



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**REGIONAL HEADQUARTER (NR),**  
**NATS BUILDING, IGI AIRPORT**  
**NEW DELHI-110037**  
**(SCHEDULE-'A' MINIRATNA CATEGORY-1 PUBLIC SECTOR ENTERPRISE)**

**ADVT. NO 01/2022/NR**

**RECRUITMENT FOR NON-EXECUTIVES CADRES IN NORTHERN REGION**

Airports Authority of India, Regional Headquarter, Northern Region invites applications from the eligible candidates who are domiciles of **Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand** for the posts of **Senior Assistant (Official Language), Senior Assistant (Finance) and Senior Assistant (Electronics)** for its various airports in Northern Region. Candidates shall apply **ONLINE** through Airports Authority of India website ([www.aai.aero](http://www.aai.aero) → **Careers**) for the above posts. **NO APPLICATION THROUGH ANY OTHER MODE WILL BE ACCEPTED.**

**IMPORTANT DATES**

Opening Date for On-Line Application	21.12.2022
Last Date for On-line Application	20.01.2023
Tentative Date of On-line Examination	Will be announced on AAI Website-www.aai.aero

**1. Details of Posts:-**

Post Code	Name of the post & Level of post	No. of Vacancies & Reservation								Ex-SM**
		Total	UR	SC	ST	OBC (NCL)	EWS	PWD*		
								Category (a)	Category (d&e)	
01	Senior Assistant (Official Language), NE-6 Level	05	04	--	--	01	--	--	01	01
02	Senior Assistant (Finance), NE-6 level	16	08	03	--	04	01	01	--	02
03	Senior Assistant (Electronics), NE-6 Level	32	14	06	01	08	03	--	--	04

**Abbreviations used:** EWS: Economically Weaker Section, NCL: Non- Creamy Layer, Ex-SM: Ex-Serviceman, PWD: Persons with Disabilities

**\*Note 1 :** Definition of various categories of disability identified suitable for the post shall be as defined under RPwD Act, 2016.

**Post Code identified suitable for persons with disability (PWD)**

<b>Post Code</b>	<b>Categories of disabled suitable for jobs</b>	<b>Physical Requirements</b>
01	(a) Blindness and Low Vision (B, LV); (b) Deaf & Hard of Hearing; (c) Locomotor disability including leprosy cured, dwarfism, acid attack victims (OA, OL, BL, SD/SI without any associated neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA, OL, BL); (d) Specific Learning Disability; (e) Multiple Disabilities - from amongst (a), (b), (c) & (d) above except deaf-blindness	S, ST, RW, SE, C
02	(a) B, LV (b) D, HH (c) OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction, SD/SI with associated limb dysfunction of OA, OL, BL, OAL, BA) (d) ASD (M, MoD),SLD,MI (e) MD involving (a) to (d) above	S, ST,W, BN, RW, SE, H, MF, C
03	(c) Acid attack victims and Dwarfism (subject to Safety Service in the Amendment in Aircraft Act, 1934 w.e.f 01.02.2008)	S, ST, BN, H, C, RW, SE, MF

**Abbreviations used:**

AAV – Acid Attack Victim, ASD – Autism Spectrum Disorder (M=mild, MoD=moderate), B - Blind, BA – Both Arms, BL - Both Leg, CP – Cerebral Palsy, Dw – Dwarfism, LV - Low Vision, LC – Leprosy Cured, MI- Mental Illness, OA- One Arm, OAL - One Arm & One Leg, OL - One Leg, SD – Spinal Deformity, SI – Spinal Injury, SLD- Specific Learning Disability. BN: Bending, C: Communication, H: Hearing, MF: Manipulation by Fingers, RW: Reading & Writing, S: Sitting, SE: Seeing, ST: Standing, W: Walking.

**\*\*Note 2:** Reservation of Ex-Servicemen includes two reserved posts for disabled Ex-Servicemen and dependents of Ex-servicemen killed in action. Ex-Servicemen who have already secured employment in civil side under Government in Group ‘C’ & ‘D’ posts on regular basis after availing the benefits of reservation given to Ex-servicemen to their re-employment are not eligible for reservation for appointment under Ex-Servicemen categories. However, they are eligible for age relaxation only.

The numbers of vacancies are tentative. Airports Authority of India (AAI) reserves the right to increase or decrease the vacancies depending upon the future requirements. AAI also reserves the right to modify/cancel the recruitment process, if need so arises without issuing any further notice or any reasons what so ever. The decision of the Management will be final and no appeal shall be entertained.

## 2. Emoluments

### Pay scale & Level - Rs. 36,000-3%-1,10,000 in NE-6 Level (Senior Assistant) - IDA pattern

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.

## 3. Age Limit & Relaxation in Age

Maximum age limit is **30 years** as on 30/11/2022 and the upper age limit is relaxable as follows:

- (i) Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy layer) candidates.
- (ii) An Ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years he shall be deemed to satisfy the condition regarding age limit.
- (iii) Upper age limits are relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA.
- (iv) Maximum age limit for widows, divorced women and women judicially separated from their husbands and who are not remarried: Up to the age of 35 years (up to the age of 38 years for OBC and up to the age of 40 years for SC/ST candidates).
- (v) For Persons with Disabilities (PWD) i.e., differently abled candidates- 10 years relaxation for UR, 13 years for OBC(NCL), 15 years for SC/ST candidates. Relaxation of age limit would be permissible to PWD candidates who have minimum of 40% disability supported by certificate of disability in prescribed format issued by a board duly constituted by the Central/State Government.
- (vi) 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.
- (vii) Age, Qualification, Experience etc., shall be reckoned as on 30.11.2022.

## 4. Qualification & Experience

Post Code	Name of Post	Qualification & Experience
01	Senior Assistant (Official Language)	Masters in Hindi with English as a subject at Graduation level <b>OR</b> Masters in English with Hindi as a subject at Graduation level <b>OR</b> Masters in any subject apart from Hindi/English from a recognized University along with Hindi and English as compulsory/optional subjects at graduation level. <b>OR</b> Masters in any subject apart from 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 style="text-align: center;"><b>OR</b></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>Desirable: Knowledge of Hindi Typing.</p> <p><b>Experience: Two years (2) relevant experience in the concerned discipline.</b></p>
02	Senior Assistant (Finance)	<p>Graduate preferably B.Com. with computer training course of 3 to 6 months.</p> <p><b>Experience: Two years (2) relevant experience in the concerned discipline.</b></p>
03	Senior Assistant (Electronics)	<p>Diploma in Electronics/Telecommunication/Radio Engineering</p> <p><b>Experience: Two years (2) relevant experience in the concerned discipline.</b></p>

#### 5. Syllabus/Written Examination

Post Code	Name of Post	Syllabus for written exam
01	Senior Assistant (Official Language)	<p>a) 50% questions on subjects relating to educational qualifications prescribed for the post; and</p> <p>b) 50% on General Knowledge, General Intelligence, General Aptitude, English etc.</p>
02	Senior Assistant (Finance)	<p>a) 70% questions on subjects relating to educational qualifications prescribed for the post; and</p> <p>b) 30% on General Knowledge, General Intelligence, General Aptitude, English etc.</p>
03	Senior Assistant (Electronics)	<p>a) 70% questions on subjects relating to educational qualifications prescribed for the post; and</p> <p>b) 30% on General Knowledge, General Intelligence, General Aptitude, English etc.</p>

**Note: Minimum passing marks will be 50% for UR/EWS/OBC(NCL)/Ex-SM candidates and 40% for SC/ST/PWD candidates. The total marks will be 120 and the duration of the written test (Computer Based Test) will be 2 hours. There will not be any negative marking for wrong answers attempted by the candidates.**

#### 6. Selection Procedure:

- (i) Screening and eligibility of the candidate will be based on the details provided by them. Before applying for the post, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Furnishing of wrong/ false information will lead to

disqualification and AAI shall not be responsible for any consequence of furnishing of such wrong/false information.

- (ii) On the basis of the details furnished in application form, candidates shall be called for On-line test 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) The selection for the said posts shall be made on the basis of performance in On-line examination and subject to clearance in document verification and medical fitness.
- (iv) The final merit list will be made on the basis of marks secured in online written examination.
- (v) Appointment to the post of **Senior Assistant (Electronics)** is subject to fulfilling eligibility conditions and successfully passing 12 weeks of ab-initio training course and 4 weeks OJT at Airports Authority of India, Civil Aviation Training College (CATC), Bamrauli, Prayagraj or at any other airport/place as decided by the Management. During training, incumbent is entitled for stipend as per the rules.
- (vi) The candidates selected for the post of **Senior Assistant (Electronics)** shall have to execute a surety bond to serve Airports Authority of India for a period of 3 years after successful completion of training. In case one quits the training during the course of training or resign before completion of 3 years' service from the date of posting at station, Airports Authority of India shall have the right to recover the bond amount as per AAI rule.

#### **7. Application Fee & Mode of Payment.**

<b>Category</b>	<b>Application Fee</b>
General, EWS and OBC Category	*Rs. 1000/- (Rupees One Thousand only)
Women/SC/ST/PWD/Ex-servicemen/Apprentices who have completed Apprenticeship Training in AAI	No application fee.

\*Excluding of Bank Charges & Service Tax

- (i) Fees will be accepted through online net banking/credit cards/debit cards/UPI/wallet etc.
- (ii) Check the charges/commission applicable for selected mode of payment and the same shall be borne by the candidate.
- (iii) Fee once paid shall not be refunded under any circumstances.

#### **8. Guidelines for filling Online Application**

Candidates are advised to read the following instructions carefully before applying on-line and also all the instructions given on main page of the on-line application:

- (i) Candidates are required to apply online through the link available on [www.aai.aero](http://www.aai.aero) under tab "CAREERS". No other means/mode of submission of applications will be accepted under any circumstances.
- (ii) Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during this recruitment process. The candidates are requested to check regularly their e-mail/AAI's website for any communication from AAI.

- (iii) Before starting to fill up the online application, the candidates should keep at hand the following details/documents/information: -
- 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 online examination and Call Letter for Documents Verification, if shortlisted.
  - Scanned copy of latest passport size colour photograph and scanned signature in digital format (as per dimensions given below) for uploading in the application.
  - All relevant documents/details relating to eligibility criteria viz. Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)], EWS Certificate, Experience Certificate, Domicile certificate, Disability Certificate, Discharge/Dependency Certificate in case of Ex-Servicemen, Apprentice Certificate from AAI etc. must be attached.
- (iv) Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/websites/mobile apps etc. For authenticity of any information, candidates may visit detailed advertisement available on AAI website [www.aai.aero](http://www.aai.aero) only.
- (v) **Uploading of scanned image of his/her photograph and signature** (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).
  - Look straight at the camera with a relaxed face.
  - Size of scanned image should be upto 80kb 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 upto 50kb in jpg/jpeg format only.
- c) Certificate/documents Image:
- Scan and upload relevant certificate separately.
  - Each Certificate should be in JPG/JPEG/PDF format of size between 50 KB -1000 KB.

**Technical queries/clarifications relating to the filling up of on-line application, please feel free to contact through Helpdesk tab integrated in the Application portal or Helpdesk Number : +91-9513166392**

## **9. General Instructions**

1. Before applying for the post, the candidates 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.
2. Candidates are advised to apply online 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.
3. 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 AAI.
  4. The eligibility with respect to Age, Education Qualification and Experience will be determined as on 30/11/2022.
  5. Where CGPA/OGPA/DGPA/CPI etc. 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 documents verification.
  6. 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.
  7. 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.
  8. In case of employees coming from PSUs (following IDA Pay-Scale): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.
  9. In case of employees coming from Central/State Government Ministries/ Departments (following CDA pay-scales): Pay protection upto a maximum of 3 (three) increments in the form of Personal Pay will be given to all eligible employees who have been recruited in AAI through Direct Recruitment and that the initial basic pay of the candidate will be fixed at the starting level of the scale to which he/she has been selected. Pay for this purpose means Basic Pay + DA. The said component of personal pay will be absorbed during fixation of pay in higher scale/pay revision. Personal pay will be shown as a separate component and will not count for any purpose including DA.
  10. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce **No Objection Certificate (NOC)** from their present employer at the time of verification of documents, failing which his/her candidature will not be considered. Other claims such as undertaking/acknowledged copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be considered in place of NOC.
  11. Candidates belonging to **SC/ST** will have to produce **his/her original Caste certificate** from the competent authority, along with self attested copy of the same, at the time of physical verification of documents, failing which his / her candidature shall be cancelled.
  12. The OBC Candidates availing reservation will have to produce **valid original OBC CERTIFICATE with "NON CREAMY LAYER STATUS" (LATEST)** as prescribed 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. OBC (Non-Creamy Layer Certificate) for admission to educational purposes will not be considered.

13. Candidates belonging to EWS category shall have to submit the EWS certificate in prescribed format issued by the Competent Authority so as to prove that they belong to “EWS Category” at the time of documents verification.
14. Candidates belonging to PWD category shall have to produce the original copy of percentage of disability certificate issued by the medical board constituted by the Central/State Government at the time of documents verification.
15. The candidates have to appear for the computer based/online examination for the above posts at their own expenses. No TA /DA will be paid by AAI.
16. The education and other qualification must be obtained from Govt. Recognized institutions/ Universities as per statutes.
17. Departmental candidates possessing recognized degrees as per the required minimum qualification, obtained through part time/correspondence/distance education mode shall be eligible to apply.
18. **In case of Ex-Servicemen category**, the candidate shall have to produce original **Discharge Certificate/dependency certificate** at the time of document verification.
19. **In case of widows/divorced women/women judicially separated, who are not remarried**, the candidate has to produce the original death certificate of husband /certified copy of the court order conveying divorce or judicial separation & affidavit that the candidate has not remarried at the time of document verification.
20. All the certificates including experience certificate issued by the Competent Authority should be either in Hindi or English. Documents other than Hindi or English, transcript of the same duly attested by gazette officer or Notary is to be submitted.
21. The computer based/online test will be held at various major cities of Northern Region (i.e. Delhi/NCR, Agra, Kanpur, Lucknow, Prayagraj, Varanasi, Dehradun, Roorkee, Jaipur, Jodhpur, Kota, Ambala, Bilaspur, Hamirpur, Jammu, Samba, Amritsar, Jalandhar, Chandigarh, Mohali, Patiala, Bhopal, Indore, Jabalpur). The places of examination centers 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 center other than those specified by them.
22. During Documents verification, the candidate will have to produce Original Certificates including experience certificate 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.
23. Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents/background check, domicile certificate, caste certificate/ Other Backward Classes (Non-Creamy Layer Certificate)/ EWS Certificate, Experience certificate, Apprenticeship certificate and other documents as 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.
24. 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. AAI may take legal action as deemed fit against such candidates.

25. The decision of AAI Management /Selection Committee 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.
26. The admit cards for written tests and 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 examination / test etc. 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.
27. 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 will be entertained.
28. Selected candidates are liable to be posted anywhere in India.
29. Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.
30. 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.
31. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
32. Court of Jurisdiction for any dispute will be at Delhi.
33. Further notifications / corrigendum in this regard, if any, will be put up on AAI website only.
34. Please do visit your e-mail account and AAI website regularly for any updates.
35. In case of any dispute, **English version** of notice and communication will be treated as valid.

Regional Executive Director, NR

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