भारतीय विमानपत्तन प्राधिकरण

*अनुसूची – 'ए' मिनी रत्न#म#श्रेणी#1 /सार्वजनिक क्षेत्र का उद्यम#

AIRPORTS AUTHORITY OF INDIA

(SCHEDULE – 'A' MINI RATNA- CATEGORY- 1 PUBLIC SECTOR ENTERPRISE)

राजीव गांधी भवन, सफदरजंग हवाईअड्डा, नई दिल्ली- **110003**

RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI-110003

RECRUITMENT FOR VARIOUS POSTS IN OFFICIAL LANGUAGE AND AIR TRAFFIC CONTROL

ADVERTISEMENT No. 08/2022

Airports Authority of India (AAI), a Government of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 Status.

Airports Authority of India invites applications from eligible candidates to apply ON-LINE through AAI's Website www.aai.aero for the following posts. No application through any other mode will be accepted.

Post Code	Name of post	No. of vacancies & reservation						
		Total	UR	EWS	OBC (NCL)	SC	ST	PwBD (included)
01	Manager (Official Language)	02	02	-	-	-	-	-
02	Junior Executive (Air Traffic Control)	356	145	35	96	53	27	03 (Category C)
03	Junior Executive (Official Language)	04	03	-	01	-	-	01 (Category A)
04	Senior Assistant (Official Language)	02	02	-	-	-	-	-

The number of vacancies is tentative and may increase or decrease at sole discretion of AAI.

Abbreviations used: UR= Unreserved, EWS= Economically Weaker Section, OBC(NCL)= Other Backward Classes (Non-Creamy Layer), SC= Scheduled Caste, ST= Scheduled Tribe, PwBD= Persons with Benchmark Disability
Category A, Category C: Please refer Posts Identified Suitable For Persons with Disability of respective post code

POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITY (PWD)

Post Code	Physical Requirements	Categories Of Disabled Suitable For Jobs				
		A	B	C	D	E
01, 03 & 04	S, ST, RW, SE, C	Blindness and Low Vision (B, LV)	Deaf & Hard of Hearing	Locomotor disability including leprosy cured, dwarfism, acid attack victims (OA, OL, BL)	Specific Learning Disability	Multiple Disability from amongst (A) to (D) categories except deaf-blindness.
02	S, ST, BN, H, C, RW, SE, MF	-	-	Acid attack victims (subject to medical standards required for ATC license & without major restriction in muscle movement)	-	-

Abbreviations used:- B: Blindness, LV: Low vision, OA: One Arm, OL: One Leg, BL: Both Leg, S: Sitting, ST: Standing, RW: Reading & Writing, SE: Seeing, C: Communication, BN: Bending, H: Hearing, MF: Manipulation by Fingers

Definition of various categories of disability identified suitable for the post shall be as defined under RPwD Act, 2016

QUALIFICATION & EXPERIENCE

Post Code	Name of post	Educational Qualification	Experience
01	Manager (Official Language)	Post-Graduation in Hindi or in English with English or Hindi respectively as a Subject at Degree Level OR Post-Graduation in any other subject with Hindi and English as compulsory / elective subject at Degree Level.	Experience in translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific Literature. Out of which 05 years' experience as an officer of any office of central/state Govt. including Public Sector Undertaking in the field of Raj Bhasha.
02	Junior Executive (Air Traffic Control)	Full Time Regular Bachelors' Degree of three years in Science (B.Sc) with Physics and Mathematics. OR Full Time Regular Bachelor's Degree in Engineering in any discipline. (Physics & Mathematics should be subjects in any one of the semesters curriculum). The candidate shall have minimum proficiency in both spoken and written English of the level of 10+2 standard (the candidate shall have passed English as one of the subject in 10th or 12th standard)	No experience is essential.
03	Junior Executive (Official Language)	Post-Graduation in Hindi or in English with English or Hindi respectively as a Subject at Degree Level or Post-Graduation in any other subject with Hindi and English as compulsory / elective subject at Degree Level.	Experience of two years in Translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific literature.
04	Senior Assistant (Official Language)	Masters in Hindi with English as a subject at Graduation level OR Masters in English with Hindi as a subject at Graduation level. **OR** Masters in any subject apart from Hindi/English from a recognized University alongwith Hindi and English as compulsory/optional subjects at graduation level. **OR** Masters in any subject apart from Hindi/English from a recognized University alongwith Hindi and English as medium and compulsory/optional subjects or medium of examination at graduation level. Means if at graduation level Hindi is medium then English should be as compulsory/optional subject or if English is medium then Hindi should be as compulsory/optional subject. **OR** Graduation Degree from a recognized University along with Hindi and English as Compulsory / optional subjects or any one out of both as medium of examination and other as compulsory/optional subject along with recognized Diploma/Certificate course of Hindi to English and English to Hindi Translation or two years' experience of Hindi to English and English to Hindi Translation at Central/State government offices including Government of India Undertakings or reputed organizations. Desirable: Knowledge of Hindi Typing.	02 years' experience in translation work from English to Hindi or Vice versa in Central or State Government Office, including Government of India Undertakings or reputed organizations.

Note (for Post Code 01 to 03) : -

1. Degree/Diploma/Certificate should be:-

   (i) *From a Recognized/Deemed university or from an apex institution i.e. (IIT/IIMs/XLRI/TISS etc.) recognized by Govt. of India; and*

   (ii) *Percentage of marks: - Minimum 60% marks or equivalent for Bachelor's Degree and also for P.G. Degree/Diploma including MBA.*

2. Candidates having B.E./B. Tech/ B. Sc. (Engg.) Degree are allowed to apply against the post for which essential qualification is prescribed as Bachelor's Degree in Engineering.

3. Departmental candidates possessing recognized degrees as per the required educational qualification, obtained through part-time/ correspondence/ distance education mode shall be eligible to apply.

AGE LIMIT & RELAXATION

AGE LIMIT:

Senior Assistant   : Maximum age 30 years as on **21.01.2023**.

Junior Executive   :   Maximum age 27 years as on **21.01.2023**.

Manager   :   Maximum age 32 years as on **21.01.2023**.

RELAXATION IN AGE

   (i) Upper age limit is relaxable by **5 years** for SC/ST and **3 years** for OBC (Non-Creamy layer) candidates. Vacancies reserved for OBC category are meant for candidates belonging to 'Non-creamy layer' as per the guidelines of Govt. of India on the subject.

   (ii) Upper age limit is relaxable by **10 years** for PWD candidates where post is identified suitable for relevant category of disability, supported by certificate of disability issued on or before 21.01.2023 by the competent authority.

   (iii) For Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued from time to time.

   (iv) Upper age limit is relaxable by **10 years** for candidates who are in regular service of AAI.

   (v) For Post Code-04, age relaxation up to the age of **35 years** for widows, divorced women and women judicially separated from their husbands and who are not remarried, subject to production of:

   • Death Certificate of husband and affidavit that the candidate has not remarried, in case of widows

   • Certified copy of the Court Order conveying divorce or judicial separation and affidavit that the candidate has not remarried, in case of legally divorced women.

   (vi) The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

IMPORTANT DATES

EVENT	DATE
Opening date for On-line Applications	22.12.2022
Last date for On-line Application	21.01.2023
Tentative Date of On-line Examination	Will be announced on AAI Website- www.aai.aero

REMUNERATION

PAY SCALE (IDA) :-

Manager (E-3)   :- Rs.60000-3%-180000

Junior Executive (E-1)   :- Rs.40000-3%-140000

Senior Assistant (NE-6)   :- Rs.36000-3%-110000

EMOLUMENTS:

In addition to Basic pay, Dearness Allowance, Perks @ 35% of Basic pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Medical benefits etc. are admissible as per AAI Rules.

The CTC per annum would be Rs. 18 lakhs (approximately) for the post of Manager, Rs. 12 lakhs (approximately) for the post of Junior Executive and Rs. 11 lakhs (approximately) for the post of Senior Assistant.

IMPORTANT INSTRUCTIONS:

(i)   Only Indian Nationals fulfilling eligibility criteria can apply for the above posts.

(ii)   Candidates enrolled in final semester (where semester-system is applicable)/ final year (where year-system is applicable) on the cut-off date are allowed to apply, subject to condition that they must be in possession of final result at the time of documents verification, failing which, their candidature will not be considered for further process. The date of declaration of result / issuance of Marks Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account. No further relaxation shall be provided in this regard.

(iii)   Age, experience and all other eligibility criteria shall be reckoned as on **21.01.2023** (cut-off date).

(iv)   OBC Certificate:- Candidates applying against vacancies reserved for OBC category should note that at the time of documents verification, they have to produce a valid OBC (NCL) Certificate issued during Financial Year 2022-23 in the format for appointment to posts under the Government of India, issued by the Competent Authority, in support of their belonging to OBC community in the Central list of OBC and to prove that they do not belong to "Creamy Layer" of the OBCs. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. OBC (Non Creamy Layer) Certificate for admission to educational purposes will not be considered.

(v)   EWS Certificate:- Candidates applying against vacancies reserved for EWS category should note that they have to submit the EWS Certificate valid for Financial Year 2022-23 in prescribed format issued by the Competent Authority so as to prove that they belong to EWS Category, at the time of documents verification.

(vi)   SC/ST Certificate:- Candidates applying against vacancies reserved for SC/ST category should note that they have to submit the Caste Certificate issued on or before **21.01.2023** by the Competent Authority, at the time of documents verification.

(vii)   Disability Certificate: Candidates applying against vacancies reserved for PwBD category should note that they have to submit valid Disability Certificate issued on or before **21.01.2023** by the Competent Authority as per Government guidelines, at the time of documents verification.

(viii)   All the certificates including experience certificate issued by the Competent Authority should either be in Hindi or English. Any variation in the caste name will not be accepted. For certificates issued in any language other than Hindi/English, translated copy of the same duly attested by Notary is to be submitted.

(ix)   Where a specialization is required in the qualifying degree in the essential qualification, candidate is required to submit a certificate from the University / Institution clearly specifying the specialization in the qualifying degree.

(x)   Where a specific subject is required in the qualifying degree as an essential qualification for the post and the same is not specifically mentioned in his/her mark sheet, candidate is required to submit a certificate from the University / Institution confirming that the candidate has studied the required subject(s) in the qualifying degree.

(xi)   In the case of Integrated Master's Degree, candidate will have to produce a certificate at the time of documents verification/interview in support of possession of Graduate degree and statement of marks issued by the University / Institution.

(xii)   Candidate must specifically indicate the percentage of marks obtained [calculated to the nearest two decimals] in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA/DGPA/CPI etc. is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard. Candidate will have to produce the equivalence certificate / document issued by the University / Institution evidencing equivalent percentage of marks, when called for documents verification.

(xiii) Rounding off the percentage of marks will not be acceptable under any circumstances for consideration for appointment i.e. 59.99% will be treated as less than 60%.

(xiv) Candidates can apply for multiple number of posts with separate registration for each post, subject to the condition that they fulfil all other eligibility criteria required for the post and deposit the fee separately for each post as applicable.

(xv) In case of employees coming from PSUs (following IDA Pay-Scales): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.

(xvi) In case of employees coming from Central/State Government Ministries/ Departments (following CDA pay-scales): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay + DA. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.

SELECTION PROCESS:

(i) Candidate should carefully read the important instructions before filling the application form and ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification and AAI will not be responsible for any consequence of furnishing such wrong/false information.

(ii) On the basis of the details furnished in application form, candidates shall be called for On-line examination and admit cards shall be issued to them accordingly. The admit card for on-line examination will be sent to the eligible candidates on their registered E-mail IDs only.

(iii) There will not be any negative marking for wrong answer attempted by the candidates.

(iv) For the post of Junior Executive (Air Traffic Control): On-line examination will be followed by Documents Verification, Voice Test, Test for consumption of Psychoactive Substances and Background Verification. The presence of the following psychoactive substances will be tested:
   a) Amphetamine and Amphetamine type stimulants
   b) Opiates and metabolites
   c) Cannabis (Marijuana) as THC
   d) Cocaine
   e) Barbiturates
   f) Benzodiazepine

(v) For the post of Manager (Official Language): On-line examination will be followed by Documents Verification and Interview.

(vi) Candidates will be shortlisted on the basis of their performance in On-line examination and they will be called for Documents verification / Voice Test/ Psychoactive Substances Test/ Interview, as applicable for the post.

(vii) Roll numbers of the candidates, shortlisted for Documents verification / Voice Test/ Psychoactive Substances Test/ Interview, as applicable for the post, will be declared on AAI website only. The call letter will be sent to the shortlisted candidates on their registered E-mail IDs only.

(viii) During Documents verification/Interview, the candidate will have to produce Original Certificates along with a proof of identity and one set of self-attested photocopies of all the Certificates. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.

(ix) Candidates already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking are required to produce "NO OBJECTION CERTIFICATE" from the present employer at the time of documents verification/interview, failing which his/her candidature will not be considered. Other claims such

as undertaking to resign in the event of selection, acknowledged copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be considered in place of NOC.

(x) The provisional selection of the candidates will be as per the merit list prepared on the basis of their performance in On-line examination/ Interview, subject to qualifying the voice test, negative test report for consumption of Psychoactive Substances, including background verification, as applicable for the post, and subject to meeting all other eligibility criteria prescribed for the post.

(xi) Roll numbers of the candidates provisionally selected for appointment will be declared on AAI website. The Offer Letter will be sent to the provisionally selected candidates on their registered E-mail IDs only.

(xii) For the post of Junior Executive (Air Traffic Control), offers of appointment will be issued only after completion of Background Verification Process and the selected candidates will have to undergo training, during which they will be paid basic pay along with other admissible allowances. The selected candidates shall have to execute a surety bond for an amount of Rupees Seven Lakhs to serve Airports Authority of India during training and for a period of 03 years after completion of training.

(xiii) On selection to the post of Junior Executive (Air Traffic Control), candidate shall also attain ICAO language minimum proficiency level 4 (Operational) for the purpose of issue of license or rating. Any candidate who is not able to attain ICAO proficiency level 4 or above during the training, his/her services are liable to be terminated.

(xiv) Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents/background check, caste certificate/ Other Backward Classes (Non-Creamy Layer) Certificate/ EWS Certificate and other documents submitted by the candidate and is also subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.

(xv) Selected candidates will be liable to be posted anywhere in India.

ACTION AGAINST MISCONDUCT:

(i) Candidates are advised to furnish correct information and should not provide any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.

(ii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as:

    a) Impersonating or procuring impersonation by any person; or
    b) Resorting to any irregular means in connection with his/her candidature during selection process; or
    c) Canvassing in any form/using undue influence for his/her candidature by any means; or
    d) Submitting of false certificates/documents /information or suppressing any information at any stage; or
    e) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/EWS/PWD/Ex-Servicemen/AAI Apprentice) while appearing in the examination or thereafter; his/her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

HOW TO APPLY:-

(i) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.

(ii) Candidates are advised to read the following instructions carefully before applying on-line and also all the instructions given on main instruction page of the on-line application:

    a) Candidates are required to apply On-line through the link available on www.aai.aero under tab "CAREERS". No other means/mode of submission of applications will be accepted under any circumstances.
    b) Incomplete application will be summarily rejected.
    c) Candidates should have a valid personal e-mail ID and mobile Number. It should be kept active during the currency of this recruitment process. The candidates are requested to check regularly their e-mail/AAI's website for any communication from AAI.

d) Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/information:-
1. Valid E-mail id: The E-mail id entered in the online application form should remain active until the recruitment process is completed. No change in E-mail id will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit card for On-line examination and Call Letter for Documents Verification / Interview, if shortlisted.
2. Scanned copy of latest passport size coloured photograph (not more than 03 months old) and scanned signature in digital format (as per dimensions given below) for uploading in the application.
3. All relevant documents/details relating to eligibility criteria viz Educational Qualification, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Apprentice Certificate from AAI etc.

e) Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/websites/mobile apps etc. For authenticity of the any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.

APPLICATION FEE AND MODE OF REMITTANCE:

- Application Fee of Rs.1000/- (Rs. One Thousand only) is to be paid by the candidates through ONLINE MODE ONLY. Fee submitted by any other mode will not be accepted. However, the SC/ST/PWD candidates/ Apprentices who have successfully completed one year of Apprenticeship Training in AAI/ Female candidates are exempted from payment of Fee.
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- On clicking submit button, the candidate will be navigated to SBI MOPS payment portal. The candidates are required to deposit the requisite examination fees online through Internet Banking/Debit/Credit Card. Check the charges/Commission applicable for selected 'Mode of Payment' and the same shall be borne by candidate.
- After the Payment is completed, the candidate shall be automatically redirected to application portal. Candidates may take a printout of submitted application and it is advised to keep it with them for future reference. There is no need to send the printout to AAI Office.
- Fees once paid will not be refunded under any circumstances. Duplicate payments, if any, will be refunded after the closing date of submission of applications.

INSTRUCTION REGARDING SCANNING OF PHOTOGRAPH AND SIGNATURE:

Uploading of scanned image of his/her photograph and signature should be as per the specifications given below:
a) **Photograph image**:

- Photograph must be a recent passport size colour picture (not more than 3 months old).
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- Size of scanned photograph file should be between 20kb-50kb and Dimensions 200x230 pixels, only.

ii) **Signature image**:

- The applicant has to sign on white paper with Black ink pen.
- Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred).

GENERAL INSTRUCTIONS:

a) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms mentioned in the Advertisement. He/She may cross-check the information, such as Date of Birth, Category, Sub-Category [SC/ST/OBC(NCL)/PWD/EWS/Ex-Serviceman] and email Id etc. furnished in the application form before finally submitting the same as no correction would be possible later.

b) Candidates are advised to apply on-line much before the closing date of application mentioned in this Advertisement and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the AAI's website on account of heavy load on internet/website jam/disconnection.

c)   AAI will not take any responsibility for the candidates not being able to submit their applications till the last date on account of the aforesaid reasons or for any other reason beyond the control of the AAI.

d)   The online examination will be held at various major cities across India. The places of examination centres can be increased or decreased, depending upon the number of candidates and in that case, candidates will be asked to appear at any other place of examination centres other than those specified by them.

e)   The decision of AAI Management regarding the eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for documents verification/interview. No correspondence will be entertained from the candidates found ineligible and not called for documents verification/ interview.

f)   AAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons what so ever. The decision of the AAI Management will be final and no appeal will be entertained in this regard.

g)   All correspondence with candidates shall be done through e-mail and all general information shall be provided through AAI website. Responsibility of receiving, downloading and printing of call letter for documents verification/interview/offer of appointment/any other information shall be of the candidate. AAI will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information, if a candidate fails to access his/her mail/AAI website in time.

h)   Candidature of the registered candidates is liable to be rejected at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in this advertisement.

i)   AAI will not bear any liability on account of salary / leave salary / pension contribution etc., if any, of previous employment of any candidate already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking.

j)   No TA/DA will be paid for appearing in the On-line examination.

k)   Court of jurisdiction for any dispute will be at Delhi.

l)   All future communications/information regarding this recruitment will be made available on AAI website. Candidates are advised to check their Email account and visit AAI website **www.aai.aero** regularly for further updates.

m)   In case of any dispute in the advertisement, English version of the Employment Notice will be treated as valid.

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