

**SCHEDULE FOR APPLICATION VERIFICATION & COMPUTER LITERACY TEST FOR
THE POST OF SENIOR ASSISTANT (ACCOUNTS)
UNDER ADVERTISEMENT NO. 03/2023 (Post Code-02)**

**VENUE: BOARD ROOM 'A' BLOCK, 3rd FLOOR, AIRPORTS AUTHORITY OF INDIA
CORPORATE HEAD QUARTERS, RAJIV GANDHI BHAWAN
SAFDARJUNG AIRPORT, NEW DELHI-110003**

| S. No. | Roll No. | Candidate's Name | Date | Time |
|--------|------------|-------------------------------|------------|----------|
| 1 | 1643000003 | SUPRIYA BHAT T | 27.09.2024 | 09.00 AM |
| 2 | 1873000330 | RAHUL RAJU | 27.09.2024 | 09.00 AM |
| 3 | 1953000105 | KARTIK WADHWA | 27.09.2024 | 09.00 AM |
| 4 | 1953000117 | AISHWARYA | 27.09.2024 | 09.00 AM |
| 5 | 1953000152 | UTKARSH BANSAL | 27.09.2024 | 09.00 AM |
| 6 | 1953000481 | TARUN LUTHRA | 27.09.2024 | 09.00 AM |
| 7 | 1963000169 | GAURAV KUMAR | 27.09.2024 | 09.00 AM |
| 8 | 2043000029 | SARBESWAR CHHOTARAY | 27.09.2024 | 09.00 AM |
| 9 | 2323000117 | PRAVEEN KUMAR V S S R TALLURI | 27.09.2024 | 09.00 AM |
| 10 | 2323000165 | RAHUL SHARMA | 27.09.2024 | 09.00 AM |
| 11 | 2453000117 | MAHAK MEHROTRA | 27.09.2024 | 09.00 AM |
| 12 | 1183000038 | PONNADA SUNIL KUMAR | 27.09.2024 | 09.00 AM |
| 13 | 1313000128 | SHIVAM KUMAR SINGH | 27.09.2024 | 09.00 AM |
| 14 | 1873000190 | BIMAL KUMAR PAUL | 27.09.2024 | 09.00 AM |
| 15 | 1993000042 | PRIYA YADAV | 27.09.2024 | 09.00 AM |
| 16 | 1323000079 | SUNNY MARWARI | 27.09.2024 | 09.00 AM |
| 17 | 1963000160 | SHIVAM GAUTAM | 27.09.2024 | 09.00 AM |

Note: Presence of candidates may be required for additional day(s) if all the processes are not completed on the same day and hence, candidates are advised to make the necessary arrangements accordingly.

2. In case of your absence on the scheduled day, your candidature will NOT be considered for final selection.

3. At the time of Application Verification, you are advised to bring following certificates **in ORIGINAL** along with the Call Letter (which will be issued in due course) and Admit Card of Computer Based Test for verification of your Age, Educational / Professional Qualifications, Experience, Caste, Disability etc.: -

- (i) Secondary School Marksheet and Certificate indicating Date of Birth as proof of Age
- (ii) Higher Secondary School Marksheet and Certificate
- (iii) Bachelors' / PG Degree Certificates as applicable
- (iv) Year-wise / Consolidated mark sheets of Bachelors' / PG Degree Examination as applicable
- (v) Wherever CGPA / OGPA in a degree is awarded, the candidate will have to produce document indicating equivalent percentage of marks as per norms adopted by the University / Institute at the time of application verification
- (vi) Caste Certificate of SC, ST and OBC (Non-Creamy Layer), Disability Certificate & Apprenticeship Certificate (who have successfully completed one-year Training in AAI), if applicable
 - (a) Valid Caste Certificate for OBC (Non-Creamy Layer) [issued during F.Y. 2023-2024], in the format prescribed for Recruitment to Central Govt. Services
 - (b) Valid Scheduled Caste, Scheduled Tribe and Disability Certificate [issued on or before 04.09.2023]

Note: For acceptable reservation certificates, please refer Detailed Advt. No. 03/2023 available on AAI website. (<https://www.aai.aero/en/recruitment/release/365082>)

- (vii) Discharge Certificate for Ex-Servicemen
- (viii) Confirmation of completion of probation on initial appointment in AAI (in case of AAI departmental employees claiming age relaxation)

- (ix) **NO OBJECTION CERTIFICATE** from the present Employer if working in Central Govt., State Govt., Autonomous body or Public Sector Undertaking (Other documents such as undertaking to resign in the event of selection, acknowledged copy of applied NOC/Resignation, Experience Certificate etc. shall not be considered in place of NOC)
- (x) Experience Certificate of two years in the field of preparation of Financial Statements, taxation (direct & indirect), audit and other Finance and Accounts related field experience.
- (xi) Supporting documents like Salary Slip / Form-16 / ID Card / Offer Letter / Joining Letter of the period for which you are claiming experience from concerned organization(s).
- (xii) One ID proof in ORIGINAL i.e. Voter ID/Aadhar/Driving License/Passport etc.
- (xiii) One set (self-attested) photocopy of all the above documents along with originals
- (xiv) 02 Passport size photographs

4. Ex-servicemen candidates will have to submit the “Form of undertaking to be given by candidates applying for civil posts under Ex-Servicemen Category” at the time of Application Verification, for being eligible for the benefit of reservation. (https://www.aai.aero/sites/default/files/examdashboard_pressnote/Appendix-3.pdf)

5. You are advised to come for the Application Verification only if you carry the above-mentioned documents in Original and also if you are meeting the eligibility criteria as per the Advertisement.

6. Your candidature will **NOT** be considered for selection and you will **NOT** be allowed to appear for Computer Literacy Test, in case you do not fulfill any of the conditions in the Advertisement or if you fail to produce any one of the above listed documents in original at the time of Application Verification.

7. Only those candidates who qualify the Computer Literacy Test will be considered eligible for selection.

8. In order to qualify the Computer Literacy Test, you will be required to obtain atleast 50% marks in each of the three software (i.e. MS-Word, MS-PowerPoint and MS-Excel). Topics for Computer Literacy Test in MS Office under Advt. No: 03/2023 are available on AAI Website. (<https://www.aai.aero/sites/default/files/examdashboard-syllabus/TOPICS%20FOR%20COMPUTER%20LITERACY%20TEST.pdf>)

9. Books/ Papers/ Mobile Phones/ Earphones/ Watches/Digital devices/ Calculators/ digital diary or any other electronic devices will be strictly prohibited at the venue of Computer Literacy Test. The Venue Administration will not be responsible for handling any safe custody / loss of personal belongings of the candidates. Candidates must abide by further instructions, if any, which may be given to them by the Invigilators and Supervisor on the day of Test. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as AAI may deem fit. Any candidate found using unfair means shall be debarred from the test.

10. No request for change of Date, Time and Venue for Verification of Application/Computer Literacy Test will be entertained.

11. You will be reimbursed AC III Tier fare or actual Bus fare by shortest route through internet banking transfer/payment on production of proof of travel, provided the distance travelled by Rail/Bus each way exceeds 80 Kms. Following documents shall have to be submitted for claiming the Travelling Allowance:

- (i) Original Tickets/ Print-out of e-tickets
- (ii) Cancelled cheque of the bank account to which the amount is to be transferred

12. Link for downloading Call Letter will be made available to the candidates shortly on Careers section of AAI website (www.aai.aero).
