AIRPORTS AUTHORITY OF INDIA
(A Category-1 'Mini Ratna' Public Sector Enterprise)
REGIONAL HEADQUARTERS (WR)
INTEGRATED OPERATIONAL OFFICES,
NEW AIRPORT COLONY, VILE PARLE (EAST),
MUMBAI - 400 099

ADVT.NO.DR-05/12/2018/WR

RECRUITMENT FOR THE POST OF SENIOR ASSISTANT (ELECTRONICS)

Airports Authority of India invites applications from the eligible candidates who are domicile of Maharashtra, Gujarat, Madhya Pradesh & Goa for the post of Senior Assistant (Electronics) NE-6 level at various airports in the above states in Western Region. Applicants shall apply for the above post through online application link hosted in career pages of our website i.e. https://www.aai.aero/en/careers/recruitment

(APPLICATION & FEE THROUGH OTHER THAN ONLINE MODE WILL NOT BE ACCEPTED)

IMPORTANT DATES:

Schedule of process for the post of Senior Assistant (Electronics)

Opening Date for On-Line Registration of Applications	15/12/2018 at 1000 Hrs
Last Date for submission of On-Line Application	18/01/2019 up to 2359 Hrs.
Last Date for On-line payment of Application Fee (Step-III)	

SI.No.	Name & Level of Post	No. of vacancies	Reservation				SCALE OF PAY
			UR	SC	ST	OBC (NCL)*	
1.	Senior Assistant (Electronics)-NE-06 level	26	16	02	03	05	Rs14500-33500/-

*(NCL) = (Non-Creamy Layer)
Airports Authority of India reserves the right to increase or decrease the vacancies depending upon the future requirements.

1. **EMOLUMENTS:**

   In addition to Basic Pay, Dearness Allowance, Perks, HRA and other benefits which include CPF, Gratuity, Social Security Scheme, Medical Benefits etc. are admissible as per AIRPORTS AUTHORITY OF INDIA Rules & Regulations.

2. **AGE & QUALIFICATION:**

   The candidate should possess the following age & qualifications for on-line registration of application:

1.	Age Limit & Relaxation	Age limit 18 to 30 years as on 30.11.2018
		a. Upper age limit is relaxable by **5 years** for SC/ST, **3 years** for OBC (Non-Creamy Layer) candidates.
		b. Length of service extended by **3 years** for Ex-servicemen.
		c. Upper age limits are relaxable by **10 years** for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA, subject to attainment of 50 years.
		d. Maximum age limit for widows, divorced women and women

		judicially separated from their husbands and who are not remarried shall be relaxed up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes).
		e. The date of birth as recorded in the Matriculation Examination & Pass Certificate/Secondary Examination & Pass certificate will only be accepted. No subsequent requests for change in date of birth will be entertained.
2.	Educational Qualification	Diploma in Electronics / Tele Communication / Radio Engineering (03 years Course) from recognized Institution.
3.	Experience	Two years (2) relevant experience in the concerned discipline .
4.	Written Examination	The time duration for Computer Based (Online) Test will be 2 Hrs. The minimum pass marks will be 50 out of 100 for General/OBC candidates and 40 out of 100 for SC & ST candidates.
5.	Syllabus :	70% questions on subject related to education qualification. 30% questions on General Knowledge, General Intellectual, General Aptitude, English etc.

3. **SELECTION PROCEDURE:**

The selection process will consist of following stages:

1. Computer Based (Online) Test;
2. Certificates/ Documents verification;

On passing the written exam for Senior Assistant (Electronics), shortlisted candidates shall undergo ab-initio training for a period of 14 weeks subject to Certificates / documents verification only. Out of this, 10 weeks course duration shall be conducted at CATC, RTC's and other Centers. Thereafter, there will be On the Job Training (OJT) for a duration of 4 weeks at the station of posting, as decided by the management. Subject to performance, the training can be discontinued and thus terminating the service of the candidates as a result of non-suitability and poor performance. During the training period, candidates are entitled for stipend of Rs. 25,000/- per month, as per rule.

4. **APPLICATION FEE & MODE OF PAYMENT:**

S.No.	Category	Application fee (Including taxes as applicable)
1.	Candidates belonging to General & OBC category	Rs.1000/- Only (One Thousand Only)

- No application fee is required to be paid by Female/SC/ST/Ex-serviceman candidates.
- AIRPORTS AUTHORITY OF INDIA will accept fee through online net banking/ credit cards/ debit cards only.
- Fees once paid will not be refunded under any circumstances.
- For depositing the requisite fee candidates should visit online application link hosted in career pages of our website i.e., https://www.aai.aero/en/careers/recruitment

5. **GUIDELINES FOR FILLING ONLINE APPLICATION:**

Applicant satisfying the eligibility conditions may apply only through 'online' application link available on AIRPORTS AUTHORITY OF INDIA's website https://www.aai.aero/en/careers/recruitment . No application through any other mode will be accepted. No documents are required to be sent to AIRPORTS AUTHORITY OF INDIA in connection with the application. Please carefully go through the

instructions under "HOW TO APPLY" and also detailed instructions given in recruitment notification/ advertisement and on the main page of online application form.

1. Before registering/ submitting applications on the website the candidates should possess the following:-

a) 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 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 copy of their passport size color photograph & signature in format *.jpg or *.jpeg file only.

c) Scanned copy of all relevant certificates/ documents/ details relating to eligibility criteria viz., educational qualification, caste certificate, domicile certificate, and discharge certificate in case of Ex-Servicemen etc. for submitting on line application form. The scanned soft copy of relevant document (as applicable) between 50 KB -1000 KB in " *.jpg/*.jpeg/*.pdf " format. Ensure that the size of the scanned image is not more than 1000 KB.

2. The candidates should ensure the completion of Step-I, II and III of the registration, final submission and online payment of application fee by stipulated date and time. 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.

3. 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 registration for the same post the candidature is liable to be cancelled/ rejected without any notice/ intimation to the candidate.

4. 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.

5. On successful submission of the application by the candidate, an email will be sent to their registered E-mail ID regarding Examination Schedule, Admit Card for computer based/ online examination.

6. The candidate shall be responsible for registration, filling up the form, uploading, receiving, downloading, and printing of Online Application and E-Admit Card for appearing in Computer Based Test (CBT). AIRPORTS AUTHORITY OF INDIA will not be 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 AIRPORTS AUTHORITY OF INDIA website in time.

7. After registering/ submitting online application, the candidate may download the Filled-in Application Form with unique Application Reference No., which can be retained for future reference.

6.   **HOW TO APPLY:**

6.1   **STEP-1 (SIGN UP/ REGISTRATION) :**

a) Applicant satisfying the eligibility conditions may apply only through online application link hosted in career pages of our website i.e.**https://www.aai.aero/en/careers/recruitment**

b) Applicant will view instructions page and they will have to accept the terms & conditions by clicking '**I AGREE**' check box given below and pressing the '**START**' button.

c) Applicant should sign up first with their valid E-mail ID and Mobile Number. On signing up, the Password and login ID will be sent to the registered Email ID and Mobile Number provided by the candidate. The applicant should ensure the correctness of Mobile Number and Email ID during registration process.

6.2 STEP-II (SUBMISSION OF APPLICATION & UPLOADING DOCUMENTS):

a) After registration, applicant should re-login by revisiting the On-Line Application Link hosted in career pages of our website i.e. **https://www.aai.aero/en/careers/recruitment** by using login credentials i.e. Login-ID and Password received on their registered Email ID/ Mobile Number.

b) The applicant should fill in all the information viz. personal details, educational qualification details in the on-line form about himself / herself correctly and upload photograph, signature, certificates, etc.

c) Applicants should upload the scanned image of their photograph, signature and other relevant certificates as per the process given below. The applicant should note that only *.jpg/*.jpeg/*.pdf formats are acceptable:

(i) **Photograph:**
    a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
    b) Make sure that the photograph is taken against a light-colored, preferably white background.
    c) Size of file should be between **50-80 KB in *.jpg/*.jpeg format only**. Please ensure that the size of the scanned image is not more than 80kb.

(ii) **Signature Image:**
    a) The applicant has to sign on white paper with Black ink pen.
    b) The signature must be of the applicant only. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature will be rejected.
    c) Please scan the signature area only and not the entire page.
    d) Size of the file should be between 10kb-50kb in **.jpg/*.jpeg** format only. Ensure that the size of the scanned image is not more than 50kb.

(iii) **Certificate/ documents Image:**
    a) Please scan and upload relevant certificate separately.
- Matriculation Marksheet.
- Matriculation Passing Certificate as Date of Birth Proof.
- Certificate of Diploma in Electronics / Tele Communication / Radio Engineering (03 years Course) from recognized Institution.
- Experience Certificate for two years (2) years in the relevant field/concerned discipline.
- Caste Certificate-SC/ST/OBC(NCL)- Valid certificate to be submitted as per Govt. of India format
- Domicile Certificate- Prescribed format of the concerned State.
- In case of Ex-Servicemen, scanned copy of Discharge Certificate.
- No objection Certificate (applicable to candidates working in Govt./PSU etc.)
- AAI identity card for AAI employees (applicable for AAI Staff)

    b) Each Certificate should be *.jpg/*.jpeg/*.pdf Format of size between 50 KB-1000 KB Only.

(iv) **Uploading the Photograph, Signature & Certificate(s) :**
The candidate should login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

    a) There are separate links for uploading Photograph, Signature and Certificate(s). Click on the respective link to upload Photograph/ Signature / Certificate etc.
    b) Browse and select the location where the scanned photograph/ Signature/ Certificates files have been saved. Select the file by clicking on it.
    c) Click the 'Open/Upload' button. The photograph/ signature/ certificate file will get uploaded.

d) Candidate is required to download the system generated online application form with **Unique Registration Number**, which may be retained for future reference.

6.3   STEP - III : PAYMENT OF APPLICATION FEE THROUGH PAYMENT GATEWAY (HDFC PAY U)

Once the online application is submitted, the candidate who is not exempted from payment of application fees will be redirected to payment gateway (HDFC Pay U) to deposit the fee of Rs.1000/- through Debit Card/Credit Card/Net Banking Only. The candidate should remit application fee by following instructions mentioned in payment gateway and generate payment acknowledge slip for future reference.

7.   <u>GENERAL INSTRUCTIONS:</u>

1.   Only candidate who are domicile of **Maharashtra, Gujarat, Madhya Pradesh and Goa** can apply for the above post.

2.   Before applying for the post, the candidate should ensure that he/she meet the eligibility and other criteria as mentioned in the advertisement. **The candidate should crosscheck the information furnished in the application form before finally submitting the same as no correction would be possible later.** Furnishing of wrong/false information will lead to disqualification and AIRPORTS AUTHORITY OF INDIA will not be responsible for any consequence of furnishing such wrong /false information.

3.   **The eligibility with respect to age and educational qualification will be determined as on 30.11.2018. The candidates whose result for final year examination is awaited are also allowed to appear in the computer based/online examination subject to the condition that they have to produce the final result at the time of document verification.**

4.   Wherever CGPA/OGPA is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/University/ Institute at the time of document verification.

5.   Appointment to above mentioned post is subject to fulfilling eligibility criteria and successfully passing all modules of Basic Training Course.

6.   Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of **documents verification**. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.

7.   Candidates belonging to SC/ST will have to produce his/her **Valid Original Caste certificate as per the Govt. of India format issued by the Competent Authority,** along with self- attested copy of the same at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.

8.   The OBC Candidates availing reservation will have to produce **Valid** original OBC CERTIFICATE with "NON CREAMY LAYER STATUS" in the prescribed format issued by the **Government of India** along with self-attested copy of the same at the time of documents verification failing which his /her candidature shall be cancelled and he/she will not be considered for further selection process.

9.   The candidates have to appear for the computer based/online examination, for the above post at their own expenses.

10.   The education and other qualifications must be obtained from Govt. Recognized Institutions/ Universities as per statutes.

11.   In case of Ex-Servicemen, the applicant should upload scanned copy of Discharge Certificate.

12.   Centers for Computer Based (Online) Test will held be in **Mumbai/Ahmedabad/ Bhopal/ Aurangabad.**

13.   Mere fulfilling of the minimum qualifications will not vest any right on candidates for being called for online exam/ physical endurance test. No interim correspondence will be entertained.

14.   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.

15. Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

16. Multiple attendance / appearances in the online examination and other test will be summarily rejected and his/her candidature will be cancelled.

17. Intimation to applicant/ candidate will be sent by email and / or SMS only to the registered E-mail ID and Mobile Number in the online application form. AAI-WR shall not be responsible if the information/intimation do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise beyond the control of AAI-WR and candidates are advised to keep a close watch on the authorised AAI website **www.aai.aero** for latest updates and information on recruitment and results.

18. The candidate's admission to the examination/ short listing for subsequent stages of recruitment/ selection processes is strictly provisional. The mere fact that the call letter(s) / admit card has been issued to the candidate does not imply that his/ her candidature has been finally cleared by AAI-WR. The appointing authority of AAI-WR would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect/ false information/ certificate/documents or has suppressed any material fact(s). If candidature of any candidates is rejected for any reason according to terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a AAI-WR, his/her service are liable to be summarily terminated.

19. The decision of AIRPORTS AUTHORITY OF INDIA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidate.

20. The AIRPORTS AUTHORITY OF INDIA reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based/online exam.

21. AIRPORTS AUTHORITY OF INDIA reserves the right to change the examination centre on the basis of any other norms decided at a later date.

22. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and / or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of AAI-WR. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be rejected from the process.

23. The E-Admit Cards for appearing in Computer Based (online) Tests and call 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 written examination/test or allowed to join AIRPORTS AUTHORITY OF INDIA, his/her candidature will automatically be treated as cancelled at any stage of the recruitment/service on grounds of his/her ineligibility.

24. AIRPORTS AUTHORITY OF INDIA reserves the right to modify/restrict/cancel the recruitment process, if need so arises without issuing any further notice or any reasons thereof. The decision of the Management will be final and no appeal will be entertained.

25. Selected candidates are liable to be posted anywhere in India.

26. Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

27. The decision of the selection committee is not liable for challenge and same shall stand final and binding on each candidate.

28. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria

29. Please do visit your email account regularly for any updates.

30. Further notifications/corrigendum in this regard, if any, will be put up on AIRPORTS AUTHORITY OF INDIA website only.

31. For any technical queries/clarifications/grievances relating to the filling up of ONLINE Application, please contact helpdesk **E-Mail:aairecruitmentwestregion@gmail.com** and **Toll Free No:18002660793.**

32. Court of jurisdiction for any dispute will be at Mumbai.

33. In case of any dispute, English version of the advertisement published in Employment News will be valid.

34. All further announcements pertaining to recruitment process will only be published/ provided at AAI website https://www.aai.aero/en/careers/recruitment from time to time.

8.   DISCLAIMER

On-Line Application validation rules and design are based on recruitment Advertisement (Advt.No.DR-05/12/2018/WR) published at AAI website https://www.aai.aero/en/careers/recruitment . However candidates are advised to read the recruitment advertisement / notification carefully and should ensure that he/she fulfills eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment / selection process is **"PURELY PROVISIONAL"** pending scrutiny of your eligibility as mentioned in the Advertisement (ADVT. No.DR-05/12/2018/WR) for the post applied at later stages of recruitment/ selection process. In case, it is found that the candidates does not fulfill the eligibility criteria mentioned in advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, community, category, sub-category, application fee, essential educational qualification(s) and experience prescribed for the post his/her candidature shall be rejected at any stage of selection process and even after appointment.

General Manager (HR),
For Regional Executive Director,
Western Region.