AIRPORTS AUTHORITY OF INDIA

(A Mini Ratna – Category – 1 Public Sector Enterprise)

Advt.No. 2/2012

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)

Important Dates

Event	Date
Opening date for on-line registration on website.	01.03.2012
Closing date for online registration on website.	01.04.2012
Last date for receipt of payment though DD/PO	28.03.2012
Last date for receipt of payment through credit/debit card.	01.04.2012

Post code No	Name of post	No. of vacancies & reservation					
		Total	GEN	OBC	SC	ST	PWD
1	Deputy Company Secretary	01	01	--	--	--	--
2	Deputy General Manager (Commercial)	01	01	--	--	--	--
3	Deputy General Manager (Human Resources)	07	04	01	01	--	01 (PWD-OH)
4	Deputy General Manager (Information Technology)	05	04	01	--	--	
5	Deputy General Manager (Fire Services)	02	02	--	--	--	--
6	Deputy General Manager (Airport Operations)	06	05	01	--	--	--
7	Manager (Corporate Affairs)	02	02	--	--	--	--
8	Manager (Fire Services)	13	08	03	02	--	--
9	Manager (Finance)	24	11	07	04	02	Includes 01 PWD
10	Manager (Human Resources)	27	15	06	03	02	01 (PWD-OH)
11	Manager (Information Technology)	20	11	05	03	01	--
12	Manager (Technical)	04	03	01	--	--	--
13	Manager (Official Language)	02	02	--	--	--	--
14	Manager (Commercial)	03	02	01	--	--	--
15	Manager (Cargo)	05	03	02	--	--	--
16	Manager (Law)	18	11	04	02	01	--
17	Manager (Economic Planning)	02	02	---	---	--	--
18	Manager (Architecture)	04	03	01	---	--	--
19	Manager (Public Relations)	05	04	01	--	--	--
20	Manager (Airport Operations)	17	10	04	02	01	--
21	Junior Executive (Corporate Affairs)	02	02	--	--	--	
22	Junior Executive (Engineering Civil)	50	21	13	13	03	Includes 04 PWD
23	Junior Executive (Engineering Electrical)	50	13	21	13	03	Includes 03 PWD-OH
24	Junior Executive (Fire Services)	16	09	04	02	01	--

25	Junior Executive (Finance)	30	18	08	02	02	Includes 01 PWD-OH
26	Junior Executive (Technical)	30	16	08	04	02	--
27	Junior Executive (Cargo)	25	15	06	03	01	Includes 01 PWD-OH
28	Junior Executive (Human Resources)	30	18	10	01	01	--
29	Junior Executive (Information Technology)	20	11	05	03	01	--
30	Junior Executive (Airport Operations)	100	51	27	15	07	--
31	Junior Executive (Commercial)	20	11	05	03	01	
32	Junior Executive (Law)	15	08	04	02	01	
33	Junior Executive (Official Language)	02	02	--	--	--	Includes 01 PWD-VH

(Number of vacancies is provisional and may vary)

Pay Scale (IDA)

a)   **Deputy Company Secretary / Deputy General Manager (E-6) :- Rs.36600- 3%- 62000**

b)   **Manager (E-3) :- Rs.24900-3%-50500**

c)   **Junior Executive (E-1) :- Rs.16400-3%-40500**

Emoluments

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

The CTC per annum would be around Rs. 10 lakhs approximately for the post of DGM. Rs. 7.5 lakh for the post of Manager and Rs. 5 lakhs for the post of Junior Executive respectively.

POSTS & QUALIFICATIONS

Post Code No.	POST	QUALIFICATION
1	Deputy Company Secretary	Graduate with Membership of Institute of Company Secretaries of India.
2.	Deputy General Manager (Commercial)	(i) Graduate and full- time regular MBA of two years duration with Marketing specialization. **OR** (ii) Full-time regular Bachelor's Degree in Engineering.
3	Deputy General Manager (Human Resources)	Graduate & full-time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
4	Deputy General Manager (Information Technology)	Full- time regular Bachelor's Degree in Engineering /Technology in Computer Science/Computer Engineering / IT. **OR** Full- time regular Master's in Computer Application (MCA).
5	Deputy General Manager (Fire Services)	Full- time regular Bachelor's Degree in Engineering/ Technology in Fire Engineering/Mechanical Engineering/Automobile Engineering.
6.	Deputy General Manager	(i) Graduate in science and full-time regular MBA of two

		years duration
	(Airport Operations)	OR
		(ii) Full-time regular Bachelor's Degree in Engineering.
7	Manager (Corporate Affairs)	Membership of Institute of Company Secretaries of India.
8	Manager (Fire Services)	Full-time regular Bachelor's Degree in Engineering/ Technology in Fire Engineering / Mechanical Engineering / Automobile Engineering.
9	Manager (Finance)	B. Com with ICWA / CA / MBA full- time regular (two years duration) with specialization in Finance.
10	Manager (Human Resources)	Graduate & full-time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
11	Manager (Information Technology)	Full-time regular Bachelor's Degree in Engineering /Technology in Computer Science/Computer Engineering / IT. **OR** Full-time regular Master's in Computer Application (MCA).
12	Manager (Technical)	Full-time regular Bachelor's Degree in Engineering /Technology in Mechanical or Automobile.
13	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 subjects at Degree level.
14	Manager (Commercial)	Graduate and full-time regular MBA of 02 years duration with Marketing specialization. **OR** Full-time regular Bachelors Degree in Engineering.
15	Manager (Cargo)	Graduate in Science and full time regular MBA of two years duration. **OR** Full- time regular Bachelors Degree in Engineering.
16	Manager (Law)	Professional degree in law (3 years regular course after graduation OR 5 years integrated regular course after 10+2) and candidate should be eligible to get himself enrolled as an Advocate to do practice in courts in India.
17	Manager (Economic Planning)	Post Graduation in Statistics with Economics or Economics with Statistics or Mathematics with Statistics /Master degree in Operational Research or B.Sc. Maths with full-time regular MBA degree (2 years) in Operational Research.
18	Manager (Architecture)	Full-time regular Bachelor's Degree in Architecture and registered with Council of Architecture.
19	Manager (Public Relation)	Full-time regular Bachelor's degree in Mass Communication /Journalism/ Literature (Hindi/English) and Post graduate degree /Full time regular Diploma of two years in Journalism/Mass Media/Mass Communication.
20	Manager (Airport Operation)	(i) Graduate in science and full-time regular MBA of two years duration OR (ii) Full-time regular Bachelor's Degree in Engineering.
21	Junior Executive (Corporate Affairs)	Membership of Institute of Company Secretaries of India.
22.	Junior Executive (Engineering Civil)	Full-time regular Bachelor's Degree in Engineering / Technology in Civil.
23.	Junior Executive	Full-time regular Bachelor's Degree in Engineering/

	(Engineering Electrical)	Technology in Electrical.
24	Junior Executive (Fire Services)	Full-time regular Bachelor's Degree in Engineering/ Technology in Fire Engineering/Mechanical Engineering/Automobile Engineering.
25	Junior Executive (Finance)	B. Com with ICWA / CA / MBA full-time regular (two years duration) with specialization in Finance.
26	Junior Executive (Technical)	Full-time regular Bachelor's Degree in Engineering /Technology in Mechanical or Automobile.
27	Junior Executive (Cargo)	Graduate in Science and full-time regular MBA of two years duration. **OR** Full- time regular Bachelor's Degree in Engineering.
28	Junior Executive (Human Resources)	Graduate & full- time regular MBA or equivalent (two years duration) with specialization in HRM/HRD/PM&IR/Labour Welfare.
29	Junior Executive (Information Technology)	Full-time regular Bachelor's Degree in Engineering /Technology in Computer Science/Computer Engineering / IT. **OR** Full-time regular Master's in Computer Application (MCA).
30	Junior Executive (Airport Operations)	Graduate in Science and full-time regular MBA of 2 years duration. **OR** Full-time regular Bachelor's Degree in Engineering.
31	Junior Executive (Commercial)	Graduate and full-time regular MBA of 02 years duration with Marketing specialization. **OR** Full-time regular Bachelors Degree in Engineering.
32	Junior Executive (Law)	Professional degree in law (3 years regular course after graduation **OR** 5 years integrated regular course after 10+2) and Candidate should be eligible to get himself enrolled as an Advocate to do practice in courts in India.
33	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 subjects at Degree level.

Note:

Degree/Diploma/Certificate /Membership Examination should be:-:
(i) From a recognized/deemed university or from an apex institution (IIT/IIM/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 mark for CA/ICWA/Company Secretary.

Experience

Deputy General Manager/
Dy. Company Secretary   Ten years service in the Executive cadre in the discipline concerned inclusive of five years service at Senior Manager (E-4) level or above is essential.

Manager   Two years work experience in the Executive cadre in the discipline concerned is essential.

For the post of Manager (Official Language)
Experience in translation relating to glossary and from English to Hindi and Hindi to English, preferably of Technical or Scientific literature out of which **two years experience as an officer** in any office of Central / State Govt. including Public Sector Undertaking.

Junior Executive   **No experience is essential.**

For the post of Junior Executive (Official language), Experience of two years in Translation relating to Glossary and from English to Hindi and Hindi to English preferably of Technical or Scientific literature.

Age Limit

Maximum age as on **01/04/2012**
(a) DGM/Dy. Company Secretary   : - 40 Years.
(b) Manager   : - 32 Years
(c) Junior Executive   : - 27 Years

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'.
b. For persons with disabilities (PWD) – Upper age limit is relaxable by **10 years for General**, **13 years for OBC** and **15 years for SC/ST** category.
c. 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 01.01.80 to 31.12.89.
d. Age relaxation as per Govt. rules for Ex-Servicemen candidates.
e. Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI.

Candidates belonging to SC/ST/OBC/PWD will have to produce his/her original caste certificate/proof of physically challenged from the competent authority, along with attested copies of the same, at the time of interview, failing which his/her candidature shall be cancelled and he/she will not be admitted for interview. OBC candidates availing reservation will have to produce latest OBC certificate (in prescribed format by the Government of India for Government Services) with Non-creamy layer at the time of interview.

SELECTION PROCESS
• Screening and interview for the post of DGM.
• Screening and Eligibility will be based on the details provided by the candidates. Written test followed by interview for the posts of Manager and Junior Executive.
• For the post of Manager (FS) / Junior Executive (FS), written test followed by Physical measurement and endurance test (i.e. High jump, Push up, Running, Sit ups, Causality carrying, Ladder climbing, Rock climbing, Driving test). Only those candidates who qualify these two levels will be called for interview. Candidate should produce the valid HTV license at the time of interview.
• For the post of Airport Operations, LMV license is essential.
• Training period/Bond amount/bond period will be intimated along with terms and conditions of appointment, wherever applicable.

GUIDELINES FOR FILLING ONLINE APPLICATION :

Eligible applicants are required to apply through 'online application Format' available on AAI's websites www.aai.aero. The link is http://www.aai.aero →career→online recruitment.

No application through other mode will be accepted. No documents are required to be sent to AAI in connection with the application.

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.
   b) A facility to take Printout of the Challan form and Registration slip.
   c) While applying On-line, candidate should keep the scanned copy of their passport size colour photograph and their signature in digital format (.jpg or jpeg file only, each less then 1 MB size) for uploading with application.
2. The candidate can access the online application form at our website. **The online registration site would be open from 0930 hours on 01/03/2012 to 1730 hours on 01/04/2012.**
3. 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

ON-LINE PAYMENT

1. All General and OBC category candidates are required to pay the application fee before submission of application. **SC/ST/PWD/Women applicants are exempted from paying the application fee.** Fee once paid will not be refunded under any circumstances.
2. The payment modes:
2.1 The payment can be made by any of the following mode:
   - Rs.400/- (+ Rs.20 processing charges) payable through local Demand Draft/Pay Order drawn in favor of "Airports Authority of India" drawn on any bank and payable at any of the HDFC Branches, referred in link "list of branches" .
   - Through Credit/Debit card – Rs.414.34 (Rs.400/- for application fee and Rs.14.34 as processing charges)
   No payment of DD/PO will be accepted at any other location except at the HDFC bank as above.
2.2 The online payment through Credit/Debit card or through Demand Draft payable at the HDFC Branches can be done by clicking "make payment". The challan for depositing the Demand Draft at HDFC Bank branches will be printed from this site using the make payment button and selecting appropriate payment mode.
2.3 If the payment is made through the credit/debit card then the candidates are required to note the payment ID. They will be required to enter this payment ID in the application at the time of submission of application.
2.4 If the payment is made through DD/PO, two copies of the Challan will get generated from the make payment link. One copy of the challan with the Demand Draft will be submitted at the HDFC Bank and the second copy will be for the candidate. **Please note that challan No**. which will be required to be entered into the application.
3. On successful application, the applicants will be issued registration number which will become his login ID. His/her date of Birth in the format DDMMYYYY will be the default password. The candidates can login to the system for all information regarding examination schedule, admit card for written test, interview etc.
4. The applicants can submit on-line applications immediately after the payment when the payment is done through the Credit/ Debit Card. However, when the payment is done through the DD/PO at the HDFC Bank the applicants will be able to submit their applications only after 3-4 days when the payment confirmation is received from the HDFC Bank.

5. Responsibility of receiving, downloading and printing of admit card for written test/interview/any other information shall be of the candidate. AAI is not responsible for any loss of email sent, due to invalid/wrong e-mail ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.

GENERAL INSTRUCTIONS

a) Only Indian Nationals can apply for the above posts.
b) Before applying for the post, the candidate should ensure that he/she fulfills 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.
c) The eligibility with respect to age, Educational qualification, experience etc. will be determined as on **01-04-2012**. For the post of Junior Executive, candidates whose result for final year examination is awaited may also be allowed to appear in the written examination subject to the condition that they will have to produce the final results before appearing in interview.
d) 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.
e) The eligibility under the category of persons with disabilities is for those persons having 40% or more disability.
f) Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) at the time of interview from their employer. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
g) The written test will be held at Delhi/Mumbai/ Kolkata/Chennai/Guwahati/ Allahabad/Ahmedabad/Hyderabad/Nagpur and Thiruvananthapuram. The number of centres can be reduced or increased depending upon the number of candidates and in that case the candidates will be asked to appear other than centres specified by him/her.
h) Mere fulfilling of the minimum qualifications and experience will not vest any right on candidates for being called for interview. No interim correspondence will be entertained.
i) Selected candidates are liable to be posted anywhere in India.
j) Candidature of the registered candidate 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 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 interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for written test and / or interview.
l) 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 further notice/any reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.
m) Court of jurisdiction for any dispute will be at Delhi.
n) The filling of the vacancy for the post of Manager (Finance) would be made subject to the outcome of Writ Petition Pending in the court.
o) All queries/issues regarding application submission etc. are to be addressed to AAI only through e-mail: hrcell@aai.aero.
p) Please do visit your account regularly for further updates.

GENERAL MANAGER (HR)

AIRPORTS AUTHORITY OF INDIA

(A Mini Ratna – Category – 1 Public Sector Enterprise)

Advt. No. 2/2012   *Last date for applying on-line : 01.04.2012*

Airports Authority of India invites applications from the eligible candidates to apply ON-LINE through AAI's website www.aai.aero for the post of Deputy General Manager, Manager and Junior Executive in various disciplines.

(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

Event	Date
Opening date for On-line Registration	01/03/2012
Closing date for On-line Registration	01/04/2012
Last date of receipt of payment through DD/PO	28/03/2012
Last date for receipt of payment through Credit/Debit Card	01/04/2012

For further details and application format, please refer to the Employment News and Rojgar Samachar and visit out website: http://www.aai.aero →career→online recruitment.

GENERAL MANAGER (HR)