



SPECIAL RECRUITMENT DRIVE FOR SC, OBC & PERSONS WITH DISABILITIES ONLY

Applications **strictly as per the prescribed format** are invited from the eligible candidates meeting the following job specifications for filling up the following posts: **The last date of receipt of the application is 05.04.2011.**

Sl. No	Post	Total No. of Vacancies	Category-wise Break - up	Scale of pay	Qualification / physical standards	Experience	Age as on 01.02.2011
1.	Senior Assistant (Accounts)	01	OH-01	₹ 14500-33500/-	Graduate. Preferably B.Com. With Computer training Course of 3 to 6 months	Minimum 2(two) years relevant experience in the concerned discipline	Below 30 years
2.	Assistant (Hostess)	01	SC-01 (Only for Female candidates)	₹ 13400-30500/-	Graduate with Computer knowledge subject to Audition/ trade test	Minimum 2(two) years relevant experience in the concerned discipline. (Speaking knowledge of Hindi, English & Bengali language is essential).	Below 30 years
3.	Assistant (Office)	01	OBC-01	₹ 13400-30500/-	Graduate with typing speed of 40 w.p.m. in manual typewriting & Computer knowledge.	Minimum 2(two) years relevant experience in the concerned discipline subject to trade test.	Below 30 years

NOTE: - UR-Unreserved, SC-Scheduled Caste, OBC-Other Backward Class & OH-Orthopedically Handicapped.

1. Upper age limit is 30 years, relaxable by 5 years and 3 years in case of candidates belonging to SC/ST & OBC categories respectively. Candidates belonging to OBC category must submit certificate alongwith their application for **not belonging to Creamy layer**. 2. Upper age limit shall also be relaxed by the length of military service increased by 3 years in the case of Ex.Servicemen. Upper age limit is also relaxable by 10 years for PH Persons 3. In addition to the scale of pay as indicated above, the posts carry other benefits as admissible under the Authority's Regulations viz. CPF, EBF, LTC, Gratuity, Group Insurance, Canteen subsidy, Free Medical Benefits for self and dependents, leave Encashment, Uniform, HRD, Washing, Conveyance and Education Allowance etc.

GENERAL CONDITIONS

1. Management will have the discretion for rejecting any application without assigning any reasons for fixing higher standard, for calling candidates for written/trade test & interview and no correspondence in this regard will be entertained. 2. Application on plain paper giving full particulars strictly as per format available in our web site given below **alongwith three recent passport size photographs, out of which one pasted on the top right hand corner of the application and duly attested by the Gazetted Officer and two in a small cover attached with the application should reach to the General Manager (HR), Airports Authority of India, International Terminal Building, Netaji Subhas Chandra Bose International Airport, Kolkata - 700 052 latest by 05.04.2011.** 3. Incomplete applications, those not conforming to the job specifications/application format as above, received later than the specified date and without attested copies of the testimonials/certificates, proof of age, qualification category and experience etc. will be rejected summarily and no request in this regard will be entertained in any case. **Mere fulfillment of requirement laid down in the advertisement does not qualify a candidate for test & interview.** 4. The Management has the discretion not to fill any vacancies & the vacancy position shown above may also change depending upon the requirement. 5. The certificate of Scheduled Caste / Scheduled Tribe / OBC/Ex-serviceman/PH should be in the proper prescribed form and should have been issued by the appropriate authority. 6. The experience certificate attached with the application must clearly indicate the nature of post, period served, job performed, reasons for leaving the job, full name/signature and designation of the issuing Authority and his address. All the experiences must be post qualification and part time experience will not be considered. 7. The Candidates already in employment of Central/State Govt. or Govt. Undertakings/Autonomous Bodies should apply through proper channel. The applications not submitted through proper channel and advance copy of application will not be entertained. 8. Separate application should be submitted for each post applied for, superscribing the name of the post on the envelope. 9. Candidates selected are likely to be posted on round the clock duties wherever applicable. 10. ANY ATTEMPT TO BRING OUTSIDE INFLUENCE FOR CONSIDERATION OF THE CANDIDATURE IN ANY MANNER WHATSOEVER WILL AMOUNT TO DISQUALIFICATION AND THE CANDIDATURE OF SUCH CANDIDATES WILL BE REJECTED. The decision of the Selection Committee is not liable for challenge and same shall stand final and binding on each candidate. 11. No separate communication will be issued in this regard except to the selected candidates. 12. The candidates will have the option to use Hindi or English in answering the question papers (except paper in English, if any). VISIT US AT : www.airportsindia.org.in OR www.aai.aero

Application Format

1. Application For The Post of : _____

2. Name of the Candidate : _____
(in **BLOCK LETTERS**)

3. Father's Name: _____

4. Date of Birth :

5. Sex (Tick applicable box): Male Female

6. Nationality : _____

7. (a) Whether you belong to Reserved Category YES NO
If yes, please tick (√) in the appropriate box.
 SC ST OBC EXS
(attach supporting documents)

(b) Whether you belong to Minority Community YES NO
If yes, state the community to which you belong: _____

(c) Whether you are Person with disability: YES NO
If yes, state the type of disablement and extent of disability): _____
(Attach supporting certificates documents)

8. Languages known (Please mention Yes/No)

	Read	Write	Speak
English			
Hindi			
Bengali			

9. Full postal address (in **BLOCK LETTERS**): _____
Vill./ Street : _____
Post Office/ PS/ Dist./ _____
State and Pin Code.: _____
Telephone/ Mobile/e-mail ID (if any): _____

One recent passport size photograph to be pasted here and **duly attested by Gazetted Officer**

10. Educational Qualification: (Starting with highest)

Educational qualifications	Exam passed (Regular/ Part Time)	Board/ University/ Institute	Year of Passing	% of Marks/ Result

11. Technical/Professional Qualification (including proficiency in Computer):

Technical/ Professional Qualifications	Exam Passed/ Degree/Diploma	Board/ University /Institute	Regular/ Part Time	Duration		Year of Passing	% of Marks
				From	To		

12. Details of experience (Two years in the trade)

Name of the Company/Firm where employed	Post Held	Nature of duty performed	PERIOD (Enclosed supporting documents)	
			From	To

13. In case employed with Govt./PSU/ Autonomous body, attach No Objection Certificate from present employer.

14. Emp. Exchange/Zila Sainik Board Registration No. _____

15. In case of Ex.- Servicemen (attach copy of discharge certificate) _____

Note: Information furnished above must be supported by requisite documents, failing which the application will be summarily rejected and no correspondence in this regard will be entertained at a later date under any circumstances.

I certify that the information furnished above are true to the best of my knowledge and belief.

Date: _____

Signature of the candidate

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

