

AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

ADVT: September 2020

For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/GEN / Ex- SM/EWS	Token No.	Eligible/ Not-Eligible (E /NE)	Remarks
Token / slip issued at the time of Registration to be attached with Application			Signature of the registering Officer		

FORMAT OF APPLICATION

To,

AI AIRPORT SERVICES LIMITED.
(Formerly known as Air India Air Transport Services Limited)
**HRD Department, Ground Floor,
GS Building, New Technical Area,
Dumdum, Kolkata: 700 052**

Paste
Recent colour
Photograph &
sign across

POSITION APPLIED FOR: _____

Selected Station: Port Blair

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) : **YES / NO**
EMPLOYMENT REGISTRATION NO. _____

(ALSO ATTACH COPY OF REGISTRATION CARD)

1. Full Name: (In BLOCK letters)

First *Middle* *Surname*

2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY) _____

4. Place and State of Birth: _____

5. Address for correspondence: _____

Pin Code _____

State : _____

a) Telephone No. : Residence (with STD Code): _____

b) Mobile No. : _____ c) EmailID: _____
(Mandatory) (Mandatory)

6. Gender : Male / Female

7. Marital Status: Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

13. a) Whether SC / ST / OBC / EWS / GENERAL :(ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	EWS	General

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”. OBC community should be as per the Central List of OBC’s published by the Government of India

If EWS, furnish copy of income and asset certificate in the prescribed format.

b) Whether Ex-Serviceman : Yes / No

If Yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant Document)

c) Whether from Police Services : Yes / No

(Furnish details)

- d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector
Undertaking or autonomous body
If “Yes”, enclose “No Objection Certificate”

14. a) Educational Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre- Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
4 th Years _____				
Any other (specify) _____ _____				

14. b) HMV Licence details: i) Licence No. _____
ii) Issued By _____
iii) Valid upto _____

15. Fluency in languages: Mark ‘X’ in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d) Others (Specify)				
e) Mother (Tongue)				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

16. Work Experience:

Name of the Organisation	Post Held	Period of Service		Nature of Job
		From	To	

Experience certificate may be attached.

17. Particulars of Demand Draft issued - (in favour of **Air India Air Transport Services Ltd.** payable at MUMBAI)

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs.500/-

18. Relatives working in Air India Ltd. or its subsidiary companies, if any.

Name	Designation	Company	Relationship

19. **Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefor.

Place: _____

(Signature of applicant)

Date: _____

List of Documents (copies) to be attached with the Application:
(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd Year Graduation Mark-sheet	
viii)	4 th Year Graduation Mark-sheet	
ix)	<u>Degree Certificate</u> or Provisional Degree Certificate	
x)	Caste Certificate in case of SC / ST /OBC candidates	
xi)	Discharge Certificate in case of Ex-Servicemen	
xii)	Experience Certificate	
xiii)	Nationality / Domicile Certificate	
xiv)	PAN Card Copy	
xv)	Aadhar Card Copy	