



AIRPORTS AUTHORITY OF INDIA
(A Category-1 'Mini Ratna' Public Sector Enterprise)
REGIONAL HEADQUARTERS, NORTH EASTERN REGION, LGBI AIRPORT
GUWAHATI-781015

Advt. No.03/2017/NER

RECRUITMENT FOR THE POST OF ASSISTANT (OFFICE), PWD, (VISUALLY HANDICAPPED)

Airports Authority of India invites applications from the eligible candidates who are domicile of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura for the post of Assistant (Office), NE-5 level, PWD, VH(Partially Blind) in Airports Authority of India in North Eastern Region. Applicants shall apply online through <https://www.aai.aero/en/careers/recruitment> for the above mentioned post.

(APPLICATION THROUGH ONLINE MODE WILL ONLY BE ACCEPTED)

IMPORTANT DATES:

Schedule of process for the post of Assistant (Office), (PWD), VH (Partially Blind)

Opening Date for On-Line Registration of Applications	16.12.2017 at 17:00 Hrs.
Last Date for submission of On-Line Application	15.01.2018 up to 17:00 Hrs.

Name & Level of Post	No of vacancy	Scale of Pay
Assistant(Office), NE-5 level, PWD, Visually Handicapped (Partially Blind)	01 * (Visually Handicapped (Partially Blind) of visual impairment or partial blindness should be not less than 40%)	Rs.13,400 - 30,500/-(Under revision w. e. f. 01/01/2017)

* Backlog vacancy

1. EMOLUMENTS

In addition to Basic Pay, Dearness Allowance, Perks, HRA and other benefits which include CPF, Gratuity, Social Security Scheme, Medical Benefits, etc. are admissible as per Airports Authority of India Rules & Regulations.

2. Age and Qualification:

The candidate should possess the following age & qualifications for on-line registration of application:

i)	Age limit & Relaxation	Age limit 18 to 40 years as on 15.01.2018 a) Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy layer) candidates. b) Length of service extended by 3 years for Ex-servicemen. c) Upper age limits are relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA, subject to attainment of 50 years. d) Maximum age limit for widows, divorced women and women judicially separated from their husbands and who are not remarried: Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes). e) The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent request for change in date of birth will be entertained.
ii)	Educational Qualification & Experience	Graduate with typing speed of 40 wpm with computer knowledge and 2 years relevant experience in the concerned discipline subject to trade test.
iii)	Written Examination	The level for written examination for the post of Assistant(Office) will be as under:- General English : 25 marks General Knowledge/Current Affairs : 25 marks General Aptitude/Reasoning : 25 marks Numerical Ability : 25 marks ----- 100 marks ----- The minimum pass marks will be 50 out of 100 for General/OBC candidates and 40 out of 100 for SC & ST candidates. The time duration for written examination will be 2 Hrs.

3. SELECTION PROCEDURE

The candidate will have to appear for Computer Based Online written examination. The candidates will be allowed to appear in the Typing Speed Test subject to passing the computer based online examination.

Appointment to the post of Asstt. (Office) is subject to fulfilling eligibility conditions and on the basis of performance in On-line examination and Trade Test.

The candidate who does not fulfil the eligibility criteria at any stage mentioned above will not be considered for next stage of selection process and therefore, will be disqualified from further selection process.

4. **Application Fees:** PWD candidates are exempted from fee payment.

5. GUIDELINES FOR FILLING ONLINE APPLICATION

Applicant satisfying the eligibility conditions may apply only through online registration link available at Airports Authority of India website <https://www.aai.aero/en/careers/recruitment>. No application through any other mode will be accepted. No documents are required to be sent to AAI in connection with the application. Please carefully go through the instructions under 'HOW TO APPLY' and also detailed instructions given in recruitment notification/advertisement and on the main page of online application form.

1. Before registering/submitting online applications on the website the candidates should possess the following:-
 - a) Valid E-mail ID: The E-mail ID and mobile number entered in the on-line application form should remain active until the recruitment process is completed. No change in the E-mail ID/Mobile Number will be allowed once entered. ALL CORRESPONDENCE REGARDING THIS RECRUITMENT SHALL BE MADE ON REGISTERED E-MAIL ID including E-Admit Card, for appearing in online Examination.
 - b) While applying on-line, candidate should keep the scanned/digital copy of their passport size colour photograph and signature (in format *.jpg or *.jpeg file only).
 - c) Scanned copy of all relevant certificates/documents/details relating to eligibility criteria viz., educational qualification, caste certificate, experience certificate, Discharge Certificate in case of Ex-Servicemen, etc. for submitting in online application form. The scanned soft copy of relevant document (as applicable) between 50KB-1000KB in "*.jpg/*.jpeg/*.pdf" format. Ensure that the size of the scanned image is not more than 1000 KB.
2. The candidates should ensure the completion of all step-I and II of the registration, final submission by stipulated date and time. The candidates can download the system generated filled-in application form with unique Application Sequence Number, which may be printed and retained for future reference.
3. On successful registration of Online application Step-I, candidates are advised not to attempt for registration for the same post again, as in case of multiple registrations for the same post the candidature is liable to be cancelled/rejected without any notice/intimation to the Candidate.
4. Candidates are required to enter all information correctly in the on-line application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
5. On successful submission of the application by the candidate, an email will be sent to their registered E-mail ID regarding Examination schedule, Admit Card for computer based/online examination.
6. The candidate shall be responsible for registration, filling up the form, uploading, receiving, downloading, and printing of Online Application and E-Admit Card for appearing in the Computer

Based Test(CBT). AIRPORTS AUTHORITY OF INDIA will not be responsible for any loss of E-mail sent due to invalid/wrong E-mail ID provided by the candidate or for delay/non-receipt of the information if a candidate fails to access his/her name or AIRPORTS AUTHORITY OF INDIA website in time.

7. After registering/submitting online application, the candidate may download the Filled-in Application Form with unique application sequence number, which can be retained for further reference.

6. **HOW to APPLY:-**

6.1. **STEP-I (SIGN UP/REGISTRATION):-**

a) Applicants satisfying the eligibility conditions may apply only through online application link hosted in career pages of our website i.e. <https://www.aai.aero/en/careers/recruitment>.

b) Applicant will view instructions page and they will have to accept the terms & conditions by clicking 'I AGREE' checkbox given below and pressing the 'START' button.

c) Applicant should sign up first with their valid E-mail ID and Mobile number. On signing up the Password and Login ID will be sent to the registered E-mail ID and Mobile Number provided by the candidate. The applicant should ensure the correctness of Mobile number and E-mail ID during registration process.

6.2 **STEP-II(SUBMISSION OF APPLICATION & UPLOADING DOCUMENTS):**

a) After registration, applicant should re-login by revisiting the On-line Application Link hosted in career pages of our website i.e. <https://www.aai.aero/en/careers/recruitment> by using login credentials i.e. Login-ID and Password received at their registered E-mail ID/Mobile number.

b) The applicant should fill-in all the information viz. personal details, educational qualification, experience details in the on-line form about himself/herself correctly and upload photograph, certificates, etc.

c) Applicants should upload the scanned image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only *.jpg/*.jpeg/*.pdf formats are acceptable:

(i) **Photograph:**

- a) Photographs must be a recent passport size colour photograph(not older than 03 months).
- b) Make sure that the photograph is taken against a light- coloured, preferably white background.
- c) Size of file should be between 50-80 KB in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

(ii) **Signature Image:**

- a) The applicant has to sign on white paper with Black ink pen.

- b) The signature must be of the applicant only. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature will be rejected.
- c) Please scan the signature area only and not the entire page.
- d) Size of the file should be between 10kb-50kb in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 50 kb

(iii) Certificate/document Image:

- a) Please scan and upload relevant certificate separately.
 - Matriculation Certificate as D.O.B. Proof.
 - Caste Certificate.
 - Certificate of educational qualification, experience etc.
 - Domicile Certificate
 - In case of Ex-Servicemen, scanned copy of Discharge Certificate.
- b) Each Certificate should be *.jpg/*.jpeg/*.pdf Format of size between 50KB - 1000 KB.

iv) **Up-loading the Photograph, Signature & Certificate(s):**

The candidate should login to upload his/her photograph, signature and Certificate as per the instructions given in the following paragraphs:

- a) There are separate links for uploading photographs, Signature and Certificate(s). Click on the respective link to upload Photograph/Signature/Certificate etc.
- b) Browse and select the location where the scanned photograph/Signature/certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded.
- d) Candidate is required to download the system generated online application form with **Unique Registration Number**, which may be retained for future reference.

7. **GENERAL INSTRUCTIONS:**

1. Only candidate, who are domicile of **Assam, Manipur, Tripura, Nagaland, Arunachal Pradesh, Mizoram and Meghalaya** can apply for the above post.
2. Before applying for the post, the candidate should ensure that he/she meet the eligibility and other criteria as mentioned in the advertisement. **The candidate should crosscheck the information furnished in the application form before finally submitting the same as no correction would be possible later.** Furnishing of wrong/false information will lead to disqualification and AIRPORTS AUTHORITY OF INDIA will not be responsible for any consequence of furnishing such wrong/false information.
3. **The eligibility with respect to Age and Educational Qualification will be determined as on 15.01.2018.** The candidates whose result for final year examination is awaited are also allowed to appear in the computer based/online examination subject to the condition that they have to produce the final result at the time of document verification.

4. Wherever CGPA/OGPA is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/University/Institute at the time of document verification.
5. Appointment to above mentioned post is subject to fulfilling eligibility criteria and successfully passing of Typing/Trade Test.
6. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of documents verification. In case, the candidate fails to produce the NOC, his/her candidature will be not be considered.
7. Candidates belonging to SC/ST will have to produce his/her original caste certificate from the competent authority, along with self-attested copy of the same, at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.
8. The OBC candidates availing reservation will have to produce original OBC Certificate with "NON CREAMY LAYER STATUS" in the prescribed format issued by the **Government of India** along with self-attested copy of the same at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.
9. The candidates have to appear for the computer based/online examination, Typing Speed Test, for the above post at their own expenses.
10. The education and other qualifications must be obtained from Government recognized institutions/Universities as per statutes.
11. In case of Ex-Servicemen, the applicant should upload scanned copy of Discharge Certificate.
12. Centres for Computer Based (Online) Test will be held in **Guwahati, Agartala and Silchar** (including city suburbs).
13. Mere fulfilling of minimum qualification will not vest any right on candidates for being called for online examination/Trade Test. No interim correspondence will be entertained.
14. Candidature of the registered candidates is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
15. The decision of AIRPORTS AUTHORITY OF INDIA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents is to be produced and any other matter relating to recruitment will be final and binding on the candidate.
16. The AIRPORTS AUTHORITY OF INDIA reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based online examination and Typing Trade Test.
17. AIRPORTS AUTHORITY OF INDIA reserves the right to change the examination centre on the basis of any other norms decided at a later date.
18. The e-admit cards for appearing in Computer Based (Online) Tests and call letters to be issued to the candidates are purely provisional. However, in case any ineligible candidate has been issued admit card and has appeared in the On-line written examination/test or allowed to join AIRPORTS AUTHORITY OF INDIA, his/her candidature will automatically be treated as cancelled at any stage of the recruitment/service on grounds of his/her ineligibility.

19. AIRPORTS AUTHORITY OF INDIA reserves the right to modify/restrict/cancel the recruitment process, if need so arises without issuing any further notice or any reasons thereof. The decision of the Management will be final and no appeal will be entertained.
20. Selected candidates are liable to be posted anywhere in India.
21. Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

22. The decision of the selection committee is not liable for challenge and same shall stand final and binding on each candidate.
23. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
24. Please do visit your email account regularly for any updates.
25. Further notifications/corrigendum in this regard, if any, will be put up on AIRPORTS AUTHORITY OF INDIA website only.
26. For any technical queries/clarifications/grievances relating to the filling up of ONLINE Application, please contact helpdesk
E- Mail: aainer.pwdhelpdesk2017@gmail.com
and Toll Free No: 18002660793.

27. Court of jurisdiction for any dispute will be at Guwahati.
28. In case of any dispute, English version of the advertisement published in Employment News will be treated as valid.

Regional Executive Director (NER)