

AIRPORTS AUTHORITY OF INDIA

Advt.No.2/2006

Last date for receipt of application: 15.05.2006

For NER / N&K : 30.05.2006

The Airports Authority of India invites applications for the following posts :-

Sl.No.	Name of the Post	No. of Vacancies	Pay Scale
1.	Dy. Company Secretary	01	Rs.17500-22300
2.	Jr. Executive (Electronics)	60 (Gen-44, OBC-16)	Rs. 8600-250-14600

1. QUALIFICATION - Dy. Company Secretary

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, listing of shares with Stock Exchanges, SEBI guidelines etc. and Commercial Laws and capable of handling independently all secretarial functions and other legal works connected therewith.

2. Jr. Executive (Electronics)

Degree in Engineering in Electronics / Telecommunication / Electrical with specialization in Electronics OR equivalent with 1st class (60% or above).

AGE: As on 01.04.2006

Below 45 years (For Dy. Company Secretary)

Below 27 years (For Jr. Executive (Electronics))

SELECTION PROCESS

1. Dy. Company Secretary

The selection shall be made on the basis of interview.

2. Jr. Executive (Electronics)

The Selection shall be made on the basis of a written test followed by interview.

CONCESSION FOR OBC (FOR SL. 2 ONLY)

Upper age limit is relaxable by three years.

CONCESSION FOR J&K RESIDENTS(for Sl. 2 only)

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 1/1/80 to 31.12.89.

CONCESSION FOR EX-SERVICEMEN(for Sl. 2 only)

Age relaxation as per Govt. rules.

GENERAL

1. 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.
2. Selected candidates are liable to be posted anywhere in India.
3. Employees of Govt./Public Sector Undertaking should forward their applications through proper channel.
4. The written test for the post of Jr. Executive (Electronics) will be held at the following centres :- Delhi/ Mumbai/ Kolkata / Chennai / Guwahati / Allahabad / Ahmedabad / Hyderabad / Nagpur and Thiruvananthapuram. The number of centres can be reduced depending upon number of candidates and in that case the candidates will be adjusted in the nearest centre.
5. The eligibility with respect to age/experience will be determined as on 01.04.2006. The candidates who have appeared in the final degree exam before the last date of receipt of application can also apply however their candidature would be provisional subject to their fulfilling the prescribed qualification and furnishing the mark sheet/result before the written test.

HOW TO APPLY

Please send in your applications in the format given below to “HR Cell, Airports Authority of India, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110 003”. Applications must be accompanied by attested copies of all documents, and a crossed DD of Rs. 100/-(non-refundable) in favour of Airports Authority of India payable at New Delhi. Envelope shall be marked with name of the post applied for. AAI shall not be responsible for any postal delay. Applications received after the last date and those without Photograph, attested copies of supporting documents and those which are incomplete / incorrect/ unsigned shall be rejected without any notice and no further correspondence will be entertained. Canvassing in any form or bringing any influence will be treated as disqualification

EXECUTIVE DIRECTOR (PERS. & ADMN.)

FORMAT

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the applicant _____
2. Date of Birth _____
3. Whether belong to Gen / OBC/ _____
4. Father's Name _____
5. Whether AAI employee: - Yes / No _____.
6. Whether Ex-Serviceman: - Yes / No _____.
7. Whether Physically challenged:- Yes /No _____.

Recent passport
size Photograph
Attested in front
by a Gazetted
officer

8. **Educational Qualifications: -**

Name of Exam.	Name of Institution/ University	Month & Year of passing	subject	%age of marks
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9. **Experience**

Name of the Company	Position held	Period of Service	Details of Experience gained
May attach separate sheet if desired			

10. 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 _____

11. Particulars of DD(i) No. _____ (ii) date _____

(iii) Name of the Bank _____

12. Contact Address (with Pin Code) _____

Pin Code _____

13. Whether attested copies in support of 3 to 10 above are enclosed: Yes /No

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

(Signature of the Candidate)
with Date

Enclosures : -

1. _____

2. _____

