



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

F. No. 12026/01/2019-Rectt. Cell

Date : 01/12/2020

CIRCULAR

Sub: Filling up the vacancies to the post of Manager (ATC) and Junior Executive in various disciplines through Departmental Examination

In accordance with the provisions contained in the R & P regulations 2020 and subsequent circulars, it is proposed to fill up the vacancies to the post of Manager (ATC) (E-3 level) in the pay scale of Rs.60000-180000 through Departmental Examination as per CHRM Circular No. 09/2016 dated 18.07.2016 and to fill up vacancies to the post of Junior Executives (E-1 level) in various disciplines in the pay scale of Rs.40000-140000 under 25% Departmental Examination quota.

2. Applications are invited from eligible and willing departmental candidates who possess the requisite qualifications and experience as per R & P regulations 2020 and subsequent circulars to fill up the vacancies as detailed below:

| Post Code | Name Of Posts | Minimum Qualification | Number Of Vacancies | | | |
|-----------|---------------------------------------|--|---------------------|-----|----|----|
| | | | TOTAL | GEN | SC | ST |
| 1 | Manager (ATC) | Bachelor's Degree of three years' in Science (B.Sc.) with Physics & Mathematics- Or Bachelor's Degree in Engineering in any discipline (Physics and Mathematics should be subjects in any one of the semester curriculum). Experience : Minimum five (05) years' experience in executive cadre in ATC discipline. | 158 | 124 | 23 | 11 |
| 2 | Junior Executive (ATC) | Bachelor's Degree of three years' in Science (B.Sc.) with Physics & Mathematics Or Bachelor's Degree in Engineering in any discipline (Physics and Mathematics should be subjects in any one of the semester curriculum). | 97 | 70 | 18 | 09 |
| 3 | Junior Executive (Electronics) | Bachelor's Degree in Engineering/Technology in Electronics/Telecommunications/Electrical with specialization in Electronics Or Diploma in Electronics Engg. /Telecommunications, Engg./Electrical Engg. with specialization in Electronics with minimum five (05) years experience in Electronics discipline. | 46 | 35 | 07 | 04 |
| 4 | Junior Executive (Airport Operations) | Graduate in Science and MBA of 2 years duration Or Bachelor's degree in Engineering Or Diploma in Engineering with minimum five (05) years experience in the Airport Operations discipline. | 46 | 36 | 06 | 04 |
| 5 | Junior Executive (Engg-Civil) | Bachelor's Degree in Engineering/Technology in Civil Or Diploma in Civil Engg. with minimum five (05) years experience in Civil Engineering discipline. | 39 | 32 | 05 | 02 |
| 6 | Junior Executive (Engg-Electrical) | Bachelor's Degree in Engineering/Technology in Electrical Or Diploma in Electrical Engineering with minimum five (05) years experience in Electrical Engineering discipline. | 37 | 31 | 04 | 02 |
| 7 | Junior Executive (Technical) | Bachelor's Degree in Engineering/Technology in Mechanical/Automobile Or Diploma in Mechanical Engg./Automobile Engg. with minimum five (05) years experience in Technical discipline. | 10 | 09 | 01 | -- |
| 8 | Junior Executive (Finance) | B.Com with ICWA/CA/MBA with specialization in Finance | 10 | 10 | -- | -- |

Page 1 of 3

Note:

- a. Manager (ATC) - Executive who possess the above stipulated educational qualification obtained through Regular/Part-Time/Correspondence/Distance Education mode with minimum 60% marks in both Graduation, Post-Graduation with minimum 5 years' relevant experience in executive cadre in ATC discipline shall be eligible to appear in online examination for the post of Manager (ATC). Those who qualify the online examination will be called for interview for the post of Manager (ATC). The list of provisionally selected candidates will be prepared on the basis of Combined Merit based on aggregate marks of online examination and interview. These candidates have to undergo the prescribed Class-III Medical Assessment. Letter of appointment will be issued to those candidates who are found fit in the Class-III Medical Assessment.
- b. Junior Executives - Non-executive who possess the above stipulated educational qualification obtained through Regular/Part-Time/Correspondence/Distance Education mode with minimum 55% marks in both Graduation, Post-Graduation shall be eligible to appear in online examination. In respect of Non-executives possessing Diploma qualification with minimum 55% marks, they should be atleast at the level of Senior Assistant (NE-6 level) on regular basis and should have minimum five (5) years of experience in the relevant field.
- c. For the posts of Manager(ATC) and Junior Executive(ATC), the candidates shall have minimum proficiency in both spoken and written English of the level of 10+2 standard (the candidate shall have passed English as one of the subjects in 10th or 12th standard).
- d. Valid LMV license is essential for the post of Junior Executive (Airport Operations).
- e. Selection to the post of Junior Executive (ATC) will also subject to qualifying Voice Test and found fit in Class-III Medical Assessment.
- f. Upper age limit is 50 years as on **30.11.2020**.
- g. The eligibility with respect to age, educational qualifications, experience etc. shall be determined as on **30.11.2020**.

3. HOW TO APPLY:

Eligible and willing departmental 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) Eligible departmental candidates are required to apply On-line through the link available on www.aai.aero under tab "**CIRCULARS & ORDERS**". No other means/mode of submission of applications will be accepted under any circumstances.
- ii) Eligible departmental candidate should have a valid **official E-mail ID**. It should be kept active during the currency of this recruitment process. The Applicants are requested to check regularly their E-mail/AAI's website for any communication from AAI.
- iii) Before registering/submitting applications on the website, the Applicants 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-mail id will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit card for On-line examination and Call Letter for Documents Verification / Interview, if shortlisted.
 - (b) Scanned copy of latest passport size coloured photograph (not more than 03 months old) and scanned signature in digital format (as per dimensions given below) for uploading in the application.
 - (c) All relevant documents/details relating to eligibility criteria viz. Educational Qualification, Caste Certificate [SC/ST], Experience Certificate etc.

4. INSTRUCTION REGARDING SCANNING OF PHOTOGRAPH AND SIGNATURE:

Scanned image of applicant photograph and signature, should be as per the specifications given below:

- i) Photograph image:
 - Photograph must be a recent passport size colour picture (not more than 3 months old).
 - Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
 - Size of scanned photograph file should be between 20kb-50kb and Dimensions 200x230 pixels, only.

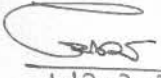


ii) Signature image:

- The applicant has to sign on white paper with Black ink pen.
- Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred).

5. IMPORTANT INSTRUCTIONS:

- Eligible departmental candidates will have to apply for the above posts through **ONLINE MODE ONLY** from **04.12.2020** to **24.12.2020**. On successful submission of application through online mode, departmental candidate has to take a printout of the application and enclose therewith supporting documents (self-attested) for proof of age, educational qualification, experience, category etc. and submit his/her application at concerned Airport/Station on or before **29.12.2020**. These applications will be scrutinized at the Airport/ Station/RHQ level.
- The HOD of HR / Forwarding Authority at respective Station will certify the particulars from the service record of the departmental candidates and forward duly certified applications with official-seal to the concerned Regional Head Quarters on or before **04.01.2021**.
- The applications of only those candidates who are meeting the eligibility criteria as mentioned in para 2 above may be forwarded alongwith its enclosures to the General Manager (HR), Recruitment Cell, CHQ, Rajiv Gandhi Bhawan, New Delhi - 110003 by the concerned Regional Executive Director so as to reach at CHQ on or before **11.01.2021**. Due to current COVID-19 pandemic situation, it is requested that concerned RHQs forward all duly verified applications alongwith its enclosures only through email at "hrcelldv.chq@aai.aero".
- Applications of eligible departmental candidates which are forwarded through proper channel within stipulated time by the concerned Airport/Station/RHQ will **only** be considered for further selection process.
- Applications of departmental candidates, without verification by the concerned station/RHQ and after the stipulated time frame will not be considered for further selection process.


1.12.2020
(Gian Batra)
General Manager (HR)

Distribution :

- All REDs/Principal, CATC, Allahabad/ED, RCDU & FIU/GM, CRSD and E&M Workshop.
- All APDs

Internal Distribution

- OSD to Chairman
- PS to Member (Fin)/Member (HR)/Member (Ops)/Member (Plng.)/Member (ANS)
- PS to ED (HR)
- All HODs at CHQ/Operational Office/New Office Complex
- General Secretary - AAOA(I)ATC(G)/ACOA(I)/AAI Engg. Guild(I)/CNS Officers' Guild/IAAIOA/AAI SC/ST Association.
- General Secretary, AAEU