



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

**भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA**  
**दक्षिणी क्षेत्र, चेन्नै - 27 / SOUTHERN REGION : CHENNAI - 27**  
**मानव संसाधन प्रबंधन विभाग/DEPARTMENT OF HUMAN RESOURCES MANAGEMENT**

**(A Category -1 "Mini Ratna" Public Sector Enterprise)**

**ADVT NO. 01/SR/2016**

**Last Date of receipt of Application : 29.04.2016**

Applications are invited from the candidates who are Domicile of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Pondicherry and Lakshadweep Island for the following post at various airports in the above states in Southern Region. Total number of posts likely to be filled and the eligibility criteria for the post is as follows. Reservation for Ex-Servicemen & PWD will be applicable as per norms.

SL. NO.	NAME, GRADE & NATURE POST	NO. OF POSTS	RESERVATION					SCALE OF PAY
			SC	ST	OBC	UR	PWD	
1	ASSISTANT (HR)	29	2	7	5	15	-	13400-30500/-

**QUALIFICATION & EXPERIENCE**

Sl. No.	Qualification, Experience & Age		
1	Assistant (HR) (NE-5)	Qualification	(a) Graduate from a recognized University (b) Typing speed of 40 w.p.m. with computer Knowledge.
		Experience	Two (2) years relevant experience in concerned discipline. (Clerical)
		Age	Maximum 30 years as on 30.04.2016
		Selection process	Written Test and Typing Test

**OTHER CONDITIONS ARE FOLLOWS :**

1	Age Relaxation, (i) 5 years for SC/ST. (ii) 3 years for OBC. (iii) Length of service extended by 3 years for Ex-Servicemen. (iv) Person with disabilities – 10 years.
2	The extent of physical disability/deformity should be minimum 40% supported by a certificate of disability in prescribed format issued only by a Board duly constituted by the Central/ State Government.
3	Only those candidates who are fulfilling the eligible criteria will be allowed to appear in the written test. Candidates have to appear for the written test/trade test for the above post at their own expenses.
4	The eligibility with regards to age, qualification, etc. will be determined as on <b>30.04.2016</b>
5	The qualification must be obtained from Govt. recognized institutions/Universities.
6	Employees of Govt./Public sector undertaking should forward their application through proper channel. Advance copy will not be entertained.

7	Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.
8	The authority reserves the right to restrict the number of candidates to be called for test and change of exam centre on the basis of any other norms decided by the authority at a later date.
9	The management reserves the right/has the discretion not to fill any vacancy and to change the vacancy position depending upon the requirement.
10	Applications received after due date i.e. 29.04.2016 and incomplete applications shall be summarily liable to be rejected. AAI will not be responsible for any postal delay.
11	Centre for Examination : <b>1.Chennai 2. Trivandrum 3. Hyderabad 4. Bangalore 5. Agatti</b>
12	SC/ST/OBC certificates should be in the format prescribed by the Government of India. The OBC Certificate should invariably contain the 'Creamy / Non Creamy layer Clause based on income for the current financial year.
13	Application once made will not be allowed to be withdrawn and fees once paid will not be returned on.

### **HOW TO APPLY :**

1. Candidates fulfilling the above conditions may submit their application on plain paper for the above post along with attested copy of relevant certificates) in Hindi / English in the following format addressed to the "THE REGIONAL EXECUTIVE DIRECTOR, Airports Authority of India, Southern Region, Chennai-600027 ( the envelope should be super-scribed by "**Application for the post of Assistant (HR)**) along with a Demand Draft for Rs.100/- (Rupees One Hundred only) (**Non refundable**) drawn in favour of **Airports Authority of India, payable at Chennai** so as to reach on or before **29.04.2016**. Please mention name of the candidate on the reverse side of the Demand Draft. No examination fee for candidates belonging to **SC/ST/Ex-Servicemen/Women/Persons with Disabilities. For UR/OBC male candidates not coming within the purview of exempted categories, as above, examination fee is Rs.100/-**. The applications may also be downloaded from AAI website [www.aai.aero/Employment\\_News/Employee\\_Recruitment.new.jsp](http://www.aai.aero/Employment_News/Employee_Recruitment.new.jsp)
2. The application should accompany the following documents :
  - (i) Demand Draft for Rs.100/- as explained above.
  - (ii) Two recent passport size photographs, one affixed on application and other one stapled and mention name of the candidate on the reverse side.
  - (iii) Attested photocopies of Certificates regarding Educational/Technical Qualification, Date of Birth (SSLC Certificate), Caste Certificate in prescribed format (Wherever applicable) and experience certificate.
3. In the event of selection, Candidates working in Government/Semi Government/PSUs etc. should produce 'NOC'.
4. The application must be completed in all respects failing which it will be summarily rejected and no communication shall be made in this regard.

**REGIONAL EXECUTIVE DIRECTOR  
SOUTHERN REGION, CHENNAI-27**

**(APPLICATION FORMAT)**

**(Fill up in capital letters only)**

Affix recent  
Self –  
attached  
Passport size  
Photo

1. Post applied for \_\_\_\_\_

2 Name of the Applicant \_\_\_\_\_

3. Date of Birth \_\_\_\_\_

4. Caste/Category : Gen/OBC/SC/ST) \_\_\_\_\_

5. Father's Name \_\_\_\_\_

6. Contact Address ( in Capital letters only)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pin Code : \_\_\_\_\_ E-Mail : \_\_\_\_\_

Contact Nos. \_\_\_\_\_

7. Choice of centre for Written Test : \_\_\_\_\_

8. Whether J&K domicile (from 01.01.80 to 31.12.89) :- Yes/No \_\_\_\_\_

9. Whether Physically Challenged :- (i) Yes/No \_\_\_\_\_ (ii) if yes whether OH/HH/VH  
\_\_\_\_\_(Orthopaedically/Hearing/Visually)

10. Whether AAI employee : - Yes/No \_\_\_\_\_

If yes Designation \_\_\_\_\_ Station of posting \_\_\_\_\_

Date of Joining \_\_\_\_\_ Employee No. \_\_\_\_\_

11. Whether Ex-Servicemen : - Yes / No \_\_\_\_\_

Total Service \_\_\_\_\_ Year \_\_\_\_\_ Months \_\_\_\_\_ Days

12. Nationality \_\_\_\_\_

13. Educational Qualifications :-

Name of Exam	Name of University	Month & Year of Passing	Main Subject	% age of Marks

14. Technical Qualification :

Name of Exam	Name of Institute	Month & Year of Passing	Subject	% age of Marks

15. Experience (In brief) \_\_\_\_\_ Year \_\_\_\_\_ Months \_\_\_\_\_ Days (Along with Copy of Experience Certificate).

16. State whether currently employed in Govt./PSE/Autonomous Body : YES / NO

If Yes (i) Post held \_\_\_\_\_ (ii) Scale of Pay \_\_\_\_\_

(iii) Date of Appointment \_\_\_\_\_ (iv) Whether NOC enclosed : YES / NO

17. Employment Exchange Registration No. & Name of the Exchange, if any :

18. (i) Particulars of DD No. \_\_\_\_\_ (ii) Date : \_\_\_\_\_ (iii) Bank : \_\_\_\_\_  
\_\_\_\_\_ (iv) Amount : \_\_\_\_\_ .

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

**Enclosures :**

1. Photocopies of all documents

Date :  
**Signature**

**Candidate's**