



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.12024/1&2/2011-EE

Dated: 24th June 2011

To

The Regional Executive Director
Airports Authority of India,
NR/WR/ER/SR/NER
Delhi/Mumbai/Kolkata/Chennai/Guwahati

Sub: Orientation / Training Programme for Junior Executive Engineering
(Civil/Electrical)

Sir,

We have selected Jr. Executive Engg.(Civil) and Jr. Executive Engg.(Electrical), 100 each from Civil & Electrical discipline and are in process of sending offers of appointment to the selected candidates. A separate list of the candidates posted in your Region will be forwarded to you in due course. These candidates are being directed to report at RTC/Indian Aviation Academy with all their original documents/testimonials including medical reports etc., the same may please be verified before allowing them to join training / orientation programme [check list enclosed] In case any candidate reports at RTC without his/her medical fitness certificate he/she may be allowed to join provisionally against an undertaking that he/she will undergo medical examination before completion of the said training / orientation programme and if found **UNFIT** in the medical examination, will not make any claim for employment in AAI.

The duration of training/orientation programme will be of two weeks as per the enclosure. The training/orientation programme will be common for both Jr. Executive Engg.(Civil) and Jr. Executive Engg.(Electrical) and the tentative date for commencement of the programme will be 01/08/2011. The Hostel facilities for outstation candidates may also be provided by all RTCs/Indian Aviation Academy. This is an all India recruitment and candidates will be reporting from all over the country. On completion of training they shall move to their station of posting.

Yours faithfully,


(VILAS BHUJANG)
Executive Director (HR)

Encl: training schedule & documents check list.

ग/ए
27/6/11
24/6/11

**LIST OF DOCUMENTS TO BE DOWNLOADED BY THE CANDIDATES SELECTED
FOR THE POST OF JUNIOR EXECUTIVE (ENGG-CIVIL)**

1.		Documents to be submitted by the candidates on Receipt of Offer :	ANNEXURE
	(i)	Willingness letter - to be sent through SPEED POST to ED(HR) on receipt of offer	
2.		Documents to be submitted at the time of Medical Examination :	
	(i)	Letter for Chief Medical Officer for medical examination by Medical Board. (alongwith the prescribed proforma)	
	(ii)	Candidate's statement and declaration	
3.		Documents to be submitted at the time of joining/reporting for training at Regional Executive Director	
	(i)	Attestation forms in triplicate as per Annexure - II.	
	(ii)	Certificate (in original alongwith a copy each duly attested by Gazetted Officer) of : Educational/ Professional Qualifications/ Date of Birth/Caste (in case of SC/ST/OBC) Category (in case of PH)	
	(iii)	Release certificate from the last employer, if serving or undergoing training in a Govt. Department/ PSUs etc.	
	(iv)	Character Certificate	Form - A
	(v)	Declaration	Form - B
	(vi)	Oath of allegiance to the Constitution	Form - C
	(vii)	Declaration regarding Home Town	Form - D
	(viii)	Identity Certificate	Form - E
	(ix)	Return of Assets and Liabilities	Form - 1
	(x)	Check List	

Dated: _____

To,

The Executive Director (HR)
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi – 110 003

Sub: **Willingness of Appointment to the post of Jr. Executive Engg(Civil)**

Sir,

Please refer to your letter No. _____ dated
_____ offering me the post of _____ in
Airports Authority of India.

- I hereby accept the offer of appointment to the post of Jr. Executive Engg(Civil). The terms and conditions of the offer are acceptable to me. All the required documents such as Medical Certificates, Attestation forms, etc., will be submitted at the time of reporting for duty.
- I hereby state that I will not be joining the post offered to me and as such the offer sent to me may be cancelled.

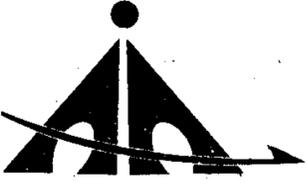
*** Strike out whichever is not applicable.**

Yours faithfully

Signature _____

Name _____

Address _____



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. : A-12024/01/2011-EE

Dated: 29/06/2011

To,

The Chief Medical Officer
Govt. Hospital

Sub: Medical Examination for the Purpose of Recruitment of Junior Executive Engg.(Civil) (E-1) in Airports Authority of India.

Sir,

Shri/Smt/Km _____ is being appointed for the post of Junior Executive Engg.(Civil) (E-1) in the scale of Rs. 16,400-40,500/- in the Airports Authority of India.

He/She is required to be examined by a Medical Board for fitness for appointment to the above said post.

It is, requested that the above candidate may please be medically examined for the above post and the report along with Medical certificate indicating his/her fitness or otherwise may please be handed over to the candidate (in original).

Yours faithfully,

636
29/6/11

[USHA DHINGRA]
Asst. General Manager [HR]

Copy to:-

Mr/Ms./Km _____ you are required to contact the Govt. Hospital of your District for Medical Examination along with statement and declaration to the Medical Board at the time of Medical Examination.

MEDICAL BOARD

Signature of Candidate _____ Date: _____
Name _____ Age _____
Post _____ Department _____

PHYSICAL EXAMINATION

1. General Development: Good _____ Fair _____ Poor _____
Thin _____ Average _____ Obese _____
Height (Without shoes) _____ Cms weight : _____ Kg.
Best weight: _____ Kg. when _____
Any recent change in weight _____ Temperature _____

GIRTH OF CHEST

(a) After full inspiration _____ Cms Abdomen _____
(b) After expiration _____ Cms Girth _____

- 2. Skin: Any obvious disease
- 3. Eyes: 1. Any disease:
 - 2. Night Blindness:
 - 3. Defect in colour Vision
 - 4. Fundus examination
 - 5. Field of vision
 - 6. Visual Acuity

Acuity of Vision		Naked Eye	With Glasses	Strength of Glasses		
				Spherical	Cylindrical	Axis
Distant vision	RE					
	LE					
Near Vision	RE					
	LE					

- 4. Ears: Inspection: _____ Hearing _____
Right Ear _____
Left Ear: _____
- 5. Glands: _____ Thyroid: _____
- 6. Condition of teeth _____
- 7. Respiratory system. Does physical examination reveal anything abnormal in the respiratory organs? _____
If yes explain fully
Circulatory System.

- 8. (a) Heart Any organic lesions?
 Rate Standing _____ After hoping 25 times _____
 2 minutes of after hoping _____
- (b) Blood Pressure: systolic: _____ diastolic : _____
 Abdomen: Girth _____ Tenderness: _____ Hernia: _____
- 9. (a) Palpable: Liver: _____ Spleen: _____ Kidney _____ Tumors _____
 (b) Harmornods: _____ Fistula: _____
- 10. Nervous system: Indications of nervous of mental disability:
- 11. Loco-Motor system: Any Abnormality: _____
- 12. Genite Urinary system: Any evidence of Hydrocele: _____
 Varicocele Etc. _____
- (a) Physical appearance: _____ (b) Sp. Gr. _____
- (c) Albumin: _____ (d) Sugar _____ (e) Castes _____
- (f) Cells: _____
- 13. Reports of Screebubg/X-ray (No. _____ &
 Dated _____):Examination of Chest : _____.
- 14. Is there anything in the health of the candidate likely to render him/her unfit for
 the efficient discharge of his/her duties in the services for which he/she is a
 candidate _____.
- 15. (i) Fit
 (ii) Unfit on account
 (iii) Temporarily unfit on account of

Member: _____

Member _____

Chairman _____

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His/her attention is especially drawn to the warning containing in the note below:-

1. Name in full
(in BLOCK LETTERS) _____

2. Date of Birth

D	D	M	M	Y	Y	Y	Y

3. State your age and place of birth _____

4. a) Have you ever had small pox, intermittent or any other fever, enlargement or suppression of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis? _____

b) Any other disease or accident requiring confinement to bed and medical or surgical treatment. _____

5. When you were last vaccinated? _____

6. Have you or any of your near relations been afflicted with Consumption, Scrofula, Gout, Asthma, Fits, Epilepsy or Insanity? _____

7. Have you suffered from any form of nervousness due to overwork or any other cause? _____

8. Have you been examined and declared unfit for Govt. service by a Medical Officer/Medical Board within the last 3 years. _____

9. Furnish the following particulars concerning your family

Father's health and age	Father's age at death and cause of death	Mother's health and age	Mother's age at death and cause of death

No. of brother(s) living, their age and state of health	No. of brother(s) dead, their age at death, cause of death	No. of sister(s) living, their age and state of health	No. of sister(s) dead, their age at death, cause of death

I declare that all the above information given by me are true and correct to the best of my belief.

I also solemnly affirm that I have not received a disability certificate/permission on account of any disease or other conditions.

Candidate's signature

Signed in presence of

Fit / Unfit

Signature of Medical Officer
of the Medical Board

Note: The candidate shall be held responsible for the accuracy of the above statement. By willfully suppressing any information, he/she will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

ANNEXURE – II

ATTESTATION FORM
(To be submitted in triplicate)

Affix passport size
Photograph duly
attested by Gazetted
Govt. Officer

POST: _____

“WARNING”

- I. The furnishing of false information or suppression of any factual information in the Attestation form would be a disqualification and is likely to render the candidate unfit for employment under Airports Authority of India.
- II. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be suppression of factual information.
- III. If it is found that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to the notice at any time during the service of a person, his service would be liable to be terminated.

	Surname	Name
1. Name in full (in BLOCK LETTERS) with aliases, if any (please indicate if you have added or dropped at any stage any part of your name or surname)	_____	
2. Present address in full i.e. Village, Thana and District or House Number, lane, street road and Town or district headquarters.	_____	

3. (a) Present address in full i.e. Village, Thana and District or House Number, lane/street road and town and name of district headquarters	_____	

(b) If originally a resident of Pakistan, the address of that country and the date of migration to Indian Union	_____	

4. Particulars of places (with periods or residence) where you have resided for more than one year at a time during the preceding five years, in case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No./Lane/Street/Road/Town)	Name of the district Hqrs, of the place mentioned in the preceding column

5.	Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation (if employed give designation and official address)	Present postal address (if dead give last address)	Permanent home address
(ii)	Father's name in full with aliases, if any					
(iii)	Mother's name in full with aliases, if any					
(iv)	Wife/Husband's name in full with aliases, if any					
(v)	Brother(s) name in full with aliases, if any					
(vi)	Sister(s) name in full with aliases, if any					

6. Information to be furnished with regard to son(s) and/or daughter(s), in case they are studying / living in a foreign country :-

Name	Nationality (by birth and/ or by domicile)	Place of birth	Country in which studying/living with full details	Date from which studying/living in the country mentioned in the previous column

7. Nationality :

8. (a) Date of Birth

D	D	M	M	Y	Y	Y	Y

(b) Present Age

Y	Y		M	M		D	D

(c) Age at Matriculation

Y	Y		M	M		D	D

9. (a) Place of birth, District and State in which situated

(b) District and State to which your father originally belongs

(c) District and state to you belong

10. (a) State your religion

(b) Are you a member of SC/ST

11. Educational qualification(s) showing place of education with years in schools and colleges since 15th year of age :

Name of School/College with full address	Date of entry	Date of leaving	Examination passed

- 12(a) Are you holding or have any time held an appointment under the Central / State Government / Semi Government / Quasi Government Body / Autonomous Body / Public Undertaking / Private Firm or in any Institution. If so, give full particulars with dates of employment, till date.

Period		Designation and nature of employment	Emoluments	Full name of employer	Reason for leaving previous service
From	To				

12(b)	<p>If the previous employment was under the Government of India, a State Government/Public Undertaking owned or controlled by the Government of India or a State Government, an autonomous body/university/local body, had you left service on giving a month's notice under rule of the Central Civil Services (Temporary Service) Rules, 1956 or any similar corresponding rules, were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time of notice on termination of service or at a subsequent date before your services actually terminated.</p>	
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- 13(i) a) Have you ever been arrested? : Yes/No
- b) Have you ever been prosecuted? : Yes/No
- c) Have you ever been bound down? : Yes/No
- d) Have you ever been fined by a Court of Law for any offence? : Yes/No
- e) Have you ever been debarred from any examination or restricted by any University or any other educational Authority/Institution? : Yes/No
- f) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its Examination/Selection : Yes/No
- g) If any case pending against you in any Court of Law at the time of filling up this Attestation Form? : Yes/No
- h) Whether discharged/expelled/withdrawn from any training Institution Government or otherwise? : Yes/No
- (ii) If the answer to any of the above mentioned question is 'YES' give full particular of the case/arrest/detention/ fine/ conviction/sentence/punishment, etc and/or the nature of the case pending in the court/university/educational authority etc. at the time of filling up this form.

NOTE: Please also see the warning at the top of this Attestation Form. Specific answers to each of the questions should be given by striking out 'Yes' or 'No', as the case may be.

14.	Name of the two responsible persons of your locality or two references to whom you are known	1.
		2.

I certify that the foregoing information are correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might be improper for my fitness for employment under Government.

Signature _____
Name _____
Address _____

Date :

Place :

CHARACTER CERTIFICATE

Certified that I have known
Shri/Smt./Km. _____ son/daughter of
Shri _____ for the last _____ years
_____ months and that to the best of my knowledge and belief, he/she
bears reputable character and has no antecedents which render him/her
unsuitable for Government employment.

Shri/Smt./Km _____ is not related to me.

Place: _____

Signature _____

Date: _____

Name _____

Address _____

I am satisfied about the reliability of the person who has given the
above Certificate of Character.

Place: _____

Signature _____

Date: _____

Name _____

Address _____

District Magistrate or Sub Divisional Magistrate or their Superior Officers.

Certificate to be signed by any one of the following :

1. Gazetted Officers of the Central or State Government
2. Member of Parliament or State Legislature belonging to the constituency where the candidate or his Parent/Guardian is ordinarily resident.
3. Sub-Divisional Magistrate/Officers.
4. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers.
5. Principal/Head Master of the recognized School/College/Institution where the candidate studied last.
6. Block Development Officer
7. Post Master
8. Panchayat Inspectors.

DECLARATION

(To be obtained from new entrants to Airports Authority of India)

I Shri/Smt./Km. _____
state:

- that I am unmarried/widower/widow
- that I am married and have only one spouse living
- that I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Signature _____

Designation _____

Station _____

Date _____

Note : Please strike out clause/clauses whichever is not applicable.

OATH OF ALLEGIANCE TO THE CONSTITUTION

I _____ do hereby swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as per law established and that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.

(SO HELP ME GOD)

Signature _____

Name _____

Address _____

AIRPORTS AUTHORITY OF INDIA

Declaration regarding "Home Town" vide sub-para (C) of paragraph 10 of the AAI (General Conditions of Service and Remuneration of Employees) Regulations, 2003.

I, _____ son/daughter of _____ employed as _____ in the office of Airports Authority of India, hereby declare that my permanent "Home is (Town/village) _____ Distt _____ in the State of _____ being:

- the place, which requires my physical presence at the intervals for discharging various duties and social obligations and I had been visiting that place frequently after my entry into service.
- the place, where I own residential property or I am a member of a joint family having residential property there.
- the place is the permanent residence of my parents, brothers, etc., where I would normally reside but for my absence from that place for service in AAI.
- the place, where I had been living there for some years prior to my entry into AAI service.
- the place of my permanent home town or village as entered in the service book or other appropriate official record.
- the place of my domicile in India after migration from _____.

Signature _____

Designation _____

Dated : _____

- Strike out whichever is not applicable.
- Any additional reason/reasons, if any, may be given for declaring "Home" in the space provided above.

Note: A declaration of "Home" once made shall ordinarily be treated as FINAL.

IDENTITY CERTIFICATE

Particulars to be signed by any of the following:

1. Gazetted Officer of the Central or State Government.
1. Member of Parliament or State Legislature belonging to the constituency where the candidate or his parents/guardian is ordinarily resides.
2. Sub-Divisional Magistrate/Officer.
3. Tehsildar or Naib Depty Tehsildar authorized to exercise Magisterial Powers
4. Principal/Head Master of the recognized school/college/institution where the candidate studied last.
5. Block Development Officer.
6. Post Master.
7. Panchayat Inspector.

Certified that I have known Shri/Smt/Kum
 _____ son/daughter of
 Shri _____ for the last _____ years _____
 months and that to the best of my knowledge and belief the particulars
 furnished by him/her are correct.

Signature _____

Name _____

Designation (with stamp) _____

Dated: _____

Place : _____

TO BE FILLED BY OFFICE

1. Name, Designation and address of the appointing authority.
2. Post for which the candidate is being considered.

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1st JANUARY OF EACH CALENDER YEAR (e.g. Lands, House, Shop, Other Building etc.)

Employee Code : _____
 Name : _____
 Designation : _____
 Organization : _____
 Place of Posting : _____
 Date of Joining : _____
 Basic pay : _____

S.No.	Details/Complete Address of the Property(see note-1 overleaf	If not in own name, state in whose name held and his/her relationship, if any with the employee(see note-2 overleaf)	Date of Acquisition	How acquired(see notes-3 &4 overleaf)	Value of the property(see note 5 overleaf)	Total annual income from the property	Any other relevant fact
1	2	3	4	5	6	7	8

Declaration

I hereby declare that the particulars given above are true.

Date: _____
 Place: _____

Signature: _____

**THE DOCUMENTS REQUIRED AT THE TIME OF
REPORTING FOR DUTY**

1. Candidate's Statement & Declaration as per **Annexure-I** and Attestation forms in triplicate as per **Annexure-II**.
1. Four Passport size photographs duly attested by a Gazetted Officer.
2. Certificates in support of your educational/professional qualifications, date of birth etc. in original, together with copies thereof duly attested by a Gazetted Officer.
3. Certificate (in original with an attested copy) in support of caste in the case of Scheduled Caste/Scheduled Tribe/OBC/Ex-Serviceman.
4. Character Certificate from two officers (**Form "A"**).
5. A Release Certificate/No Objection Certificate from your last employer, if serving or undergoing training in a Government department or Undertaking.
6. Service Certificate from your last employer in case you are/were employee in a private sector undertaking/PSE.
7. Medical Certificate.
8. Marital status undertaking as in **Form "B"**.
9. Candidate is required to take an Oath of Allegiance of faithfulness to the Constitution of India in the prescribed form (**Form "C"**) at the time of joining duties.
10. Declaration regarding Home Town (**Form "D"**).
11. Identity Certificate.
