



AIRPORTS AUTHORITY OF INDIA
(A Category – 1 ‘Mini Ratna’ Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-700 052
ADVT.No 01/2017/ER/Group-C

RECRUITMENT FOR THE POST OF SR. ASSISTANT (ACCOUNTS),
SR. ASSISTANT (OFFICIAL LANGUAGE) & ASSISTANT (HR)

Airports Authority of India invites applications from the eligible candidates who are domicile of **West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** for the post of **Senior Assistant (Accounts), Senior Assistant (Official Language) and Assistant (HR)** at various airports in the above States in Eastern Region. Applicants shall apply online through Airports Authority of India Website i.e. <http://www.aai.aero--->Careers--->Recruitment> for the above post.

IMPORTANT DATES

SCHEDULE OF PROCESS	
Opening Date for On-Line Registration of Application	15/05/2017 (10.00 Hrs.)
Start Date for Depositing Application Fee at State Bank of India	16/05/2017 (*)
Last Date for Completion of Step-1 of On-Line Registration	14/06/2017 (18.00 Hrs.)
Last Date for Depositing Application Fee at State Bank of India	16/06/2017 (*)
Last Date for Completion of Step-2 of On Line Registration	19/06/2017 (18.00Hrs.)

Note:*Working Hours of Banking Business.

(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

SL. No.	Name of the Post	Level	No. of Vacant Posts	Scale of Pay
1.	Senior Assistant (Accounts)	NE - 6	03 (UR-03)	14,500/- 33,500/-
2.	Senior Assistant (Official Language)	NE - 6	04 (OBC-01 & UR-03)	14,500/- 33,500/-
3.	Assistant (HR)	NE - 5	13 (SC-01, ST-02, OBC-02, UR-08)	13,400/- 30,500/-

EMOLUMENTS

In addition to Basic Pay, Dearness Allowance, Perks @ 46% of Basic Pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Pension, Medical Benefits etc. are admissible as per AAI Rules.

Note: Airports Authority of India Reserves a right to increase or decrease the vacancies depending upon the future requirements.

I. QUALIFICATIONS & EXPERIENCE

SL. NO.	Name of the Post	Qualifications & Experience
1.	Sr. Assistant (Accounts)	Graduate preferably B.Com with computer training course of 3 to 6 months with 2 years' relevant experience in the concerned discipline
2.	Sr. Assistant (Official Language)	<p>“Post Graduate degree in Hindi with English as a subject at the Graduate level or Post Graduate degree in English with Hindi as a subject at the Graduate level”.</p> <p style="text-align: center;">OR</p> <p>“Post Graduate degree from a recognized University in any subject other than Hindi/English, along with Hindi and English as compulsory/Optional subject at Graduate level”.</p> <p style="text-align: center;">OR</p> <p>“Post Graduate degree from a recognized University in any subject other than Hindi / English, along with Hindi / English Medium and English / Hindi as Compulsory / Optional subject or as a medium of examination at Graduate level. That is if at Graduate level the medium is Hindi then English should be a Compulsory / Optional subject and if English is the medium Hindi should be a Compulsory / Optional subject.</p> <p style="text-align: center;">OR</p> <p>“Graduate degree from a recognized University along with Hindi and English as compulsory / optional subjects or either of the two as medium of examination and the other a compulsory / optional subject, plus a recognized Diploma / Certificate course in Translation from Hindi to English and English to Hindi or two years' experience of Translation work from Hindi to English and English to Hindi in Central / State Govt. Offices including Govt. of India Undertakings or recognized Organizations etc.</p> <p>With 2 years relevant experience in the concerned discipline.</p>
3.	Assistant (HR)	Graduate with Typing speed 40 wpm with computer knowledge with 2 years relevant experience in the concerned discipline subject to trade test.

II. AGE LIMIT & RELAXATION IN AGE

SL NO	Name of the Post	Maximum Age as on <u>30.04.2017</u>
1.	Senior Assistant (Accounts)	30 years
2.	Senior Assistant (Official Language)	
3.	Assistant (HR)	

Relaxation in Age

- i) Upper age limit is relaxable by **5 years** for SC/ST, **3 years** for OBC (Non-Creamy layer) candidates.
- ii) Age relaxation as per Govt. rules for Ex-Servicemen candidates.
- iii) Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI, subject to attainment of 50 years.
- iv) 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.

III APPLICATION FEE

Application Fee Payable (Non-Refundable) for each post is to be deposited by the candidates through System Generated Challan at any branch of State Bank of India only, as under:

S. No.	Category	Application Fee*
1.	Candidates belonging to General and OBC Category.	Rs.400/- Only (Rupees Four Hundred Only)
<i>Note: *Inclusive of Bank Charges and Service Tax</i>		

1. The Candidates belonging to following categories i.e., Female, Schedule Castes (SC) and Scheduled Tribe (ST) are exempted from payment of Application Fee of Rs.400/-.
2. AAI will accept Application Fee remitted through System Generated Challan of State Bank of India (SBI) Only. Fee submitted by any other mode will not be accepted.
3. Fees once paid will not be refunded under any circumstances. For depositing the requisite fee candidates should visit our Website. <http://www.aai.aero->Careers-->Recruitment> and download the Challan Form available in AAI Website.

IV. APPLICATION FEE & MODE OF REMITTANCE:

1. The candidates have to visit any branch of the State Bank of India for depositing the fee through pre-printed challan only.
2. Candidates are advised to retain the "ORIGINAL" (candidates' copy) Challan and keep it safely as it will be required to be produced at the time of document verification (in case of selection).

V. SELECTION PROCESS

- a. Screening and eligibility of the candidate will be based on the details provided by them. Before applying for the post, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this Advertisement. Furnishing of wrong/false information will be a disqualification and AAI shall not be responsible for any consequence of furnishing of such wrong/false information.
- b. The candidates found provisionally eligible shall be called for On-line test and Admit Cards shall be issued to them accordingly.
- c. The selection for the said posts shall be made on the basis of performance in On-line examination and trade test as applicable.

GUIDELINES FOR FILLING ONLINE APPLICATION

Eligible applicants are required to apply through 'Online Application Format' available on AAI's website www.aai.aero. The link in <http://www.aai.aero---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.

1. Before registering/submitting online applications on the website the candidates should possess the following:
 - a) Valid E-mail ID: The E-mail ID entered in the ON-LINE application form should remain active until the recruitment process is completed. No change in the E-Mail ID 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 color photograph (not more than six months old) of file size 80 KB and their signature in digital format (.jpg or jpeg file only, of file size 30 KB) for uploading with online application.
 - c) All relevant documents/details relating to eligibility criteria viz., educational qualification, caste certificate, experience certificate, desirable qualification/experience, discharge certificate in case of Ex-Servicemen, etc for submitting in online application form.
 - d) A facility to take Printout of the Challan Form and Registration Slip.
2. The candidate can access the online application form at our website. The online registration site for **Step-1** would be from **10.00 Hours on 15/05/2017 to 18:00 Hours on 14/06/2017** and Last Date for Completion of **Step-2** of On Line Registration would be **18:00 Hours on 19/06/2017**.
3. The candidates should ensure the completion of both Step-I and Step-II of the registration process by the stipulated date and time. The candidates can download the system generated filled-in application form with Unique Reference Number, which may be retained for future reference.
4. On successful registration of On-line 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.
5. 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.
6. On successful submission of the application by the candidates, the duly filled-in application will be sent to their registered E-mail IDs with Reference number. The candidates can log in to AAI website for all the information regarding Examination schedule, Admit Card for computer based/online examination.
7. Responsibility of receiving, downloading and printing of E-Admit Card for On-Line Examination or any other information shall be of the Candidate.

AAI is not 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 mail or AAI website in time.

8. After applying online, candidate is required to download the registration slip generated by the System with unique registration number and password, which may be retained for future reference.

GENERAL INSTRUCTIONS

1. Only candidates who are domicile of **West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** can apply for the above posts.
2. Before applying for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. He/she may cross-check the information furnished in the application form before finally submitting the same as no correction would be possible later.
3. The eligibility with respect to Age and Educational Qualification will be determined as on **30/04/2017**. The candidates whose result for final year examination is awaited are also allowed to appear in the computer based/online examination for above post subject to the condition that they have to produce the final result before appearing in the trade test, if shortlisted or shortlisted for further selection.
4. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of verification of documents. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
5. Candidates belonging to SC/ST/OBC will have to produce his/her original caste certificate from the competent authority, along with attested copy of the same, at the time of physical verification of documents failing which his/her candidature shall be cancelled and he/she will not be admitted for further selection process.
6. The OBC Candidates availing reservation will have to produce latest OBC CERTIFICATE with "NON CREAMY LAYER STATUS" as prescribed by the Government of India for Government services at the time of physical verification of the documents.
7. The education and other qualifications must be obtained from Government recognized Institutions/Universities as per statutes.
8. In case of Ex-Servicemen (attach copy of Discharge Certificate).
9. The computer based/online test will be held in **Kolkata**.
10. Mere fulfilling of minimum qualification, experience and job requirement will not vest any right on candidates for being called for Trade test. No interim correspondence will be entertained.
11. 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.
12. The decision of AAI 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 for the purpose of the conduct of selection and any other matter relating to recruitment will be final and binding on the candidate. The AAI reserves the right to fix the standard and specifications for screening and

- calling the number of candidates for computer based online examination and/or trade test.
13. The Admit cards for written tests and 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 examination/ test etc or allowed to join AAI, his/her candidature will automatically be treated as cancelled at any stage of the recruitment / service in AAI on grounds of his/her ineligibility.
 14. AAI reserves that right to modify / alter / restrict / enlarge / cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof. The decision of the Management will be final and no appeal will be entertained.
 15. Selected candidates are liable to be posted anywhere in India.
 16. No TA / DA will be paid for appearing in the computer based/On-line test.
 17. Canvassing in any form of bringing influence will be treated as a disqualification.
 18. The decision of the selection committee of AAI is not liable for challenge and same shall stand final and binding of each candidate.
 19. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
 20. Court of Jurisdiction for any dispute will be at Kolkata.
 21. Please do visit your account regularly for further updates.
 22. Further notifications/corrigendum in this regard, if any, will be put up on AAI website only.
 23. In case of any dispute, English version of notice and communication will be treated as valid.
