

AIRPORTS AUTHORITY OF INDIA

N.S.C.B.I AIRPORT, KOLKATA

Under Special Recruitment Drives invites applications for the following posts:

1. FOR PHYSICALLY HANDICAPPED PERSONS ONLY:

a) Senior Assistant (Accounts) (OBC-1)

Scale of pay : Rs. 6300-180-8460-200-12060/-

Age : Below 27 years

Qualification : B.Com.

Experience : 3 years experience in Accounts/Budget/Internal Audit in a Govt. Department/commercial organization/ PSU or Graduate with a pass in Intermediate Examination of ICA or ICWA.

b) Assistant (Airport Hostess) (UR-1) (for female candidates only)

Scale of pay : Rs. 5800-160-7720-180-10960/-

Age : Below 27 years

Qualification : Graduate. Should be able to speak English/Hindi & local languages fluently and should have a clear voice and photogenic face/pleasant personality. Knowledge of Computer Operation is essential.

Desirable : Degree in Science with physics as main subject or Diploma in Electronics & Radio Engineering from Recognized Institution. **Experience** : As Radio/TV Announcer/Programmer desirable.

c) Assistant (Telecommunication) (UR-1)

Scale of pay : Rs. 5800-160-7720-180-10960/-

Age : Below 27 years.

Qualification : Graduate. Those holding certificate in operation of EPABX from a Recognized institute will be preferred. **Experience** : 2 years as Telephone Operator.

d) Assistant (Office) (UR-1 & SC-1)

Scale of pay : Rs. 5800-160-7720-180-10960/-

Age : Below 27 years.

Qualification : Graduate with a speed of 40 w.p.m. in typing and possessing Computer Knowledge. **Experience** : 2 years in a Govt. office/PSU/an organization of repute. Preference will be given to those who are in possession of National Apprenticeship certificate.

2. FOR SCHEDULED CASTE CANDIDATES ONLY

Senior Assistant (Steno) (SC-1)

Scale of pay : Rs. 6300-180-8460-200-12060/-

Age : Below 32 years (including relaxations).

Qualification : Graduate with speed of 80/40 w.p.m. in English Stenography and typing respectively.

Experience : 1 year as Stenographer. Candidates having knowledge of computer operation will be preferred.

: NOTE :

1. Upper age limit is applicable as on 31.08.2005 and is relaxable by 10 years for PH persons only, over and above the relaxation available to SC/ST & OBC categories as per rule. 2. Candidates belonging to OBC category must submit certificate alongwith their application for **not belonging to Creamy layer**. 3. Upper age limit shall also be relaxable for Ex. Servicemen as per rule. 4. 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 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 such as post applied for, Name of the candidate (in block letters), Father's name, Full Address with pin code, Date of birth and Age as on 31.08.2005, Educational qualifications, Technical qualifications, Whether SC/ST/OBC/Ex-Serviceman, nature/extent of disability in case of PH persons, Experience, extra curricular activities, Languages known (read, write & speak) etc., 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 **Dy. General Manager (Personnel & administration), Airports Authority of India (International Airports Division), Netaji Subhas Chandra Bose International Airport, Kolkata-700 052, within 15 days from the date of publication of this advertisement**. 3. **Incomplete applications, those not conforming to the job specifications as above and received later than the specified date and without attested copies of the testimonials/certificates, proof of age, qualification, category, PH certificate and experience etc. will be rejected summarily.** 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 should be in the proper prescribed form and should have been issued by the appropriate authority. 6. **The posts indicated in para-1 (a) to (d) above are for PH persons only.** 7. The Candidates already in employment of State/Central Govt. or Govt. Undertakings/ Autonomus Bodies should apply through proper channel. Applications not submitted through proper channel will not be entertained. Advance copy of applications 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 duty 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/interview). **VISIT US AT : www.airportsindia.org.in OR www.aai.aero OR www.nscbiairport.org.**