



AIRPORTS AUTHORITY OF INDIA
(A Category-1 'Mini Ratna' Public Sector Enterprise)
REGIONAL HEADQUARTERS, NORTH EASTERN REGION, LGBI AIRPORT
GUWAHATI-781015

Advt. No.04/2022/DR/NER

RECRUITMENT FOR NON-EXECUTIVES CADRES IN NORTH EASTERN REGION

Airports Authority of India, NER invites applications from the eligible candidates who are domicile of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura for the following mentioned Non Executives posts at various Airports in the above States in North Eastern Region. Applicants shall apply online 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	Minimum Qualification	Experience	No of vacancies & Reservation							
				Total	UR	SC	ST	OBC (NCL)	EWS	PWD	Ex-SM
1.	Senior Assistant (Operations)	Graduate with LMV licence, Diploma in Management will be preferred.	2 years relevant experience in the concerned discipline.	03	02	-	01	-	-	** 01 (HH) Deaf and hard of hearing	0
2.	Senior Assistant (Finance)	Graduate preferably B. Com with computer training course of 3 to 6 months.	2 years relevant experience in the concerned discipline.	02	01	-	01	-	-	-	0
3.	Senior Assistant (Electronics)	Diploma in Electronics/Telecommunication/Radio Engineering	2 years relevant experience in the concerned discipline.	09	06	-	03	-	-	-	** 1
4.	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 along with Hindi and English as Compulsory/optional subjects at graduation level. OR Masters in any subject apart from	2 years relevant experience in the concerned discipline	02	01	-	01	-	-	**01(OH) locomotor disability including leprosy cured, dwarfism, acid attack victim (OA, OL, BL)	0

		<p>Hindi/English from a recognized University along with 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.</p> <p>OR</p> <p>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.</p> <p><u>Desirable:</u> Knowledge of Hindi Typing</p>									
5.	Junior Assistant (HR)	Graduate + 30/25 W.P.M. English/Hindi Typing Speed.	2 years relevant experience in the concerned discipline.	02	02	-	-	-	-	-	0

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

Abbreviations used: EWS= Economically Weaker Section, NCL= Non-Creamy Layer, HH=Hearing Impaired, OH= Orthopedically handicapped, ExSM- Ex-Servicemen, OA=One Arm, OL=One Leg, BL=Both Leg

** Reservation of Ex-Servicemen & PWD is horizontal reservation i.e. reservation out of the vertical reservation of UR/SC/ST/OBC & EWS

Note:-

1. Degree/Diploma/Certificate/Membership Examination should be from a Recognized/Deemed university recognized by Govt. of India.
2. Definition of various categories of disability identified suitable for the post shall be as defined under RPwDAct, 2016.

AGE LIMIT:- Maximum age 30 Years as on **30/04/2022**.

RELAXATION IN AGE:-

- i. Upper age limit is relaxable by 10 years for PWD, 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. For Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued by time to time.
- iii. Upper age limits are relaxable by 10 years for candidates who are in regular service of AAI.
- iv. Maximum age limit for Widows, divorced women and women judicially separated from their husbands and who are not remarried, upto the age of 35 years (upto 40 years for member of SC/ST and 38 years for OBC).
- v. 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 Application	30.06.2022 at 10:00 AM onwards
Last date for On-Line Application	29.07.2022 at 11:55 PM

REMUNERATION

PAY SCALE (IDA):-

Senior Assistant (Operations/Finance/Electronics/Official Language) (NE-6): Rs. 36,000-3%-1,10,000

Junior Assistant (HR) (NE-4) : Rs. 31,000- 3% - 92,000

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.

IMPORTANT INSTRUCTIONS

- i. Only Indian Nationals with domicile of NER fulfilling eligibility criteria can apply for the above posts.
- ii. Age, Experience and all other eligibility criteria shall be reckoned as on **30.04.2022**.
- iii. Vacancies reserved for OBC (NCL) category are available to OBC candidates belonging to Non-Creamy Layer (NCL) only as per the Govt. of India Guidelines.
- iv. **OBC Certificate**: - The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid OBC(NCL) certificate at the time of documents verification in support of their belonging to OBC community in the Central list of OBC, issued by the Government of India, in the prescribed format for this purpose so as 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. **SC/ST Certificate**: - Candidates belonging to SC/ST category shall have to submit the Caste Certificate issued by the Competent Authority at the time of documents verification.
- vi. ***SC/ST/OBC (NCL)/EWS/Disability certificate issued by the Competent Authority should either be in Hindi or English.*** Any Variation in the caste name will not be accepted.
- vii. 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.
- viii. 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.
- ix. The date of declaration of result/issuance of marksheets shall be deemed to be the date of acquiring of qualification and there shall be no relaxation on this account.

SELECTION PROCESS

- i. Before applying for the posts, the candidates should ensure that he/she fulfils the eligibility and others norms mentioned in the Advertisement. Furnishing of wrong/false information will lead to disqualification and AAI will not be responsible for any consequences 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 online 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. Candidates will be shortlisted on the basis of their performance in Online Examination and they will be called for document verification and Trade Test as applicable for the post.
- v. 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, falling 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.
- vi. During Documents verification, 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.
 - vii. For the post of Sr. Asstt.(Ops): Light Motor Vehicles License is essential. Temporary /Learning License will not be accepted.
 - viii. The provisional selection of the candidates will be as per the merit list, prepared on the basis of their performance in On-line examination and Trade Test as applicable for the post, subject to meeting all other eligibility criteria prescribed for the post.
 - ix. Roll numbers of the candidates provisionally selected for appointment will be declared on AAI Website. The candidates selected for the post of Sr. Asstt.(Elex) may have to undergo training during which they will be paid stipend as per AAI rules.
 - x. 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.
 - xi. 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 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

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.

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:

- i. 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.
- ii. Incomplete application will be summarily rejected.
- iii. 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.
- iv. Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/information: -
 - 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 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, if shortlisted.
 - b) 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.
 - c) All relevant documents/details relating to eligibility criteria viz Education Qualification, Caste Certificate[(SC/ST/OBC(NCL))], EWS Certificate, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Apprentice Certificate from AAI etc.
- v. 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 fees of Rs.1000/- (Rupees One Thousand Only) is to be paid by the candidates. SC/ST/Female candidates/PWD/Apprentices who have successfully completed one year of Apprenticeship Training in AAI are exempted from payment of any fee. However, all the candidates irrespective of any category have to pay Rs.90/-(Rupees Ninety only) as charges for health and hygiene arrangement for Covid 19. Fees is to be paid through ONLINE MODE ONLY. Fee submitted by any other mode will not be accepted.
- 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 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.

INSTRUCTIONS 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 on light background (not older than 3 months).
- Photograph in cap/hat/dark glasses will not be accepted. Religious headwear is allowed but it must not cover the face.
- Look straight at the camera with a relaxed face.
- The size of the scanned image should be up to 100 kb in jpg/jpeg format only.

b) **Signature image:**

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Please scan the signature area only and not the entire page.
- Size of file should be up to 100 kb in jpg/jpeg format only.

GENERAL INSTRUCTIONS

- a) Before submitting the application, the candidate must ensure that he/she fulfils 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-Servicemen] 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 within 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 under NER. 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. No correspondence will be entertained from the candidates found ineligible and not called for documents verification.
- 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/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 Guwahati.

- l) All future communication/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.
- n) Online Test will be bilingual i.e. Hindi and English.
