भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
(Schedule-'A', Mini Ratna - Category - 1 Public Sector Enterprise)

MAKE IN INDIA

Advt.No. 03/2016

N-155/2015-16

Airports Authority of India invites applications from the eligible candidates to apply ON-LINE through AAI's Website www.aai.aero for the following posts:-
(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

Post Code	Name of post	No. of vacancies & reservation					
		Total	GEN	OBC (NCL)*	SC	ST	PWD**
01	Manager (Engg.-Civil)	67	32	18	10	04	02 OH 01 HH
02	Manager (Engg.-Elect)	48	24	12	07	03	01 OH 01 HH
03	Manager (Operations)	16	09	04	02	01	-
04	Manager (Commercial)	07	05	01	01	--	-
05	Junior Executive (Finance)	20	10	05	03	01	01 OH

Note: Reservation includes shortfall. The number of vacancies are provisional and may vary.
* (NCL) = (Non-Creamy Layer)
** PWD Reservation: OH (One Leg) & HH (Partially Deaf)

IMPORTANT DATES

Event	Date	Timing
Opening date for on-line registration of applications	25.04.2016	10.00 AM onwards
Closing date for completion of Step-I of online Registration	24.05.2016	Upto 18.00 hrs.
Last date for depositing examination fee at State Bank of India	27.05.2016	Banking business closing hours
Last date for completion of Step-II of online Registration	01.06.2016	Upto 18.00 hrs.

PAY SCALE (IDA):-
(a) Manager (E-3) :- ₹24900-3%-50500
(b) Junior Executive (E-1) :- ₹16400-3%-40500

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.

The CTC per annum for the post of Manager would be around Rs. 10 lacs (approximately) and for the post of Junior Executive would be around Rs. 7 lacs (approximately).

POSTS & QUALIFICATIONS

Post Code	Name of Post	Qualification
01	Manager (Engg.-Civil)	Full-time regular Bachelor's Degree in Engineering/ Technology in Civil
02	Manager (Engg.-Elect)	Full-time regular Bachelor's Degree in Engineering/ Technology in Electrical
03	Manager (Operations)	Graduate in Science and full-time regular MBA of two years duration OR Full-time regular Bachelor's Degree in Engineering
04	Manager (Commercial)	Graduate and full-time regular MBA of 02 years duration with Marketing specialization OR Full-time regular Bachelor's Degree in Engineering
05	Junior Executive (Finance)	B.Com with ICWA/CA/MBA full-time regular (two years duration) with specialization in Finance

Note:- Degree/Diploma/Certificate/Membership 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. Minimum pass marks for CA/ICWA.
(iii) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant coloumn of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/OGPA in the application. Candidate will have to produce the certificate/document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.
(iv) Round off %age will not be acceptable under any circumstances for consideration for appointment i.e. 59.99% will be treated as less than 60%.

EXPERIENCE:-
Manager: Two years post qualification work experience as on **01.06.2016** in the Executive cadre in the concerned discipline is essential
Junior Executive: No Experience is essential

AGE LIMIT:-
Manager: Maximum age 32 years as on **01.06.2016**
Junior Executive: Maximum age 27 years as on **01.06.2016**

RELAXATION IN AGE
a) Upper age limit is relaxable by **5 years** for SC/ST, **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.
b) Upper age limit is relaxable by **5 years** to all candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 and candidate has to provide the certificate for the same issued by District Magistrate / Block Development Officer / Sub Divisional Officer at the time of interview.
c) Upper age limit is relaxable by **10 years** for PWD candidates.
d) Age relaxation as per Govt. rules for Ex-Servicemen candidates.
e) Upper age limit is relaxable by **10 years** for candidates who are in regular service of AAI, subject to attainment of 50 years.
f) 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.

SELECTION PROCESS:
a) Screening and Eligibility of the candidate will be based on the details provided by them. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the 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 online test and admit cards shall be issued to them accordingly.
c) The selection shall be made on the basis of performance in online examination and interview.

GUIDELINES FOR FILLING ONLINE APPLICATION
Eligible applicants are required to apply through "on line application format" available on AAI website www.aai.aero. The link for the same is http://www.aai.aero→Careers→Employment News→Recruitment. No documents are required to be submitted to AAI in connection with the application.
1. Before registering/submitting applications on the website, the candidate must 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 E-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit card for online examination and Call Letter for Interview if shortlisted.
(b) Scanned copy of latest passport size coloured photograph (not more than six months old) and scanned signature in digital format (jpg or jpeg file only) for uploading with the application.
(c) All relevant documents/details relating to eligibility criteria viz. Educational qualification, Caste certificate (as applicable), Discharge certificate in case of Ex-Servicemen etc.
(d) A facility to take printout of the Challan form and Registration slip.
2. The candidates should ensure the completion of both Step-I and Step-II of the registration process and deposit the requisite fee (if applicable) by the stipulated date and time. The candidates can download the filled in application form generated by the system with **Unique Reference Number**, 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 registrations for the same post, the candidature is liable to be cancelled/rejected without any notice/intimation to the candidate.
4. Applicants have to apply separately for each post along with requisite fee.

MODE OF PAYMENT
1. All General and OBC category candidates are required to pay the **application fee of ₹ 1000/- (Rs. One Thousand only)** through System Generated Challan at any branch of State Bank of India at the time of submission of application. **Women/SC/ST/PWD applicants are exempted from paying the application fee.** Fee once paid will not be refunded under any circumstances.
2(a) Candidates are required to download and print the Bank Challan in duplicate after completion of Step-I and submit to the nearest State Bank of India branch, along with the **application fee ₹1000/- (Rs. One Thousand only)** including Bank charges. On submission of the Challan, **Unique Transaction Number (Journal Number)** will be generated. The Bank portion of the Challan will be retained by the Bank Staff and the remaining portion will be given to the candidate for future reference. The candidate should ensure that the "Journal Number" is entered on the Challan before leaving the Bank.
2(b) The candidate is required to check his/her application status after minimum 48 hrs. of depositing the fee in the Bank for confirmation by logging-in the online software, so that he/she can complete Step-II of the application. In case confirmation is not received, then he/she may E-mail the Grievance Redressal Form duly filled in, to the help desk.
2(c) 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.
3. 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.
4. Responsibility of receiving, downloading and printing of Admit card for On-line test/ Interview/any other information shall be of the candidate. AAI shall 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 AAI website in time.

GENERAL INSTRUCTIONS
a) Only Indian Nationals can apply for the above posts.
b) Fee once paid will not be refunded under any circumstances.
c) Before applying for the post, the candidate 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.
d) The eligibility with respect to the age and experience will be determined as on **01.06.2016**.
e) The Candidates whose result for final year examination is awaited are allowed to appear in the On-line examination for the post of **Junior Executive (Finance)**, subject to the condition that they have to produce the final result before appearing in the interview.
f) Wherever CGPA/OGPA in a Degree is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the University/Institute, at the time of interview.
g) Employees of Government and Public Section Undertaking should forward their applications through proper channel and will be required to produce **"No Objection Certificate"** at the time of interview.
h) The On-line test will be held at Delhi, Mumbai, Kolkata, Chennai, Guwahati, Allahabad, Ahmedabad, Hyderabad, Nagpur and Thiruvananthapuram. The number of cities can be reduced or increased, depending upon the number of candidates and in that case candidates will be asked to appear at other cities than specified by them.
i) Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for interview. No interim correspondence will be entertained.
j) 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.
k) Decision of AAI in all matters regarding eligibility of the candidates; the stages at which such scrutiny of eligibility to be undertaken; the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. Management reserves the right to fix the standards and specifications for screening and calling the number of candidates for On-line test and/or interview.
l) The Admit cards/Interview 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 test/interview 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.
m) 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 thereof. The decision of the Management will be final and no appeal in the matter will be entertained.
n) Selected candidates are liable to be posted anywhere in India.
o) No TA/DA will be paid for appearing in the On-line test.
p) Court of Jurisdiction for any dispute will be at Delhi.
q) All future communications/information in general regarding this recruitment will be made available on AAI website **www.aai.aero**
r) In case of any dispute English version of the Employment Notice will be treated as valid.