institute. Proficiency in windows based computer applications and thorough knowledge of modern office procedures is essential. Should have shorthand speed of 100 w.p.m. and typing speed of 60 w.p.m on computer or 40 w.p.m on manual typewriter.

AGE LIMIT (As on 01.12.2007)

1. For Pilot / Co- Pilot : Below 50 Years
2. For Dy. Com. Secretary : Below 45 Years
3. For JE (Eqpt./IT/Arch./ATC/Electronicis/P&A/PA)
& Jr. Executive Enng. (Civil/ Electrical) : Below 27 Years

Selection Process

1. For Pilot/Co-Pilot & Dy. Com. Secretary

The Selection shall be done on the basis of personal interview.

2. For Jr. Executive (Equpt./IT/Arch./ATC/Electronics/P&A/PA) & Jr. Executive Engg. (Civil/Electrical).

The Selection shall be done on the basis of written exam followed by personal interview.

CONCESSION for SC/ST

- a) Upper age limit is relaxable by five years
- b) No Application fee.
- c) Candidates not working in Government / Autonomous Body / PSU will be paid second-class rail fare for attending interview **only** by shortest route as per AAI rules.

CONCESSION FOR OBC

- a) Upper age limit is relaxable by three years.
- b) OBC certificates should be in proper format prescribed by Government of India for Government Services. Caste certificate should be in the prescribed form circulated by Ministry of Personnel & Training Public Grievances and Pensions, Department of Pers. & Training, Govt. of India, and must specifically certify that the candidate does not belong to the Persons/Section (Creamy layer) mentioned Col. 3 of the Schedule of the Govt. of India, Department of Pers. & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993.

CONCESSION FOR J&K RESIDENTS

Upper Age limits is relaxable by five 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.

CONCESSION FOR EX-SERVICEMEN

As per Govt. rules i.e. total service + 5 years as age relaxation

CONCESSION FOR PERSONS WITH DISABILITIES.

1. Upper age limit is relaxable by 10 years.
2. No application fee.

The concessions are subject to enclosing attested copy of certificate as proof of belonging to SC/ST/OBC and other categories from a Competent Authority in the format prescribed by Government of India, for appointment in Govt. Service.

GENERAL

1. The selected candidates for the posts of Jr. Executives, (ATC/Electronics) will have to undergo ab-initio training and during training a consolidated amount of Rs. 7,500/- per month as stipend will be paid. Candidates selected for other posts may be required to pass training courses during the probation period as prescribed.
2. Besides basic pay DA,CCA,HRA and other benefits such as Medical, LTC, Leave Encashment, Gratuity, PF, etc. admissible as per AAI rules will be paid.
3. In addition to above, Pilots/Co-Pilots will be entitled to Flying allowance, Commander Allowance, Rating Allowance, Qualification Allowance, Special Travel Allowance, Insurance allowance and other allowances subject to conditions as per rules.
4. Selected candidates are liable to be posted anywhere in India
5. The written exam for the post of Jr. Executive (Equpts./IT/Arch./ATC/Electronics/P&A/PA) & Jr. Executive Engg. (Civil / Electrical) will be held at 10 centres at Delhi / Mumbai / Kolkata / Chennai / Hyderabad / Trivandrum /Allahabad / Guwahati / Nagpur / Ahemdabad. Number of centres can be reduced depending upon number of candidates and in that case the candidates will be adjusted in the nearest centre.

6. Employees of Govt./Public Sector undertaking should forward their application through proper channel.
7. **Candidates who do not possess requisite qualification as on 01.12.2007 need not apply.**

HOW TO APPLY:-

Please send the applications in the given format to “HR Cell, Airports Authority of India, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003” Applications must be accompanied by attested copies of all documents and a crossed demand draft of Rs.100/- (non refundable) in favour of Airports Authority of India payable at New Delhi. The envelope shall be marked with name of the post applied for, Cut paste of Performa Advt. will not be acceptable. Candidates applying for more than one post should submit separate application for each post alongwith DD/documents etc. AAI shall not be responsible for any postal delay. Applications received after the last date and those without the attested copies of supporting documents shall be rejected without any further correspondence, Incomplete / incorrect/ unsigned applications shall be rejected without any further correspondence. Canvassing in any form or bringing any influence will be treated as a disqualification.

EXECUTIVE DIRECTOR (PERS.& ADMN.)

FORMAT
(TO BE FILLED IN CAPITAL LETTERS)

1. **Post Applied for** _____ **Post Code** _____

2. Name of the applicant _____

3. Date of Birth _____

4. Caste/Category : (Gen / OBC / SC / ST) _____

5. Father's Name _____

6. Whether AAI Employee : Yes /No _____

If yes, Designation _____ Station of posting _____ date of Joining
_____ Employee No. _____

7. Whether J&K domicile (from 1.1.80 to 31.12.89) : - Yes / No _____.

8. Whether Physically Handicapped :- Yes / No _____ HH/OH

9. Whether Ex-Serviceman :- Yes /No _____.

Total Service ____ Year ____ Months ____ Days

10. **Choice of Centre for written test** _____.

11. Nationality : _____

11. Educational Qualifications: -

Name of Exam.	Name of University	Month & Year of passing	Main subject	%age of marks
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12. Experience (if any, in brief) _____ Year _____ Months _____ Days

Name of the organisation _____

13. State whether currently employed in Govt. / PSE /Autonomous Body : Yes /No

If yes, Post held _____ (ii) scale of pay _____ (iii) Date of appointment
_____ (iv) whether NOC enclosed Yes / No

14. Particulars of DD (i) No. _____ (ii) Date _____ (iii)

bank _____ (iv) amount _____

15. Contact Address (in Capital Letters only) _____

_____ Pin code ____

16. Whether attested copies of relevant documents are enclosed : Yes/No

I hereby declare that the above information is true and correct to the best of my knowledge.

Enclosures :-

1.

2.

Date:

Candidate's Signature

Affix Recent
Photograph
duly attested
by Gazetted
Officer

Reference notes on pre-page.

The Advertisement for filling of the posts as stated on pp-8/N has been released in AAI website. The detailed Advertisement may be released in the Employment News/Rozgar Samachar (All editions) and Mini/Skelton Advertisement may be released in one of the leading newspapers at Delhi, Mumbai, Kolkata, Chennai and Guwahati.

May please see for approval before issue.

