

Instructions for applicants of Advt No: 03/2023

Guidelines for Application Registration:

- Candidates are required to visit the AAI website (www.aai.aero), click on the “Careers” Section and then on “Registration Link” under Advt No: 03/2023, which will open a new screen.
- To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.**
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/Identity proof. Any change/alteration found may disqualify the candidature.
- Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo, Signature, Left Thumb Impression & Hand Written Declaration as per the specifications given in the Detailed Advertisement and Guidelines for Scanning and Uploading the documents.
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- Modify details, if required, and **click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature, left thumb impression & hand written declaration uploaded and other details filled by you are correct.**
- Click on 'Payment' Tab and proceed for payment.
- Click on 'Submit' button.

Guidelines for scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified in detailed advertisement
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified in detailed advertisement).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using “Save As” option in the File menu. Size can be adjusted by using crop and then resize option.

Guidelines for procedure for uploading the documents:

- While filling in the Online Application Form, the candidate will be provided with separate links for uploading Photograph, Signature, Left Thumb Impression and Hand Written Declaration.
- Click on the respective link “Upload Photograph / Signature / Upload Left Thumb Impression / Hand Written Declaration”.
- Browse and Select the location where the Scanned Photograph / Signature / Upload Left Thumb Impression / Hand Written Declaration file has been saved.
- Select the file by clicking on it.
- Click the “Open/Upload”.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/ smudged image, the same may be re-uploaded to the expected clarity /quality.

Note:

- Your Online Application will not be registered unless you upload your photograph, signature, left thumb impression and hand written declaration as specified.
- In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- After uploading the photograph / signature / left thumb impression / hand written declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- **Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.**
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- **If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.**
- Candidates should ensure that the signature uploaded is clearly visible
- After registering online, candidates are advised to take a printout of their system generated online application form(s).