	<p><b>भारतीय विमानपत्तन प्राधिकरण</b>  <b>(अनुसूची - 'ए' मिनीरत्न - श्रेणी 1 - सार्वजनिक क्षेत्र का उपक्रम)</b>  <b>AIRPORTS AUTHORITY OF INDIA</b>  <b>(SCHEDULE-'A' MINI RATNA-CATEGORY -1 PUBLIC SECTOR ENTERPRISE)</b>  <b>क्षेत्रीय मुख्यालय (पश्चिमी क्षेत्र), एकीकृत प्रचालन कार्यालय भवन,</b>  <b>पारसीवाडा, सहार रोड, विले पार्ले (पूर्व), मुंबई - 400 099.</b>  <b>REGIONAL HEADQUARTERS (WESTERN REGION), INTEGRATED</b>  <b>OPERATIONAL OFFICES BUILDING, OPP. PARSIWADA, SAHAR ROAD,</b>  <b>VILE PARLE (EAST), MUMBAI - 400 099</b></p>
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**DIRECT RECRUITMENT OF NON EXECUTIVES IN VARIOUS DISCIPLINES UNDER AIRPORTS AUTHORITY OF INDIA, WESTERN REGION**

**ADVERTISEMENT NO. DR-01/02/2025/WR**

Airports Authority of India (AAI), a Government of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 Status.

Airports Authority of India, Western Region invites applications from eligible candidates **who are DOMICILE of Maharashtra, Gujarat, Madhya Pradesh and Goa** to fill up the following Group-'C' posts at various airports in the above states of Western Region. Candidates shall apply ON-LINE for the below mentioned posts through online application link hosted in Career pages of AAI Website i.e. <https://www.aai.aero/en/careers/recruitment>. No application through any other mode will be accepted.

Post Code	Name & Level of Post	Number of vacancies and reservation											
		Total	UR	SC	ST	OBC (NCL)	EWS	(Included vacancies)				ESM	Ex-Agniveers
								PwBD					
				a	b	c	d& e						
1	Senior Assistant (Official Language) (NE-06)	2	1	0	0	1	0	0	0	0	0	0	0
2	Senior Assistant (Operations) (NE-06)	4	3	0	1	0	0	0	0	0	0	0	0
3	Senior Assistant (Electronics) (NE-06)	21	10	2	2	5	2	0	0	0	0	3	0
4	Senior Assistant (Accounts) (NE-06)	11	6	0	1	3	1	2	2	1	2	2	0
5	Junior Assistant (Fire Services) (NE-04)	168	82	23	22	25	16	0	0	0	0	24	16

Abbreviations used: UR= Unreserved, EWS= Economically Weaker Section, OBC(NCL)= Other Backward Classes (Non-Creamy Layer), SC= Scheduled Caste, ST= Scheduled Tribe, PwBD = Persons with Benchmark Disability, ESM= Ex-Servicemen

**Note :**

- ❖ **The number of vacancies are tentative and may increase or decrease at sole discretion of Airports Authority of India. Airports Authority of India also reserves the right to modify/restrict/alter/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or any reasons whatsoever. The decision of the Management will be final and no appeal shall be entertained.**

- ❖ Disabled Ex-Servicemen and Dependents of Ex-Servicemen killed in action can also apply against post reserved for Ex-Servicemen, as applicable and age relaxation are admissible as per Govt. of India Guidelines.
- ❖ 09 posts reserved for Disabled Ex-Servicemen and Dependents of Ex-Servicemen killed in action.
- ❖ Wherever vacancy is not notified for SC/ST/OBC/EWS candidates, they can apply against UR post without claiming age and marks relaxation, as applicable.
- ❖ Reservation of PwBD, Ex-Servicemen & Ex-Agniveer is horizontal reservation therefore the vacancies mentioned for PwBD, Ex-Servicemen & Ex-Agniveer will be adjusted against vacancies meant for respective categories i.e. UR/SC/ST/OBC

<b>POSTS IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD)</b>						
<b>Post Code</b>	<b>Functional Requirements</b>	<b>Suitable categories of Benchmark Disabilities</b>				
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1</b>	<b>S, ST, W, BN, RW, SE, H, C, MF</b>	<b>B, LV</b>	<b>D, HH</b>	<b>OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, MDy, SD/SI without any associated neurological/limb dysfunction</b> <i>(SD/SI with associated neurological/limb dysfunction shall be covered under respective sub-category such as OA, OL, BL, OAL, BA, BLA, BLOA)</i>	<b>ASD (M, MoD)</b>	<b>-</b>
<b>2</b>	<b>S, ST, RW, MF, W</b>	<b>-</b>	<b>D, HH</b>	<b>Locomotor disability including leprosy cured, Dwarfism, Acid attack victims (OA, OL), SD/SI without any associated neurological/limb dysfunction</b> <i>(SD/SI with associated neurological/limb dysfunction shall be covered under respective sub-category such as OA, OL, BL, OAL, BA, BLA, BLOA)</i>	<b>-</b>	<b>Multiple Disability – from amongst (B) &amp; (C)</b>
<b>3</b>	<b>Not Applicable</b>					
<b>4</b>	<b>S, ST, W, BN, RW, SE, H, C, MF</b>	<b>B, LV</b>	<b>D, HH</b>	<b>OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction</b> <i>(SD/SI with associated neurological/limb dysfunction shall be covered under respective sub-category such as OA, OL, BL, OAL, BA, BLA, BLOA)</i>	<b>ASD (M, MoD), SLD, MI</b>	<b>MD involving categories (A) to (D)</b>
<b>5</b>	<b>Not Applicable</b>					

Abbreviations used:

S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication  
 B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLA=Both Legs Arms, BLOA=Both Leg and One Arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

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

**2. QUALIFICATION & EXPERIENCE:**

<b>Post Code</b>	<b>Name of post &amp; Level</b>	<b>Educational Qualification</b>	<b>Experience (post qualification experience) #</b>
1	Senior Assistant (Official Language) (NE-06)	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 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. OR 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. In addition to qualification criteria, Computer Literacy test in MS Office (Hindi).	2 years relevant experience in the concerned discipline
2	Senior Assistant (Operations) (NE-06)	Graduate with LMV license. Dip. in Management will be preferred.	2 years relevant experience in the concerned discipline
3	Senior Assistant (Electronics) (NE-06)	Diploma in Electronics /Telecommunication /Radio Engineering.	2 years relevant experience in the concerned discipline
4	Senior Assistant (Accounts) (NE-06)	Graduate preferably B.Com with Computer literacy test in MS Office.	2 years relevant experience in the concerned discipline

Post Code	Name of post & Level	Educational Qualification	Experience (post qualification experience) #
5	Junior Assistant (Fire Services) (NE-04)	<p>10+3 years' approved regular Diploma in Mechanical/Automobile/Fire with "PASS" marks;</p> <p style="text-align: center;">OR</p> <p>12th Pass (Regular Study) with "PASS" marks</p> <p><u>Driving License:</u></p> <p>a. Valid Heavy Vehicle Driving Licence as on the date of advertisement.</p> <p style="text-align: center;">OR</p> <p>b. Valid Medium Vehicle Licence issued at least one year before the date of advertisement.</p> <p style="text-align: center;">OR</p> <p>c. Valid Light Motor Vehicle Licence issued at least two years before the date of advertisement.</p> <p>In case of b &amp; c, the incumbents will be required to acquire Heavy Duty Driving License within one year of appointment before completion of their probation period. In case they fail to acquire/obtain the Heavy DUTY Driving License, their probation period will be extended for one more year in order to obtain Heavy Duty Driving License, till such time, they will not be confirmed and their increments will also be withheld. Moreover, no further extension will be granted beyond two years and their services will stand terminated.</p> <p><u>Driving Test:</u></p> <p>The driving test will be conducted on Light Motor Vehicle.</p> <p><u>Training Period:</u></p> <p>The existing training period of 16 weeks will be further extended to 18 weeks in which 02 weeks training should be exclusively meant for imparting training on maintenance and driving on Heavy Duty Vehicle.</p>	--

# Only post-qualification experience will be considered i.e. experience gained after acquiring the minimum educational qualification required for the post.

### **3. AGE LIMIT AND RELAXATION :**

A) AGE LIMIT: Maximum age 30 years as on 24/03/2025.

B) RELAXATION IN AGE

- (i) Upper age limit is relaxable by 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) Upper age limit is relaxable by 10 years for PwBD candidates (This implies that SC/ST category candidates would get maximum 15 years age relaxation including 05 years meant for their respective categories. Similarly, OBC(NCL) category candidates would get maximum of 13 years including 03 years age relaxation meant for OBC category). PwBD candidates should indicate the category to which he/ she belongs- SC/ST/OBC/UR.
- (iii) Relaxation of age limit would be permissible to **PwBD candidates who have minimum of 40% disability/deformity** supported by a certificate of disability in the prescribed format issued on or before 24.03.2025 only by a Medical board duly constituted by the Central/State Government.
- (iv) Length of service extended by 3 yrs. for Ex-servicemen(ESM). For Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued from time to time).(ESM candidates should indicate the category to which he/she belongs- SC/ST/OBC/UR/EWS). ESM reservation will be followed as per Government of India guidelines issued from time to time.
- (v) Disabled Ex-Servicemen and Dependents of Ex-Servicemen killed in action are also eligible to apply for the notified post.
- (vi) Upper Age limit for Ex-Agniveers is relaxed by 03 years and age relaxation of 05 years will be applicable to the candidates of only first batch of Agnipath Scheme.
- (vii) Upper age limit is relaxed by 10 years for candidates who are in regular service of AAI.
- (viii) Upper age limit in case of widows, divorced women and women judicially separated from their husbands and who are not remarried is relaxed up to the age of 35 years (upto 40 years for members of Scheduled Caste/Scheduled Tribes) subject to production of:
  - (a) Death Certificate of husband and affidavit that the candidate has not remarried, in case of widows
  - (b) Certified copy of the Court Order conveying divorce or judicial separation and affidavit that the candidate has not remarried, in case of legally divorced women.
- (ix) 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 at a later stage.

#### **4. IMPORTANT DATES**

##### **Schedule of Process**

<b>EVENT</b>	<b>DATE</b>
Opening date for On-line Registration of Applications	25.02.2025
Last Date for submission of on-line application	24.03.2025
Tentative date of On line Examination	Will be announced on AAI Website- www.aai.aero

## **5. REMUNERATION**

### **PAY SCALE (IDA) :-**

Senior Assistant [Group-C: NE-6] :- Rs.36000-3%-110000/-

Junior Assistant [Group-C: NE-4] :- Rs.31000-3%-92000/-

### **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 as admissible as per Airports Authority of India Rules & Regulations.

## **6. IMPORTANT INSTRUCTIONS:**

- (i) Only Indian Nationals who are domicile of Maharashtra, Gujarat, Madhya Pradesh & Goa can apply for the above posts.
- (ii) Age, Educational Qualification, Experience and all other eligibility criteria shall be reckoned as on 24.03.2025 (cut-off date).
- (iii) Candidates employed in Central Government / State Government / Autonomous Body / Public Sector Undertaking are required to submit "**NO OBJECTION CERTIFICATE**" from the present employer at the time of documents verification, failing 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.
- (iv) **SC/ST Certificate:** - Candidates applying against vacancies reserved for SC/ST category should note that they have to submit the Caste Certificate issued on or before 24.03.2025 by the Competent Authority in the stipulated format of Government of India. The original Caste Certificate along with self-attested copy of the same shall be submitted at the time of document verification, failing which his/ her candidature shall be cancelled and he/she will not be considered for further selection process.
- (v) **OBC Certificate:** - 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. The candidates applying against vacancies reserved for OBC category should note that at the time of document verification, they have to produce a valid original OBC (NCL) Certificate issued during the FY 2024-25 in the format for appointment to posts under the Government of India, issued by the Competent Authority, in support of their belonging to OBC community in the Central list of OBC and to prove that they do not belong to "Creamy-Layer" of the OBCs along with self-attested copy of the same at the time of document verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection of process. 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.

- (vi) **EWS Certificate:** - Candidates applying against vacancies reserved for EWS category should note that they have to submit the EWS certificate (Income & Asset Certificate) valid for FY 2024-25 issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Government of India to prove that they belong to EWS Category, at the time of documents verification.
- (vii) **In case of Persons with Benchmark Disability (PwBD)/Differently Abled Persons :-** Candidates applying against vacancies reserved for PwBD category should upload the scanned copy of disability certificate issued by the Medical Board constituted by the Central/State Government under RPwD Act, 2016. **Disability of applicants applying against quota reserved for Physically challenged persons should not be less than 40%.** The scribe, if required should be arranged by the candidate at their own cost. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

In case of Persons with Benchmark Disability (PwBD)/Differently Abled Persons, the said applicant should upload the scanned copy of percentage of benchmark disability certificate issued by the Medical Board constituted by the Central/State Government under RPwD Act 2016. In case of PwBD Candidates in the category of Blindness/Locomotor disability (both arm affected-BA), Cerebral Palsy, the facility of scribe shall be given if so desired by the Candidate.

- (a) In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write the examination/Computer Based Test on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Hospital/Government Health Care Institution as per attached proforma (Annexure-I).
- (b) The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the AAI. Appropriate choice in this regard will have to be given by the candidate in the online application form. In case, the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The scribe arranged by the candidate should not be a candidate/applicant for the examination against the recruitment notification. The candidates with Benchmark Disabilities (PwBD) opting for own scribe/reader shall be required to submit details of the own scribe at the time of Computer Based Test (CBT) as per attached proforma (Annexure-II). In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-II. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto. The PwBD candidates who have availed the facility of scribes / passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification.
- (c) Maximum Compensatory time of 20 minutes per hour of examination shall be allowed for Candidates with Benchmark Disability who are allowed to use of scribe. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in term of guidelines may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. Therefore 40 minutes of extra time will be provided since the test is of two hours durations.

- (viii) **Ex-servicemen:-** Scanned copy of discharge certificate and Form of undertaking (as prescribed in Govt. of India guidelines) is required to be uploaded at the time of application. Disabled Ex-Servicemen and dependents of Ex-Servicemen killed in action may also upload scanned copy of relevant document.
- (ix) **Ex-Agniveers:-** The candidates who have successfully completed four years of engagement with the Armed forces should upload scanned copy of Ex-Agniveer Certificate issued by Armed Forces.
- (x) **Domicile certificate:** - Domicile certificate should be submitted in the prescribed format of the concerned state.
- (xi) All the certificates including experience certificate issued by the Competent Authority should either be in Hindi or English. Any variation in the caste name will not be accepted. For certificates issued in any language other than Hindi/English, translated copy of the same duly attested by Notary is to be submitted.
- (xii) Where a specialization is required in the qualifying degree as an essential qualification, candidate is required to submit a certificate from the University / Institution clearly specifying the specialization in the qualifying degree.
- (xiii) Where a specific subject is required in the qualifying degree as an essential qualification for the post and the same is not specifically mentioned in his/her mark sheet, candidate is required to submit a certificate from the University/ Institution confirming that the candidate has studied the required subject(s) in the qualifying degree.
- (xiv) The education and other qualifications must be obtained from Govt. Recognized Institutions/ Universities as per statutes.
- (xv) 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.
- (xvi) Candidates are advised not to attempt for registration for the same post again as in case of multiple registrations for the same post, candidature is liable to be cancelled/rejected without any notice/intimation to the candidate.
- (xvii) Candidates can apply for multiple numbers of posts with separate registration for each post, subject to the condition that they fulfill all other eligibility criteria required for the post and deposit the fee separately for each post as applicable.
- (xviii) Pay protection to employees inducted in AAI through Direct Recruitment from other CPSEs/State PSUs/Govt. Dept. through proper channel, pay protection will be given as per DPE Guidelines & AAI Guidelines in vogue.
- (xix) 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 on-line examination will be sent to the eligible candidates on their registered E-mail IDs only.



- (xx) Candidates will be shortlisted on the basis of their performance in On-line examination and they will be called for Documents verification / Physical Measurement, Driving Test and Physical Endurance Test/ Trade Test, as applicable for the post.
- (xxi) Roll numbers of the candidates shortlisted for Documents verification / Physical Measurement, Driving Test and Physical Endurance Test /Trade Test, as applicable for the post will be declared on AAI website only. The call letters will be sent to the shortlisted candidates on their registered email IDs only.
- (xxii) For the post of Senior Assistant (Operations): Valid Light Motor Vehicle License is essential (as on the date of advertisement).
- (xxiii) **The provisional selection of the candidates will be as per the merit list, prepared on the basis of their performance in On-line examination subject to qualifying Physical Measurement, Driving Test & Physical Endurance Test / trade test as applicable for the post and subject to meeting all other eligibility criteria prescribed for the post.**
- (xxiv) Roll numbers of the candidates provisionally selected for appointment will be declared on AAI website. The Offer letter will be sent to the provisionally selected candidates on their registered E-mail IDs only.
- (xxv) During document verification, the candidate will have to produce Original certificates along with proof of identity and one set of self-attested photocopies of all the Certificates. If the identity of the candidate is not verified and doubtful 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.
- (xxvi) 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 / Experience Certificate / Disability certificate / Discharge certificate / Certificate for Ex-Agniveers / valid driving license and any other documents submitted by the candidate and subject to his/her meeting requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.
- (xxvii) Selected candidates will be liable to be posted anywhere in India.

## **7. SELECTION PROCESS & SYLLABUS:**

### **I. SENIOR ASSISTANT (OFFICIAL LANGUAGE) (NE-06)**

#### **Stage 1:**

Written Exam (Computer Based Test)- Duration: 2 (Two) hours

Medium of Instruction: Hindi

No negative marking for wrong answer attempted by the candidate.

Minimum pass marks will be 50% for UR/OBC(NCL).

### **Syllabus**

**Part-A** : 50% weightage - question on subjects relating to educational qualifications prescribed for the post and

**Part-B** : 50% weightage - questions on General Knowledge, General Intelligence, General Aptitude, English, etc.

### **Stage 2 :**

After qualifying the Computer Based (Online) Test, the shortlisted candidates shall undergo the following Selection Process:

- (i) Bio-metric attendance.
- (ii) Documents Verification and
- (iii) Computer Literacy Test in MS-Office (Hindi)

## **II. SENIOR ASSISTANT (OPERATIONS) (NE-06)**

### **Stage 1:**

Written Exam (Computer Based Test)- Duration: 2 (Two) hours

Medium of Instruction : Hindi & English

No negative marking for wrong answer attempted by the candidate.

Minimum pass marks will be 50% for UR candidates and 40% for ST.

### **Syllabus**

**Part-A** : 50% weightage - question on subjects relating to educational qualifications prescribed for the post: and

**Part-B** : 50% weightage - questions on General Knowledge, General Intelligence, General Aptitude, English, etc.

### **Stage 2 :**

After qualifying the Computer Based (Online) Test, the shortlisted candidates shall undergo the following Selection Process:

- (i) Bio-metric attendance.
- (ii) Documents Verification

## **III. SENIOR ASSISTANT (ELECTRONICS) (NE-06)**

### **Stage 1:**

Written Exam (Computer Based Test)- Duration: 2 (Two) hours

Medium of Instruction: Hindi & English

No negative marking for wrong answer attempted by the candidate.

Minimum pass marks will be 50% for UR/EWS/OBC (NCL)/ESM and 40% for SC/ST.

## **Syllabus**

**Part-A :** 70% weightage - question on subjects relating to educational qualifications prescribed for the post:and

**Part-B :** 30% weightage - questions on General Knowledge, General Intelligence, General Aptitude, English, etc.

## **Stage 2 :**

After qualifying the Computer Based (Online) Test, the shortlisted candidates shall undergo the following Selection Process :

- (i) Bio-metric attendance.
- (ii) Documents Verification

## **Stage 3 :**

On passing the written exam for Senior Assistant (Electronics), shortlisted and provisionally selected candidates shall undergo Ab-initio Training for an applicable prescribed period subject to certificates/ document verification only. Subject to performance of the candidate in the training, the training can be discontinued and liable for termination of the candidature as a result of non-suitability and poor performance.

During the Training period, candidate is entitled for stipend of Rs. 25,000/-per month as per rule and bond to be executed before the training for serving Airports Authority of India for a stipulated period.

The Bond recovery amount in case of resignation from Airports Authority of India is furnished below:

Resignation During Training		Resignation After Training i.e From The Date Of Posting At Station	
Beyond 01 month to 02 months	Rs. 50,000	Upto 1 year	Rs.03 lacs
Beyond 02 months to 03 months	Rs. 75,000	Beyond 01 year to 02 years	Rs.02 lacs
Beyond 03 months till completion of training	Rs. 1 lacs	Beyond 02 years to 03 years	Rs.01 lacs
		Beyond 03 years	NIL

**Candidates declared successful in training shall only be issued Appointment Order.**

## **IV. SENIOR ASSISTANT (ACCOUNTS) (NE-06)**

### **Stage 1:**

Written Exam (Computer Based Test)- Duration: 2 (Two) hours

Medium of Instruction: Hindi & English

No negative marking for wrong answer attempted by the candidate.

Minimum pass marks will be 50% for UR/EWS/OBC (NCL) and 40% for ST and PwBD.

## **Syllabus**

**Part-A :** 70% weightage - question on subjects relating to educational qualifications prescribed for the post:and

**Part-B :** 30% weightage - questions on General Knowledge, General Intelligence, General Aptitude, English, etc.

### **Stage 2 :**

After qualifying the Computer Based (Online) Test, the shortlisted candidates shall undergo the following Selection Process:

- (i) Bio-metric attendance.
- (ii) Documents Verification and
- (iii) Computer Literacy Test in MS-Office

## **V. JUNIOR ASSISTANT (FIRE SERVICES) (NE-04)**

### **Stage 1:**

Written Exam (Computer Based Test)- Duration: 2 (Two) hours

Medium of Instructions : Hindi & English

No negative marking for wrong answer attempted by the candidate.

Minimum pass marks will be 50% for UR/EWS/OBC (NCL)/ESM/Ex-Agniveer candidates and 40% for SC/ST.

## **Syllabus**

**Part-A :** 50% weightage - question on subjects relating to educational qualifications prescribed for the post:and

**Part-B :** 50% weightage - questions on General Knowledge, General Intelligence, General Aptitude, English, etc.

### **Stage 2 :**

- (i) Bio-metric attendance.
- (ii) Document verification including driving license
- (iii) Physical Measurement and Medical Test (PMT)
- (iv) Driving Test
- (v) Physical Endurance Test

After qualifying the Computer Based (Online) Test, shortlisted candidates shall be subjected to Bio-metric attendance and Document verification followed by Medical Examination (Physical Measurement test). Those cleared in Medical examination shall be allowed for Driving Test (in Light Motor Vehicle) subject to possessing valid Light Motor Vehicle/ Medium Motor Vehicle/ Heavy Motor vehicle license in original, as per the notification. Only on passing the driving test, the candidate will be allowed for Physical Endurance Tests. (PET).

**A. PHYSICAL STANDARDS REQUIRED FOR PHYSICAL MEASUREMENT TEST / MEDICAL EXAMINATION :**

<b>PHYSICAL STANDARDS (BOTH MALE &amp; FEMALE)</b>		
Physique (Both Male & Female)	Good	
Eye Sight (Both Male & Female)	Distance Vision: 6/6 with each eye without glasses Near Vision: N5 with each eye without glasses (Visual evaluation for each eye individually) Color Vision: should be normal as determined by Ishihara's chart. Night Blindness: Absent Field of vision: Each eye should have full field of vision as determined by confrontation test.  Refractive error : No refractive error is acceptable.	
Hearing & Speech (Both Male & Female)	Hearing - Normal Speech - Normal	
Minimum Height, Weight & Chest*	Male	Female
	Height – 167 cms Weight - 55 kgs  <u>Chest</u> Normal before expansion – 81 cms Min expansion – 5 cms	Height – 157 cms Weight - 45 kgs  <u>Chest</u> – Not applicable
* Relaxation of 3 cms in height (for both male & female candidates) and chest measurement (only for male candidates) and proportionate relaxation in weight will be allowed to hilly area candidates on production of bonafide certificates. However, minimum chest expansion must be 5 cms (for male candidates). No other relaxation will be allowed to any other category.		
Disqualification - Knocking knee, bow legs, degree of squint, flat footed, physical deformity, suffering from chronic disease, any major operation by virtue of which his/her physical fitness to work in Fire Service has been impaired, will be considered as disqualification.		

**B. DRIVING TEST:** after completion of Physical Measurement and Medical test.

- (i) Only those candidates who have passed the Physical measurement and Medical test, will be allowed to appear for the Driving test. All other candidates will leave the Test facility.
- (ii) For the purpose of driving test, a light motor vehicle will be utilized.
- (iii) The briefing and Demonstration of Driving Test will be given to the candidates.
- (iv) Candidate shall be declared PASS or FAIL as per their driving test performance.
- (v) Only those candidates who have passed the Driving test, will be allowed to appear for the Physical Endurance test, all other candidates will leave the test facility.

**C. PHYSICAL ENDURANCE TEST:**

**(I) Physical Endurance Test for Male candidate:**

**Table-1**

Item → Marks ↓	100 m Running (in sec)	Lifting and carrying 50kg sandbag (50m)	Pole climbing (Total timing 30 sec) (8 meters)	Rope climbing (Total timing 20 sec) (08 meters)	Full ladder climbing (in sec)
20	12	20	Full height	Full height	35
18	13	----	----	-----	45
16	14	30	3/4 height	3/4 height	60
14	15	----	----	-----	75
12	16	40	2/3 height	2/3 height	90
10	----	----	1/2 height	1/2 height	----
8	----	----	1/3 height	1/3 height	----

Zero (0) marks shall be awarded on the following scenario :-

- (i) On exceeding of 16 seconds in 100 metres
- (ii) On exceeding of 40 seconds in carrying 50 kg sand bag to 50 metres
- (iii) Pole climbing below 1/3 height in 30 seconds
- (iv) Rope climbing below 1/3 height in 20 seconds
- (v) On exceeding 90 seconds in Full ladder climbing

**(II) Physical Endurance Test for Female candidate :**

**Table-2**

Item → Marks ↓	100 m Running (in sec)	Lifting and carrying 30kg sandbag (50m) (in sec)	Pole climbing (Total timing 30 sec) (06 meters)	Rope climbing (Total timing 20 sec) (06 meters)	Full ladder climbing (in sec)
20	15	25	Full height	Full height	40
18	16	----	----	-----	50
16	17	35	3/4 height	3/4 height	65
14	18	----	----	-----	80
12	19	45	2/3 height	2/3 height	100
10	----	----	1/2 height	1/2 height	----
8	----	----	1/3 height	1/3 height	----

Zero (0) marks shall be awarded on the following scenario :-

- (i) On exceeding of 19 seconds in 100 metres
- (ii) On exceeding of 45 seconds carrying 30 kg sand bag to 50 metres
- (iii) Pole climbing below 1/3 height in 30 seconds
- (iv) Rope climbing below 1/3 height in 20 seconds
- (vi) On exceeding 100 seconds in Full ladder climbing.

**Minimum qualifying marks for Physical Endurance Test for both male and female candidates will be 60 out of 100. The Physical Endurance Test shall be qualifying in nature and to get qualify, candidate has to score minimum 60 marks in the five (05) prescribed Physical Endurance Test.**

**The marks, as mentioned above will strictly be followed and no pro-rata marks in respect of Physical Endurance test shall be allowed. For example, a male candidate completes 50 m running with human dummy/sand bag in 35 second, he will get only 12 marks.**

**(III) Following five tests shall be carried out for Physical Endurance Test.**

- (1) 100 m Running Test
- (2) Casualty Carrying Test
- (3) Pole Climbing Test
- (4) Rope Climbing Test
- (5) Ladder Climbing Test

**C. (III) (1) 100 m Running Test :**

- (i) Appropriate demonstration will be given to the candidate prior to the test.
- (ii) The candidates will start running on the sound of whistle along with signal of flag at the starting point.
- (iii) The 100 m running test will be conducted for one candidate at a time.
- (iv) The candidate will not be allowed for second attempt in any circumstances.
- (v) Marks to be awarded for the 100 m running is given below:

**Table-3**

<b>100 m running (in sec) (Male)</b>	<b>100 m running (in sec) (Female)</b>	<b>Marks</b>
Exceeding 16 seconds	Exceeding 19 seconds	0
Above 15 and up to 16 sec	Above 18 and up to 19 sec	12
Above 14 and up to 15 sec	Above 17 and up to 18 sec	14
Above 13 and up to 14 sec	Above 16 and up to 17 sec	16
Above 12 and up to 13 sec	Above 15 and up to 16 sec	18
Up to 12 seconds	Up to 15 seconds	20

**C. (III) (2) Casualty Carrying Test :**

- (i) Appropriate demonstration will be given to the candidate prior to the test.
- (ii) The male candidate shall lift a sand bag of 50 kg and to carry it 25 meters away and bring back at the starting point and put on the ground safely.
- (iii) The female candidate shall lift a sand bag of 30 kg and to carry it 25 meters away and bring back at the starting point and put on the ground safely.
- (iv) The ready position of the candidate will be standing close to the sand bag at the start point and facing the running track.
- (v) On the sound of whistle along with signal of flag at the starting point the candidate shall cross the timing/sensor gate, pick up the sand bag from the ground and start casualty carrying.
- (vi) The casualty carrying test will be conducted for one candidate at a time.
- (vii) The candidate will not be allowed for second attempt in any circumstances.

(viii) Marks to be awarded for the casualty lifting test is given below :

**Table-4**

<b>50 m casualty carrying (in sec) (Male – 50 kg)</b>	<b>50 m casualty carrying (in sec) (Female – 30 kg)</b>	<b>Marks</b>
Exceeding 40 seconds	Exceeding 45 seconds	0
Above 30 and up to 40 sec	Above 35 and up to 45 sec	12
Above 20 and up to 30 sec	Above 25 and up to 35 sec	16
Up to 20 seconds	Up to 25 seconds	20

**C. (III) (3) Pole Climbing Test :**

- (i) Appropriate demonstration will be given to the candidate prior to the test.
- (ii) The diameter of the pole shall be of six inches (6") and height from the ground level will be 08 m.
- (iii) The candidate will be allowed to climb the Pole by using his/her hands and legs in any pattern.
- (iv) The candidate will not be allowed for second attempt in any circumstances.
- (v) The marks to be awarded for Pole climbing is given below :

**Table-5**

<b>Pole climbed in 30 sec (Male)</b>	<b>Pole climbed in 30 sec (Female)</b>	<b>Marks</b>
Less than 4 meter from the ground level	Less than 3.3 meter from the ground level	00
From 4 meter and less than 5 meter from the ground level (1/3 Height)	From 3.3 meter and less than 4 meter from the ground level (1/3 Height)	08
From 5 meter and less than 6 meter from the ground level (1/2 Height)	From 4 meter and less than 4.6 meter (1/2 Height)	10
From 6 meter and less than 6.5 meter from the ground level (2/3 Height)	From 4.6 meter and less than 5 meter (2/3 Height)	12
From 6.5 meter and less than 8 meter from the ground level (3/4 Height)	From 5 meter and less than 6 meter from the ground level (3/4 Height)	16
8 meter from the ground level (Full height)	6 meter from the ground level (Full height)	20

**Note : Total height of the pole shall be after adding 2 meters i.e. for male - 6+2 = 8 meters & for female - 4+2 = 6 meters.**

**C. (III) (4) Rope Climbing Test :**

- (i) Appropriate demonstration will be given to the candidate prior to the test.
- (ii) The diameter of the rope shall be of 05 centimeters and the material shall be Jute/Manila.
- (iii) The candidates will be allowed to climb the Rope by using his/her hands and legs in any pattern.
- (iv) The candidate will not be allowed for second attempt in any circumstances.
- (v) The marks to be awarded for the Rope climbing test is given below :



**Table-6**

<b>Rope climbed in 20 sec (Male)</b>	<b>Rope climbed in 20 sec (Female)</b>	<b>Marks</b>
Less than 4 meter from the ground level	Less than 3.3 meter from the ground level	00
From 4 meter and less than 5 meter from the ground level (1/3 Height)	From 3.3 meter and less than 4 meter from the ground level (1/3 Height)	08
From 5 meter and less than 6 meter from the ground level (1/2 Height)	From 4 meter and less than 4.6 meter from the ground level (1/2 Height)	10
From 6 meter and less than 6.5 meter from the ground level (2/3 Height)	From 4.6 meter and less than 5 meter from the ground level (2/3 Height)	12
From 6.5 meter and less than 8 meter from the ground level (3/4 Height)	From 5 meter and less than 6 meter from the ground level (3/4 Height)	16
8 meter from the ground level (Full height)	6 meter from the ground level (Full height)	20

**Note : Total height of the rope shall be after adding 2 meters i.e. for male - 6+2 = 8 meters & for female - 4+2 = 6 meters.**

**C. (III) (5) Ladder Climbing Test :**

- (i) Appropriate demonstration will be given to the candidate prior to the test.
- (ii) A ladder to be properly pitched at height of 06 meters from ground level.
- (iii) For grading the candidate in full ladder climbing, the total time taken in ascending and descending the ladder shall be considered.
- (iv) The candidate will not be allowed for second attempt in any circumstances.
- (v) Marks to be awarded for Ladder climbing is given below:

**Table-7**

<b>Full ladder climbing (in sec) (Male)</b>	<b>Full ladder climbing (in sec) (Female)</b>	<b>Marks</b>
Exceeding 90 seconds	Exceeding 100 seconds	0
Above 75 and up to 90 sec	Above 80 and up to 100 sec	12
Above 60 and up to 75 sec	Above 65 and up to 80 sec	14
Above 45 and up to 60 sec	Above 50 and up to 65 sec	16
Above 35 and up to 45 sec	Above 40 and up to 50 sec	18
Up to 35 seconds	Up to 40 seconds	20

**The final merit list in respect of selection for the post of Junior Assistant (Fire Services) shall be made on the basis of written examination marks (Computer Based Test – CBT) only.**

The provisionally selected candidates as per order of merit on completion of stage 1 & 2 and as per notified vacancies shall be nominated for Basic Training Course (BTC) for a period of 18 weeks at Fire Training College FTC (New Delhi) or at Fire Staff Training College FSTC (Kolkata) in which 02 weeks training shall be exclusively meant for imparting training on maintenance and driving on Heavy Duty Vehicle. AIRPORTS AUTHORITY OF INDIA will not be responsible for any injury caused during the course of selection process.

The candidate who does not fulfil the eligibility criteria at any stage mentioned above, will not be considered for next stage of selection process and therefore will be disqualified from further selection process.

Appointment order to the post of Junior Assistant (Fire Services) shall be issued only to those candidates who successfully complete the Basic Training Course (BTC). During the training period, candidate is entitled for stipend of Rs. 25,000/- p.m. and bond to be executed with AAI before the training.

The bond recovery amount in case of resignation from AAI is furnished below:

Resignation During Training		Resignation After Training i.e. from the Date of Posting at Station	
Beyond 01 month to 02 months	Rs.50,000	Upto 1 year	Rs.03 lacs
Beyond 02 months to 03 months	Rs.75,000	Beyond 01 year to 02	Rs.02 lacs
Beyond 03 months till completion of training	Rs.1 lacs	Beyond 02 years to 03 years	Rs.01 lacs
		Beyond 03 years	NIL

**NOTE :** Ex-Agniveers will be given exemption only from Physical Efficiency Test (PET) wherever applicable. However, candidates should be suitable from all other relevant perspectives including but not limited to age, educational qualification, a written test, medical tests/examination, physical measurement standards (height, weight, medical standards etc.), driving requirements, 16 weeks of basic training, at par with other candidates, as applicable to the post.

## 8. HOW TO APPLY

Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder) & mobile No.

Candidates should take utmost care in furnishing/providing the correct details while filling- up the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION.

**Application once submitted cannot be edited /withdrawn and fee once paid will neither be refunded nor adjusted.**

The process for submitting the application is given below:-

### STEP-I Sign-Up

- Candidates agreeing Terms & Conditions of the recruitment may apply by clicking (√) in the Box & press 'START' button.
- The candidate should fill up all the desired information i.e. **Post Applied, Candidate Name, Email id, Mobile number**, etc. correctly.
- Sign-up by filling-up **Post Applied; Category; Candidate Name, Mobile Number and E-Mail ID** After clicking SUBMIT button/ tab, the candidates will receive **Application Sequence No (User ID) & Password** on their registered E-mail ID during Signing. Now, candidate has to Click "**Log Out**" tab (given on top right corner) and re-log in for Step-II. On completion of Step- I, Sign- Up mail will be received in candidate's registered Email ID/mobile number confirming his signed-up along with the User ID (Application Sequence No.) and password.

## STEP-II : Filling-up of Application

- (d) After signed-up, candidate has to Re-login and click on “**Go to Application Form**” icon at top right corner, select his/her category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature, relevant documents and submission of Fee (if applicable) through Online mode via Debit card, Credit card or Internet Banking/UPI etc. through PayU.
- (e) Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph, signature and other relevant documents in Jpg/Jpeg/Pdf format, as per the process given below:
- (i) Photograph Image:
- Please Upload one recent passport size colour photograph with white background (not older than 3 months).
  - Look straight at the camera with a relaxed face.
  - Size of the scanned image should be min. 50 KB and max. 100 KB
  - Image should be jpg or jpeg format.
  - Scanner dpi should be 200 dpi.
  - Dimension should be 3.5cm X 4.5cm
- (ii) 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.
  - Please upload your recent Signature: min 50KB max 100KB (Only jpeg and jpg formats).
- (iii) Other relevant supporting Documents
- Please scan and upload relevant certificate (self-attested) in the online portal as per requirements ( Size of files should be max 1MB (Only pdf, jpeg and jpg formats))
- (f) **SCANNED DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:**
- ❖ Matriculation Passing Certificate/ Birth certificate as Date of Birth Proof
  - ❖ Domicile Certificate in the prescribed format of concerned state
  - ❖ Educational Qualification certificate including marksheets as mentioned at point no **2** above.
  - ❖ Copy of valid Light Motor Vehicle licence as on the date of advertisement (Date of Advertisement : 24.02.2025) **(applicable for Post Code: 2 only)**
  - ❖ Copy of Valid Heavy Vehicle Driving Licence as on the date of advertisement (Date of Advertisement : 24.02.2025)/Valid Medium Vehicle Licence issued at least one year before the date of advertisement/Valid Light Motor Vehicle Licence issued at least two years before the date of advertisement **(applicable for Post Code: 5 only).**
  - ❖ Certificate of two years relevant experience in concerned discipline. Only post-qualification experience will be considered i.e. experience gained after acquiring the minimum educational qualification required for the post.**(applicable for Post Code 1 to 4).**

- ❖ Community Certificate as per Govt. of India format (applicable to candidates applying against SC/ST/OBC(NCL). OBC(NCL) certificate should be valid for FY 2024-25.
  - ❖ EWS certificate valid for FY 2024-25 issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Government of India (applicable to candidates applying against EWS category).
  - ❖ PwBD Certificate as per Govt. of India format (applicable to candidates applying against PwBD category)
  - ❖ Discharge certificate and Form of Undertaking for ESM candidates in the Government of India format. Disabled Ex-Servicemen and dependents of Ex-Servicemen killed in action may also upload scanned copy of relevant document (applicable to candidates applying against ESM category)
  - ❖ Ex-Agniveers have to submit relevant certificates from the Competent Authority (applicable for Post 5)
  - ❖ NO Objection Certificate (applicable to candidates working in Govt./PSU etc.)
  - ❖ Widows, Divorced women and women judicially separated from their husbands and who are not remarried may also upload scanned copy of relevant documents
  - ❖ Apprenticeship certificate **(if applicable)**
  - ❖ AAI identity card **(applicable for AAI staff)**
- (g) **CLICK PREVIEW Button to view the details entered.**
- (h) **Please ensure that all aspects of the application and photo/Signature/Other relevant documents are correct before submitting.**
- (i) **Please note that you cannot Edit/Modify your application once you click SUBMIT Button.**
- (j) Once the application is submitted, candidates automatically will be redirected to PayU gateway to deposit the fee through Debit Card/Credit Card/Net Banking/UPI etc. if applicable.
- (k) Guidelines for remittance of fee are as under (if applicable) :
- Post submission, the candidate will be re-directed to PayU gateway to make the online payment of application fees.
  - Kindly verify the details and make the payment for application fees via the different payment modes.
  - After successful payment of application fees, the candidate will be redirected to his application form.
- (l) 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: +91-02261306258

**NOTE:**

- i) Incomplete application will be summarily rejected.
- ii) Candidates are required to enter all information correctly in the online application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
- iii) On successful submission of application, the duly filled in application will be sent to the registered email id of the candidate with application number.
- iv) Candidate is required to download the registration slip generated by the system with application sequence number and password. The print out of submitted application may be taken and may be retained for future reference. There is no need to send the printout to AAI Office.
- v) **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.**

**8.1 INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION**

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.

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](http://www.aai.aero)** under tab **“CAREERS”**. No other means/mode of submission of applications will be accepted under any circumstances.
- (ii) Read the instructions carefully and select (✓) “I Agree” and press ‘Sign up / Start’ button to proceed further
- (iii) Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents:
  - Valid E-mail ID & Mobile Number-For proper communication it is suggested to provide personal E-mail ID & Mobile No.
  - Scanned copy of the recent passport size color Photograph (not older than 3 Months). Candidates should ensure that the same photograph is used throughout this recruitment process.
  - Scanned signature.
- (iv) Category once filled by candidate in the on-line application form will not be changed.

## **9. CENTRES FOR COMPUTER BASED TEST:**

The computer based (online) examination will be conducted in venues across test centres in Western Region. Tentatively, the cities of examination may be **Panaji (Goa), Ahmedabad, Aurangabad, Mumbai, Indore**. 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. No request for change of centre/venue/date/session for Examination shall be entertained.

- (i) Any request for change of date, time and venue for online examination and other test will not be entertained. No request for change of centre for Examination shall be entertained.
- (ii) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and AAI-WR will not be responsible for any injury or losses etc. of any nature.
- (iii) Candidate using any unfair means and measures to score marks during examination shall not be allowed to appear in the examination and his candidature shall be liable to be cancelled. Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by AAI.

## **10. APPLICATION FEE AND MODE OF REMITTANCE :**

- Application Fee of Rs.1000/- (Rs. One Thousand only) (excluding of Bank Charges, Service Tax and GST) is to be paid by the candidates belonging to General/OBC (NCL)/EWS/Ex-Agniveer through ONLINE MODE ONLY. Fee submitted by any other mode will not be accepted. However, the SC/ST/PwBD/Ex-Servicemen/ Apprentices who have successfully completed one year of Apprenticeship Training in AAI/ Female candidates are exempted from payment of Fee.
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Airports Authority of India will accept the payment through online payment mode only by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Card, Internet Banking, IMPS, Cash Cards/ Mobile Wallets / UPI. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate. Fees submitted by any other mode will not be accepted.
- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- On successful completion of the transaction, an e-Receipt will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

- There is a facility to print application form containing fee details after payment of fees. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
  - i) Candidates are advised to keep the printouts with them for future reference.  
**There is no need to send the printout to AAI Office.**
  - ii) For depositing the requisite fee candidates should visit online application link hosted in career pages of AAI website i.e. [www.aai.aero](http://www.aai.aero) under tab “CAREERS.”
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

#### **11. GENERAL INSTRUCTIONS:**

- (a) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms and possesses the eligibility related documents as per the requirements mentioned in this advertisement. He/She may cross-check the information, such as Date of Birth, Category [SC/ST/OBC(NCL)/PwBD/EWS/Ex- Serviceman/Ex-Agniveer], Apprentice, Gender, E-mail ID, Mobile Number 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 till the last date on account of the aforesaid reasons or for any other reason beyond the control of the AAI.
- (d) The decision of AAI Management regarding the eligibility criteria; stages at which such scrutiny of eligibility is to be undertaken; acceptance or rejection of applications, mode of selection to the post, selection of candidate and any other matters relating to recruitment etc. shall be final and binding on all candidates. Management of AAI reserves the right to fix the standard, specification of screening and calling the number of candidates for online test. 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 shall be entertained from the candidates found ineligible and not called for documents verification.
- (e) AIRPORTS AUTHORITY OF INDIA 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 whatsoever. The decision of the AAI Management will be final and no appeal will be entertained in this regard.
- (f) All correspondences 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 admit card for online examination/ call letter for Document Verification/ offer of appointment/ any other information, shall be of the candidate. AAI will not be responsible for any loss of E-mail 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.

- (g) 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.
- (h) 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.
- (i) The E-Admit cards for appearing in Computer Based (online) Tests and call 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 online written examination/ test or allowed to join Airports Authority of India, his/her candidature will automatically be treated as cancelled at any stage of the recruitment/ service on grounds of his/her ineligibility.
- (j) Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
- (k) The decision of the selection committee of AAI is not liable for challenge and same shall stand final and binding on each candidate.
- (l) Court of jurisdiction for any dispute will be at Mumbai.
- (m) All future communications/further notifications/ corrigendum/information regarding this recruitment will be made available on AAI website only. Candidates are advised to check their Email account and visit AAI website [www.aai.aero](http://www.aai.aero) regularly for further updates.
- (n) In case of any dispute in the advertisement, English version of the advertisement published in AAI Website will be treated as valid.
- (o) Online Test for all the posts will be bilingual i.e Hindi and English except for Senior Assistant (Official Language) where the Online Test will be in Hindi only.
- (p) Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

## **12. 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 at any stage; or
  - e) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/EWS/ PwBD/ Ex-Servicemen/Ex-Agniveer/AAIApprentice) 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.



### **13. ANNOUNCEMENTS**

All further announcements pertaining to recruitment process will only be published/ provided at AAI Website <https://www.aai.aero/en/careers/recruitment> from time to time.

### **14. DISCLAIMER :**

On-Line Application validation rules and design are based on recruitment Advertisement (Advt. No. **DR-01/02/2025/WR**) published at AAI Website <https://www.aai.aero/en/careers/recruitment>. However, candidates are advised to read the recruitment advertisement/ notification carefully and should ensure that he/ she fulfills eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/ selection process is "PURELY PROVISIONAL" pending scrutiny of your eligibility as mentioned in the Advertisement (Advt. No. **DR-01/02/2025/WR**) for the post applied at later stages of recruitment/ selection process. In case, it is found that the candidate does not fulfill the eligibility criteria as per the advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, community, category, application fee, essential educational qualification(s) and experience prescribed for the post, his/her candidature shall be rejected at any stage of selection process and even after appointment.

**REGIONAL EXECUTIVE DIRECTOR  
AIRPORTS AUTHORITY OF INDIA  
WESTERN REGION MUMBAI**

**Certificate regarding physical limitation in an examinee for  
Computer Based Test (CBT)**

This is to certify that; I have examined Mr / Ms / Mrs \_\_\_\_\_

\_\_\_\_\_ (name of the candidate with disability), a person

with \_\_\_\_\_ (nature and percentage of disability as  
mentioned in the certificate of disability), S/o/ D/o \_\_\_\_\_, a  
resident of \_\_\_\_\_

\_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers  
his/her writing/Typing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place :

Date :

Note:

*Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability- Orthopedic specialist/PMR).*

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_  
\_\_\_\_\_  
(Name and nature of the disability)  
appearing for Computer Based Test to the post of \_\_\_\_\_  
\_\_\_\_\_ bearing Application No. / Registration ID  
\_\_\_\_\_ and Roll No. \_\_\_\_\_ at  
\_\_\_\_\_  
(name of the centre)  
in the District \_\_\_\_\_ and State of  
\_\_\_\_\_  
(Name of the State) on \_\_\_\_\_ (Date).

My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_

\_\_\_\_\_ (name and address of the scribe) will provide the service of the scribe for the undersigned for taking the aforesaid examination.

I do hereby certify that his/her qualification is \_\_\_\_\_  
\_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond/above my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the Candidate with Disability)

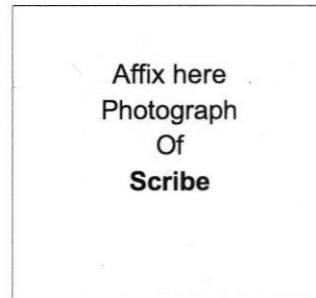
Place:

Date:

**ID proof of the scribe**

Document name: \_\_\_\_\_ Self-

attested copy attached: Yes/No



I declare that my qualification is \_\_\_\_\_ and don't have equal /higher qualification than that of the candidate mentioned above.

Signature of the scribe in the presence of the invigilator:

**Signature of the exam Invigilator:**