



AIRPORTS AUTHORITY OF INDIA
(A Category – 1 ‘Mini Ratna’ Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52
ADVT.No 01/2016-Rectt.(PWD)

“Special Recruitment Drive for Persons with Disabilities”

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 ANY OTHER MODE WILL BE ACCEPTED)

SL. NO.	Name of the Post	Level	No. of Vacancies (Number of posts may vary)	Scale of Pay (IDA Pattern)
	Group - C			
1.	Senior Assistant (Finance)	NE-6	1 (HH)	14,500 - 33,500/-
2.	Senior Assistant (Steno)	NE-6	4 (OH)	14,500 - 33,500/-
3.	Assistant (Office)	NE-5	3 (VH)	13,400 - 30,500/-
	Total		08	

Abbreviations used : VH = Visually Impaired, HH = Hearing Impaired, OH = Orthopedically Impaired,

IMPORTANT DATES

Event	Date
Opening date for on-line Registration of applications	14.07.2016, 10.00 AM
Closing date for completion of Step I of online Registration	04.08.2016, 06.00 PM
Closing date for completion of Step II of online Registration	08.08.2016, 06.00 PM

QUALIFICATION & EXPERIENCE

SL. NO.	Name of the Post	Qualifications & Experience
1.	Senior Assistant (Finance)	Graduate preferably B.Com with computer training course of 3 to 6 months with 2 years relevant experience in the concerned discipline.
2	Senior Assistant (Steno)	Graduate with 80/40 w.p.m. speed in Shorthand/Typing with 2 years experience and computer proficiency.
3	Assistant (Office)	Graduate with typing speed of 40 w.p.m. with computer knowledge with 2 years relevant experience in the concerned discipline subject to trade test.

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EMOLUMENTS

In addition to Basic Pay, Dearness Allowance, Perks @ 46% of Basic Pay, HRA and other benefites which include CPF, Gratuity, Social Security Schemes, Pension, Medical Benefits etc. are admissible as per AAI Rules.

AGE LIMIT

1. Senior Assistant (Finance) - Maximum age 40 years as 30.06.2016
2. Senior Assistant (Steno) - Maximum age 40 years as 30.06.2016
3. Assistant (Office) - Maximum age 40 years as 30.06.2016

RELAXATION IN AGE

- i) Upper age limit is relaxable by **5 years** for SC/ST, **3 years** for OBC (Non-Creamy layer) candidates.
- ii) Age relaxation as per Govt. rules for Ex-Servicemen candidates.
- iii) Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI, subject to attainment of 50 years.
- iv) 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.

APPLICATION FEE PWD candidates are exempted from Fee payment.

SELECTION PROCESS

- a. 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 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 On-line test and Admit Cards shall be issued to them accordingly.
- c. The selection for the said posts shall be made on the basis of performance in On-line examination and trade test as applicable.

GUIDELINES FOR FILLING ONLINE APPLICATION

Eligible applicants are required to apply through On-line application format” available on AAI’s website **www.aai.aero**. The link for the same is **http://www.aai.aero-Careers-Employment News- Link** for Special Recruitment Drive for Persons with Disabilities – ER Kolkata. 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-

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- 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 trade test if shortlisted.
- (b) Scanned copy of latest passport size coloured photograph (not more than six months old), scanned signature in digital format (jpg of jpeg file only) and scanned Disability Certificate as per the format provided for uploading in the application.
 - (c) All relevant documents / details relating to eligibility criteria viz Educational Qualification, Caste Certificate, Experience Certificate, Disability Certificate and Discharge Certificate in case of Ex-Servicemen etc.
 - (d) A facility to take print out of the Registration Slip.
2. The candidates should ensure the completion of the registration process by the stipulated date and time. The candidates can download the filled 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, 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. Candidates are required to enter all information correctly in on-line application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
 5. 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. The candidates can log in to AAI website for all the information regarding Examination schedule, Admit Card for On-line examination, trade test etc.
 6. Responsibility of receiving, downloading and printing of admit card for On-line examination / Trade test / any other information shall be of the candidate. AAI is not 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

1. Only candidates who are domicile of **West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** can apply for the above posts.
2. Disability of applicants applying against the quota reserved for the physically challenged persons should not be less than 40%. Specimen copy of Disability Certificate annexed as Annexure-1 to be filled and countersigned by the Medical Superintendent / CMO / Head of Hospital (with seal) and needs to be uploaded at the time of application.
3. The candidates whose result for final year examination is awaited are allowed to appear in the On-line examination for the said post subject to the condition that they have to produce the final result before appearing in the trade test, if shortlisted or shortlisted for further selection.
4. All Degree / Diploma /Certificates should be from University / Institute recognized and approved by AICTE / State Board.
5. A copy of SC/ST/OBC/Physically Challenged certificate from a competent authority shall necessarily be submitted by the candidates who belong to any particular category.
6. Candidates applying for more than one post should apply separately.

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7. 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.
8. The eligibility with respect to age and experience will be determined as on 30.06.2016.
9. Employees of Government and Public Sector Undertaking may apply On-line after obtaining permission from the concerned office and shall be required to produce "No Objection Certificate" at the time of trade test if shortlisted.
10. The **Online test will be held at Kolkata, Bhubaneswar & Raipur.** 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.
11. Mere fulfilling of minimum qualification, experience and job requirement will not vest any right on candidates for being called for selection. No interim correspondence will be entertained.
12. 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.
13. Decision of AAI in all matters regarding eligibility of the candidates; the stages at which such scrutiny of eligibility is to be undertaken; the documents to be produced for the purpose of selection and any other matter relating to recruitment will be final and binding on the candidates. Management reserves the right to fix the standard and specification of screening and calling the number of candidates for On-line test and for trade test.
14. The Admit cards for Written Test/Trade test as applicable, or 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 /trade test 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.
15. 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.
16. Selected candidates are liable to be posted anywhere in India.
17. No TA / DA will be paid for appearing in the On-line examination.
18. Canvassing in any form of bringing influence will be treated as a disqualification.
19. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria
20. Court of Jurisdiction for any dispute will be at Kolkata.
21. All future communications / information in general regarding this recruitment will be made available on website www.aai.aero.

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NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

Recent Photograph of
the candidate
showing the disability
duly attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt / Kum _____

Son / wife / daughter of Shri _____ age _____

Sex _____ identification mark(s) _____ is suffering
from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL - One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA – One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (iv) BH – Stiff back and hips (Cannot sit or stoop)
- (vii) MW – Muscular weakness and limited physical endurance

B. Blindness or Low Vision:

- (i) B – Blind
- (ii) PB – Partially Blind

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C. Hearing impairment:

(i) D- Deaf

(ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ year's _____ months. *

3. Percentage of disability in his / her case is _____ per cent.

4. Sh. / Smt. / Kum _____ meets the following Physical requirements for discharge of his / her duties:-

- | | | |
|--------|--|----------|
| (i) | F – can perform work by manipulating with fingers. | Yes / No |
| (ii) | PP – can perform work by pulling and pushing. | Yes / No |
| (iii) | L – can perform work by lifting | Yes / No |
| (iv) | KC – can perform work by kneeling and crouching | Yes / No |
| (v) | B – can perform work by bending | Yes / No |
| (vi) | S- can perform work by sitting | Yes / No |
| (vii) | ST – can perform work by standing | Yes / No |
| (viii) | W – can perform work by walking | Yes / No |
| (ix) | SE – can perform work by seeing | Yes / No |
| (x) | H – can perform work by hearing / speaking | Yes / No |
| (xi) | RW – can perform work by reading and writing | Yes / No |

(Dr. _____)

Member

Medical Board

(Dr. _____)

Member

Medical Board

(Dr. _____)

Member

Medical Board

Countersigned by the
Medical Superintendent / CMO / Head of Hospital (with seal)

*Strike out which is not applicable

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