



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2025/34

March 21, 2025.

Shri Amit Kanungo,

**Subject: Supply of Information under RTI Act, 2005.**

Sir,

This has reference to the RTI Application No. AAIDL/R/T/24/00768 dated 20/12/2024 received by this office on 30.01.2024 on being transferred from Technical Directorate, AAI, CHQ, New Delhi on the above subject.

The reply to the queries specific to NSCBI Airport, Kolkata are as under :-

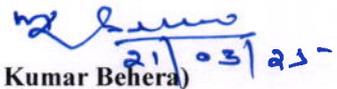
Sl. No.	Information sought.	Reply.
	With reference to Revision of Sanctioned Strength Group C & D Cadres for all the 5 regions of AAI please furnish a copy for the following.	An extract of AAI R&P Guidelines is enclosed.
1.	What is the Job Profile (Role, Duty & Responsibility) of Jr. Assistant/Sr. Assistant (Auto-Mech) in the MT Technical Discipline.	
2.	What is the Job Profile (Role, Duty & Responsibility) of Jr. Assistant/Sr. Assistant/Superintendent (Workshop) in the MT Technical Discipline.	
3.	What is the Job Profile (Role, Duty & Responsibility) of Jr. Assistant/Sr. Assistant/Superintendent (Driver) in the MT Technical Discipline.	

As per Section 19 of the Right to Information Act 2005, if you are not satisfied with the reply you can file an appeal with the First Appellate Authority within 30 days of the issue of this order, whose particulars are as under :-

Dr. P.R. Beuria,  
Airport Director,  
Airports Authority of India,  
Operational Office, NSCBI Airport,  
Kolkata-700052.

Thanking you,

Yours faithfully,

  
(Manoj Kumar Behera)  
General Manager (Ops.-ASM)/CPIO,

Encl. a.a.

**THE EDUCATIONAL QUALIFICATIONS/EXPERIENCE FOR DIRECT  
RECRUITMENT/PROMOTION FOR EMPLOYEES TO THE VARIOUS  
GRADES IN THE NON-EXECUTIVE CADRES:**

**INDUCTIONS AT NE-1**

[ Pre-Revised - ₹. 4400-6920] [ Revised Scale – ₹.10200-23000]  
(ORDER NO. PERS/MPP/1126/2/2010 DATED 11TH MAY, 2011 W.E.F.  
21.1.2011)

S. No.	Designation	Deptt.	Qualifications Maximum age: 27 years.
1.	Jr. Attendant (Civil/Beldar)	CIVIL	10 <sup>th</sup> pass, should have good physique.
2.	Jr. Attendant (Horticulture)/ Mali	CIVIL	10 <sup>th</sup> pass, should know the gardening.
3.	Jr. Attendant (Sewer)	CIVIL	10 <sup>th</sup> pass, knowledge of related trade.
4.	Jr. Attendant (Electrical)/ Wireman	ELECT	10 <sup>th</sup> pass, should have good physique.
5.	Jr. Attendant (House Keeping)	HK	10 <sup>th</sup> Pass.
6.	Jr. Attendant (Medical)	MEDICAL	10 <sup>th</sup> Pass.
7.	Jr. Attendant (Caneman)	MM	10 <sup>th</sup> pass, knowledge of related trade.
8.	Jr. Attendant (Store)	MM	10 <sup>th</sup> pass.
9.	Jr. Attendant (Workshop)	MT	10 <sup>th</sup> pass, preferably ITI, knowledge of related trade.
10.	Jr. Attendant (Airport)	OPS	10 <sup>th</sup> pass, knowledge of related trade.
11.	Jr. Attendant (Security)	OPS	10 <sup>th</sup> pass, should have good physique.
12.	Jr. Attendant (Office)	HRM	10 <sup>th</sup> pass.

**INDUCTIONS AT NE-4**

[Pre-Revised Scale- ₹. 5500-10060] [ Revised Scale – ₹. 12500-28500]

S. No.	Designation	Deptt.	Qualifications with 2 years relevant experience in the concerned discipline Maximum age 30 years.
1.	Jr. Asstt. (Cartography)	ATM	10 <sup>th</sup> pass + ITI
2.	Jr. Asstt. (Fork Lift)	CARGO	10 <sup>th</sup> pass, ITI Fitter/Motor Mechanic.
3.	Jr. Asstt. (Drawing – Civil)	CIVIL	10 <sup>th</sup> pass, ITI in Civil D'manship.
4.	Jr. Asstt. (Carpentry)	CIVIL	10 <sup>th</sup> Pass with ITI Trade Certificate.
5.	Jr. Asstt. (Laboratory)	CIVIL	10 <sup>th</sup> Pass, experience in soil testing laboratory.
6.	Jr. Asstt. (Masonry)	CIVIL	10 <sup>th</sup> Pass with ITI in related trade.
7.	Jr. Asstt. (Plumber)	CIVIL	10 <sup>th</sup> Pass, ITI in related trade.

S. No.	Designation	Deptt.	Qualifications with 2 years relevant experience in the concerned discipline Maximum age 30 years.
8.	Jr. Asstt. (Drawing-Electrical)	ELECT	10 <sup>th</sup> Pass, ITI in Elect & Mechanic Draughtsmanship.
9.	Jr. Asstt. (Lift Operation-cum-Mechanic)	ELECT	10 <sup>th</sup> Pass, ITI in related trade.
10.	Jr. Asstt. (ACR)	ELECT	10 <sup>th</sup> Pass, ITI Air Condition/Refrigeration.
11.	Jr. Asstt. (Aerobridge)	ELECT	10 <sup>th</sup> Pass, ITI in Wireman Trade.
12.	Jr. Asstt. (Wireman)	ELECT	10 <sup>th</sup> Pass, ITI in related trade.
13.	Jr. Asstt. (Electronics)	ELECTRONICS	10 <sup>th</sup> Pass, ITI in related trade.
14.	Jr. Asstt. (Fire Services)	FIRE	<p><b>Educational Qualification:</b> 10+3 years' approved regular Diploma in Mechanical/Automobile/Fire with minimum 50% marks;</p> <p style="text-align: center;">OR</p> <p>b. 12<sup>th</sup> Pass (Regular Study) with 50% marks</p> <p><b>Driving License:</b></p> <p>a. Valid Heavy Vehicle Driving Licence;</p> <p style="text-align: center;">OR</p> <p>b. Valid Medium Vehicle Licence issued at least one year before the date of advertisement.</p> <p>c. Valid Light Motor Vehicle Licence issued at least two years before the date of advertisement.</p> <p>In case of b &amp; c, on selection the appointment will be subject to production of Heavy Driving Licence</p> <p><b>Desirable:</b></p> <p>Due weightage shall be given to a candidate possessing any one or more (subject to maximum limit of the following)</p> <p>a. Computer Science as subject at 12<sup>th</sup> class level;</p> <p>b. NCC 'B' Certificate</p> <p>c. Relevant experience in an aviation/regular/industrial fire service</p> <p>d. Basic Fire Fighting Training Course from AAI Fire Training Establishment.</p> <p>e. Sub-Fire Officer course from National Fire Service College, Nagpur</p> <p><i>(Refer Order No. A.12024/1/2009-EW(Pt.) dated 05.01.2012)</i></p>
15.	Jr. Asstt. (House Keeping)	HK	10 <sup>th</sup> Pass with one year Diploma in Sanitation/Housekeeping.
16.	Jr. Asstt. (Patwari)	LAND	10 <sup>th</sup> Pass
17.	Jr. Asstt. (Surveyor)	LAND	10 <sup>th</sup> Pass, ITI in related trade.
18.	Jr. Asstt. (Upholstery)	MM	10 <sup>th</sup> Pass, knowledge of related trade.

S. No.	Designation	Deptt.	Qualifications with 2 years relevant experience in the concerned discipline Maximum age 30 years.
19.	Jr. Asstt. (Operator-cum-Mechanic)	ELECTRICAL	10 <sup>th</sup> Pass, ITI in Diesel Mechanic/Electrical.
20	Jr. Asstt. (Auto Electrical)	MT	10 <sup>th</sup> Pass, ITI in Auto Electrician Trade.
21.	Jr. Asstt. (MT)	MT	10 <sup>th</sup> Pass, ITI in Auto Mechanic Trade.
22.	Jr. Asstt. (Office)	HRM	Graduate+30/25 W.P.M. Typing Speed – Only under Employment Assistance Scheme.
23.	Jr. Asstt. (Drawing-Plg.)	PLG.	10 <sup>th</sup> Pass, ITI Architecture/Civil D'manship.
24.	Jr. Asstt. (Photo Printing)	PLG.	10 <sup>th</sup> Pass, ITI in related trade.
25.	Jr. Assistant (Driver) (Order No. PERS/MPP/1126/1/89(Pt.)/1407 dated 01/12/2008)	MT	<p><b>Essential:</b> 10th Pass, with valid driving licence for the last 2 years for Heavy Motor Vehicles. Should be able to rectify starting troubles and should have at least elementary knowledge of repairs. Candidates possessing the higher qualifications of 10+2 will be given suitable weightage.</p> <p><b>Desirable:</b> Knowledge of local language /Hindi/English.</p> <p><b>Experience:</b> Should have at least 2 years' experience of driving heavy vehicles. Persons with additional experience of driving/operating earth moving equipments will be preferred.</p> <p><b>Eye Sight :</b> Distant vision of 6/6 with each eye without glasses. Near vision N-5 with each eye with our without glasses. (Visual evaluation is for each eye individually). Colour vision should be normal with as determined by Ishihara charts. Field of vision each eye should have full field of vision as determined by confrontation test.</p> <p><b>Hearing – Normal</b></p>

**INDUCTIONS AT NE-5**  
[Pre-Revised Scale -₹. 5800-10960] [Revised Scale – ₹. 13400-30500]

S No.	Designation	Deptt.	Qualifications Maximum age 30 years.
1.	Assistant (Cargo Protection)	CARGO	Graduate with 2 years relevant experience in the concerned discipline.
2.	Assistant (Telephones)	ELECTRONICS	Graduate with related trade certificate with 2 years relevant experience in the concerned discipline.
3.	Assistant (Hindi)	HINDI	Graduate with typing speed 30 wpm with computer knowledge with 2 years relevant experience in the concerned discipline.
4.	Assistant (Store)	MM	Graduate plus 40(English) / 30(Hindi) Typing speed.
5.	Assistant (Hostess)	OPS.	Graduate with computer knowledge s.t. audition/trade test with 2 years relevant experience in the concerned discipline.
6.	Assistant (Office)	HRM	Graduate with typing speed 40 wpm with computer knowledge with 2 years relevant experience in the concerned discipline s.t. trade test.

**INDUCTIONS AT NE-6**  
[Pre-Revised Scale- ₹. 6300-12060] [Revised Scale – ₹. 14500-33500]

S No	Designation	Deptt.	Qualifications with 2 years relevant experience in the concerned discipline Maximum age 30 years.
1.	Sr. Assistant (ATC)	ATC	B.Sc./Diploma in Electronics/Telecommunication /Radio Engineering.
2.	Sr. Assistant (Civil)	CIVIL	Diploma in Civil Engg.
3.	Sr. Assistant (Horticulture)	CIVIL	B.Sc. Agriculture/Horticulture
4.	Sr. Assistant (Statistics)	CP&MS	PG in Eco./Stat./Maths
5.	Sr. Assistant (Elec.)	ELECTRICAL	Diploma in Electrical Engg.
6.	Sr. Assistant (Electronics)	ELECTRONICS	Diploma in Electronics / Telecommunication /Radio Engineering. <b>(Order No. MPP/1126/2010-VOL.I) Dated 20<sup>th</sup> April, 2010.</b>
7.	Sr. Assistant (Accounts)	FIN.	Graduate preferably B.Com. with computer training course of 3 to 6 months.
8.	Sr. Assistant (Hindi Steno)	HINDI	Graduate with speed 80/40 w.p.m. with 2 years in OL and computer proficiency.
9.	Sr. Assistant (Land)	LAND	Graduate with Dip. In Business Management.
10.	Sr. Assistant (Legal)	LAW	Graduate with LLB.
11.	Sr. Assistant (Medical)	MEDICAL	10+2 with Diploma (3+1 years) in Nursing & Midwifery.
12.	Sr. Assistant (Stores)	MM	Graduate, Dip. In Materials Mgmt.
13.	Sr. Assistant Workshop)	MT	3 years Diploma in Trade (Electrical /Mechanical /Automobile) with 2 years' experience in the trade.

14.	Sr. Assistant (GFS)	OPS.	Graduate with LMV licence. Dip. In Management will be preferred.
15.	Sr. Assistant (Steno)	HRM	Graduate with 80/40 w.p.m. with 2 years experience and computer proficiency.
16.	Sr.Assistant(PR)/Liaison Asstt.	PR	Graduate, Diploma in PR/Journalism.
17.	Sr. Assistant (TM) (Previously House Keeping)	TERMINAL MANAGEMENT	10 <sup>th</sup> pass/10+2 with 3 years Diploma in Hotel Mgmt OR Graduate with Diploma in Sanitation or Public Hygiene/House Keeping.

Grant of exemption from typing test to persons appointed either by direct recruitment (including compassionate appointment) or by promotion from Group D to NE-4/NE-5 as Junior Assistant (HR)/Assistant (HR) as follows provided they have computer knowledge. (*Corporate HRM Circular No. 14/2011 dated 21.03.2011*)

**(A) When exemption may be allowed**

- (i) If above 45 years of age on the date of their appointment the exemption may be granted from the date of their appointment.
- (ii) If between the age of 35 years and 45 years at the time of appointment exemption may be granted on attaining the age of 45 years.
- (iii) If below 35 years of age on the date of appointment, may be given exemption after 10 years of service as Jr. Assistant (HR)/Assistant(HR) provided they have made two genuine attempts to pass the typing test, otherwise they may be granted

**Note:**

- (a) “The “genuine attempts” referred to above would be determined by the Head of the HRM Department keeping in view that mere appearance in the test or perfunctory attempt would not constitute a genuine attempt.
- (b) Whether a person has ‘computer knowledge’ would be determined by the Head of the HRM Department.

**(B) Release of increments**

- (i) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, such to the retention of normal annual date of increment;
- (ii) On their passing the typing test, the increments may be released from the date of the test without any arrears for the period prior to the date of the test, subject to retention of the normal annual date of increment.

**(C) Eligibility for regularization/confirmation/promotion**

Such persons would be eligible for regularization/confirmation in Junior Assistant (HR) / Assistant (HR) grade or for promotion to a higher grade, only from a date not earlier than the date of exemption or the date of the test at which they passed the Typing Test, as the case may be.