



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA
(A Category - 1 'Mini Ratna' Public Sector Enterprise)



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

दक्षिणी क्षेत्र चेन्नै - 600027 SOUTHERN REGION: CHENNAI - 27

ADVT. NO SR/01/2018

ONLINE RECRUITMENT OF VARIOUS POSTS IN SOUTHERN REGION

Applications are invited by AIRPORTS AUTHORITY OF INDIA (AAI) from the eligible candidates who are domicile of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Pondicherry or Lakshadweep islands to fill up the following posts at various airports in the above states in Southern Region. Candidates shall apply for the below mentioned posts through **online application** link hosted in Career pages of our website i.e., <https://www.aai.aero/en/careers/recruitment>

Sl. No.	Name, Grade & Nature of Post	No. of Posts	Reservation				Scale of Pay (Pre-revised)
			UR	OBC (NCL) #	SC	ST	
1	Junior Assistant (Fire Service)	147	92	11*	23	21*	12500 -28500/-
2	Senior Assistant (Electronics)	39	23	08	05	03	14500 -33500/-

#NCL-Non Creamy Layer

* Including 01 OBC and 04 ST backlog vacancies

Note: 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/restrict/cancel the recruitment process, if need so arises without issuing any further notice or any reasons thereof. The decision of the Management will be final and no appeal shall be entertained.

IMPORTANT DATES
Schedule of Process

Important Dates	
Commencement of On-Line Registration of Application	Saturday, 16 th June 2018
Closure of On-Line Registration of Application	Sunday, 15 th July 2018
Online Remittance of Application Fee	Saturday, 16 th June 2018 to Sunday, 15 th July 2018

(Application & Fee through other than online mode will not be accepted)

1. EMOLUMENTS:

In addition to Basic Pay, Dearness Allowance, Perks, HRA and other benefits which include CPF, Gratuity, Social Security Scheme, Medical Benefits etc. are admissible as per Airports Authority of India Rules & Regulations.

2. **AGE CRITERIA**

Junior Assistant (Fire Service)

The candidates' Age shall be 18 to 30 years as on 31.03.2017 and the upper age limit is relaxable as follows

- (i) 3 years for OBC (Non-Creamy Layer) as on 31.03.2017
- (ii) 5 years for SC/ST as on 31.03.2017
- (iii) Length of service extended by 3 yrs for Ex-servicemen
- (iv) Upper age limit are relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA (Additional relaxation for 05 years for SC/ST candidates *and 03years for OBC candidates*).
- (v) Maximum age limit for Widows, divorced women and women judicially separated from their husbands and who are not remarried. Upto the age of 35 years (upto 40 years for member of SC/ST and 38 years for OBC).

Senior Assistant(Electronics)

The candidates' Age shall be 18 to 30 years as on 31.03.2017 and the upper age limit is relaxable as follows:

- (i) 3 years for OBC (Non-Creamy Layer) as on 31.03.2017
- (ii) 5 years for SC/ST as on 31.03.2017
- (iii) Length of service extended by 3 yrs for Ex-servicemen
- (iv) For Persons with benchmark Disabilities (PwD) i.e., differently abled candidates – 10 years relaxation for UR, 13 years for OBC, 15 years for SC/ST candidates of the following impairment: Orthopaedic One Leg (OL) / One Arm (OA)
- (v) Upper age limit are relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA (Additional relaxation for 05 years for SC/ST candidates *and 03years for OBC candidates*).
- (vi) Maximum age limit for Widows, divorced women and women judicially separated from their husbands and who are not remarried. Upto the age of 35 years (upto 40 years for member of SC/ST and 38 years for OBC).

The date of birth as recorded in the Matriculation /Secondary Examinations certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

3. QUALIFICATION & EXPERIENCE:

(i) JUNIOR ASSISTANT (FIRE SERVICE):

Educational Qualification	<p>i) 10th Pass + 3 years' approved regular Diploma in Mechanical/Automobile/ Fire with minimum 50% marks (OR)</p> <p>ii) 12th Pass (Regular Study) with 50% marks</p>
Driving Licence	<p>a) Valid Heavy Vehicle Driving License (OR)</p> <p>b) Valid Medium Vehicle License issued at least one year before the date of advertisement i.e., 13th June 2018 (OR)</p> <p>c) Valid Light Motor Vehicle Licence issued at least two years before the date of advertisement i.e., 13th June 2018.</p> <p>In case of (b) & (c) above, the incumbents will be required to acquire Heavy Duty Driving License within one year of appointment before completion of their probation period. In case, if 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>

Physical Fitness

Physique: Good

Eye Sight	<p>Distance Vision – 6/6 with each Eye Without Glasses.</p> <p>Near Vision – N5 with each Eye Without Glasses. (Visual evaluation is for each eye individually)</p> <p>Colour Vision – Should be Normal as determined by Ishihara's charts.</p> <p>Night blindness : Absent</p> <p>Field of Vision: Each eye should have full field of vision as determined by confrontation test.</p> <p>Refractive error: No refractive error is acceptable.</p>	
	MEN	WOMEN
Height	Not less than 167 cm ##	Not less than 157 cm. ##
Chest	<p>Normal before expansion: 81 CM ## Minimum expansion 5 Cms.</p>	Not Applicable

Weight	Not less than 55 Kg.	Not less than 45 Kg
Hearing	Normal	Normal
Speech	Normal	Normal
##	Relaxation of 3 cms in height (for both male & female candidates) and chest measurements (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 operations by virtue of which his/her physical fitness to work in Fire Service has been impaired will be considered as disqualification.	

(ii) SENIOR ASSISTANT (ELECTRONICS):

Educational Qualification	Diploma in Electronics / Tele Communication / Radio Engineering (03 years Course) from a recognized institution
Experience	Two years (2) relevant experience in the concerned discipline.

4. SELECTION PROCESS & SYLLABUS:

I) JUNIOR ASSISTANT (FIRE SERVICE):

Stage 1:

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

Minimum pass marks will be 50 out of 100 for UR /OBC candidates and 40 out of 100 for SC/ST candidates.

Syllabus

10th std level:

Basic Arithmetic	:	25 Marks
Basic Science	:	25 Marks
Elementary English/Grammar	:	25 Marks

12th Std level:

General Knowledge	:	25 Marks

Total		100 Marks

Stage 2:

On passing the online written exam, shortlisted candidates shall be subjected to Certificates/Documents 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 Light Motor Vehicle/ Medium Motor Vehicle/ Heavy Motor Vehicle license. Only on passing the driving test, the candidate will be allowed for endurance test.

Endurance tests includes:

- (i) 100 m Running
- (ii) Rope climbing
- (iii) Pole climbing
- (iv) 60 m running with human dummy
- (v) Full ladder climbing

Note:

- a. 100 meters running is required to be completed in 20 seconds by female candidates, failing which they will be disqualified.
- b. 100 meters running is required to be completed in 15 seconds by male candidates, failing which they will be disqualified.
- c. Candidate shall secure minimum 60 marks out of 100 marks to qualify in endurance test.

Based on successful performance of above tests/Examination (Stage-I and Stage-II), a merit list will be made. The meritorious candidates as per notified vacancies shall be nominated for Basic Training Course (BTC) for a period 18 weeks, in which 02 weeks training should be exclusively meant for imparting training on maintenance and driving on Heavy Duty Vehicle at Fire training College FTC(New Delhi) or at Fire Staff Training College FSTC (Kolkatta). AIRPORTS AUTHORITY OF INDIA will not be responsible for any injury caused during the course of selection process.

The candidate who does not fulfill 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.

Selection: Based on qualifying in Stage 1 & 2, the appointment order shall be issued only for the candidate subject to successfully completing the Basic Training Course (BTC). During the training period, incumbent is entitled for stipend of Rs. 25,000/- as per the rules.

II) SENIOR ASSISTANT (ELECTRONICS)

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

Minimum pass marks will be 50 out of 100 for UR /OBC candidates and 40 out of 100 for SC/ST candidates.

Syllabus

70% on subject related to educational qualification

30% on General Knowledge, General Intellectual, General Aptitude, English etc.

Selection: On passing the written exam for Senior Assistant (Electronics), shortlisted candidates after Certificates/Documents verification shall be subject

to and undergo ab-initio training for a period of 14 weeks. Out of this, 10 weeks course duration shall be conducted at CATC, RTCs and other Centres. Afterwards, there will be 4 weeks duration On the Job training (OJT) at the station of posting as decided by the management. Subject to performance, the training can be discontinued and thus terminating the service of the candidate as a result of non-suitability and poor performance. During the training period, candidates are entitled for stipend of Rs.25,000/- per month, as per rules.

5. APPLICATION FEE:

Applicable only for Candidates belongs to UR & OBC category: Rs.1000 (Rupees Thousand only) including GST

- i. No application fee is required to be paid by Women/SC/ST/Ex-servicemen candidates / Persons with benchmark Disabilities (PwD) i.e., Differently abled person.
- ii. Airports Authority of India will accept fee through online net banking / credit cards / debit cards only
- iii. Fees once paid will not be refunded under any circumstances
- iv. For depositing the requisite fee candidates should visit online application link hosted in career pages of AAI website i.e., <https://www.aai.aero/en/careers/recruitment>

6. GUIDELINES FOR FILLING ONLINE APPLICATION:

Applicant satisfying the eligibility conditions may apply only through 'online' registration available on AIRPORTS AUTHORITY OF INDIA's website <https://www.aai.aero/en/Careers/recruitment> No application through any other mode will be accepted. No documents are required to be sent to AIRPORTS AUTHORITY OF INDIA in connection with the application. Please go through the instructions carefully under "HOW TO APPLY" and also detailed instructions given in recruitment notification/advertisement and on the main page of online application form.

- (i) Before registering/submitting applications on the website the candidates should 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 the e-mail ID will be allowed once entered. ALL CORRESPONDENCE REGARDING THIS RECRUITMENT SHALL BE MADE ON REGISTERED E-MAIL ID including E-Admit Card for appearing in on-line Examination.
 - b) While applying on-line, candidate should keep the scanned copy of their passport size color photograph & signature. (in format *.jpg or *.jpeg file only).
 - c) Scanned copy of all relevant certificates/documents/details relating to eligibility criteria viz., educational qualification, caste certificate,

experience (wherever applicable), domicile certificate, driving license and details of physical measurements {for Junior Assistant (Fire Service) only}, discharge certificate in case of Ex-Servicemen, Physical Disability certificate etc. for submitting online application form. The scanned soft copy of relevant document (as applicable) between 50 KB-1000 KB in "*.jpg/*.Jpeg/*.pdf format. Ensure that the size of the scanned image is not more than 1000 KB.

- (ii) The candidates should ensure the completion of Step-I, II and III of the registration, final submission and online payment of application fee by stipulated date. After applying online, the candidate is required to retain system generated Application Sequence Number, Transaction ID, Login ID and Password, which may be retained for future reference.
- (iii) On successful registration of On-line Application Step-I, 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.
- (iv) Candidates are required to enter all information correctly in the on-line application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
- (v) On successful submission of the application by the candidate, an e-mail message will be sent to their registered E-mails ID regarding Examination with web link for downloading E-Admit Card along with Login ID and Password for appearing in Computer Based (Online) Test which will be hosted at AAI website.
- (vi) The candidates shall be responsible for registration, filling up the form, uploading, receiving, downloading and printing of Online Application and E-Admit Card for appearing in Computer Based Test (CBT). AIRPORTS AUTHORITY OF INDIA will not be 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 AIRPORTS AUTHORITY OF INDIA website in time.
- (vii) After registering/submitted online application, the candidate may download the Filled in Application Form with unique Application Sequence Number, Login ID, Password, Transaction ID & Online payment details, etc which can be retained for future reference.

7. HOW TO APPLY:

7.1 STEP-I (SIGN UP/REGISTRATION):

- A)** Applicant satisfying the eligibility conditions may apply only through online registration link available at AIRPORTS AUTHORITY OF INDIA website i.e. <https://www.aai.aero/en/Careers/recruitment>
- B)** Applicant will view instructions page and they will have to accept the terms & conditions by clicking 'I AGREE' check box given below and pressing the 'START' button.

C) Applicant should sign up first with their valid E-mail ID and Mobile Number. On signing up, the Password and login ID will be sent to the registered Email ID and Mobile Number provided by the candidate. The applicant should ensure the correctness of Mobile number and Email ID during registration process.

7.2 STEP-II: Submission of application and uploading the documents:

A) After registration, applicant should re-login by revisiting the On-line Application Link at <https://www.aai.aero/en/Careers/recruitment> by using login credentials i.e., Login-ID and Password received on their registered Email ID/Mobile Number.

B) The applicant should fill in all the information viz., personal details, educational qualification details etc. in the on-line form about himself/herself correctly and upload photograph, signature, certificates, etc.

C) Applicants should upload the scanned image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that *.jpg/*.jpeg/*.pdf formats are acceptable:

(i) Photograph:

- a. Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- b. Make sure that the photograph is taken against a light-coloured, preferably white background.
- c. Size of file should be between 50 kb to 80 kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

(ii) Signature Image:

- a. The applicant has to sign on white paper with Black ink pen.
- b. The signature must be of the applicant only. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature will be rejected.
- c. Please scan the signature area only and not the entire page.
- d. Size of file should be between 10 kb to 50 kb in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 50kb.

(iii) Certificate/documents Image:

(a) Please scan and upload relevant certificate separately:

- Matriculation Certificate as Date of Birth Proof
- Educational qualification Certificate in respect of post applied for
- Experience Certificate (wherever applicable)
- Community Certificate.
- Disability Certificate (wherever applicable)
- Domicile Certificate

- Driving License for Junior Assistant (Fire Service) (Valid Heavy Vehicle Driving License; OR Valid Medium Vehicle Driving License issued at least **one year** before the date of advertisement i.e., 13th June 2018; OR Valid Light Motor Vehicle Driving License issued at least **two years** before the date of advertisement i.e., 13th June 2018.
 - In case of Ex-Servicemen, scanned copy of Discharge Certificate.
 - No Objection Certificate(applicable to candidates working in Govt./PSU etc)
 - AAI identity card for AAI employees (applicable for AAI staff)
- (b) Each Certificate should be in JPG/JPEG/PDF Format of size between 50 KB - 1000 KB.
- (iv) Uploading the Photograph, Signature & Certificate(s): The candidate should login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:
- a) There are separate links for uploading Photograph, Signature and Certificate(s). Click on the respective link to upload Photograph/Signature/Certificates etc.
 - b) Browse and select the location where the scanned photograph/Signature/ Certificates files have been saved. Select the file by clicking on it.
 - c) Click the 'Open/Upload' button. The photograph/signature/ certificate file will get uploaded.
 - d) Candidate is required to download the system generated online application form with unique Application Sequence Number, which may be retained for future reference.

7.3 **STEP -III: PAYMENT OF APPLICATION FEE THROUGH PAYMENT GATEWAY (HDFC BANK):**

Applicant has to pay **Rs.1000/-** (Non-Refundable) application fee including taxes as applicable through Online payment Mode Only, as per instruction given below:-

- (a) Once the online application is submitted, on completion of Step-I and Step-II, candidates (other than those belonging to exempted categories) will be re-directed to HDFC Payment Gateway to make the online payment of application fees.
- (b) Once the on line payment link is opened, then do Not Click Refresh or back Button.
- (c) Kindly make the online payment via all bank's Credit Card/Debit Card/Net Banking/Payment Wallet
- (d) After successful completion, the transaction number will be displayed for the payment made and retain the transaction number for future reference.
- (e) Status of application form can be checked after 24 hours of depositing the application fee. In case if the same is not reflecting, you can contact help desk about the same.

8. GENERAL INSTRUCTIONS:

- 8.1 Only candidates who are **Domicile of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Pondicherry and Lakshadweep Islands** can apply for the above post.
- 8.2 Before applying for the post, the candidate should ensure that he/she meets the eligibility and other criteria as 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.
- 8.3 Furnishing of wrong/false information will lead to disqualification and AIRPORTS AUTHORITY OF INDIA will not be responsible for any consequence of furnishing such wrong/false information.
- 8.4 The eligibility with respect to age and educational qualification will be determined as on 31.03.2017.
- 8.5 Wherever CGPA/OGPA 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 document verification.
- 8.6 Appointment to above mentioned post is subject to fulfilling eligibility criteria (applicable for all posts) and successfully passing all modules of Basic Training Course for Junior Assistant (Fire Service) and ab-initio course for Senior Assistant (Electronics).
- 8.7 Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of documents verification. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
- 8.8 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 documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.
- 8.9 The OBC Candidates availing reservation will have to produce Valid Original OBC CERTIFICATE with "NON CREAMY LAYER STATUS" in the prescribed format issued 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 for further selection process.
- 8.10 The candidates have to appear for the computer based/online examination and other selection process at their own expenses.
- 8.11 The education and other qualifications must be obtained from Govt. Recognized institutions/Universities as per statutes.

- 8.12 In case of Ex-Servicemen, applicant should upload the scanned copy of Discharge Certificate.
- 8.13 In case of Persons with benchmark Disabilities (PwD)/differently abled person, applicant should upload the scanned copy of percentage of disability certificate issued by the medical board.
- 8.14 Centres for computer based test will be held in Southern States (**Chennai, Bangalore, Hyderabad, Cochin and Vijayawada**) only.
- 8.15 Mere fulfilling of the minimum qualifications will not vest any right on candidates for being called for online exam. No interim correspondence will be entertained.
- 8.16 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.
- 8.17 Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- 8.18 Multiple attendance/appearances in the online examination and other test will be summarily rejected and his/her candidature will be cancelled.
- 8.19 Intimations to applicant/candidate will be sent by email and/or sms only to the registered Email ID and Mobile Number in the online application form. AAI-SR shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of AAI-SR and candidates are advised to keep a close watch on the authorised AAI website www.aai.aero for latest updates and information on recruitment and results.
- 8.20 The candidate's admission to the examination/short listing for subsequent stages of recruitment/selection processes is strictly provisional. The mere fact that the call letter(s)/admit card has been issued to the candidate does not imply that his/her candidature has been finally cleared by AAI-SR. The appointing authority of AAI-SR would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a AAI-SR, his/her services are liable to be summarily terminated.

- 8.21 The decision of AIRPORTS AUTHORITY OF INDIA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidate.
- 8.22 AIRPORTS AUTHORITY OF INDIA reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based online exam and other selection process.
- 8.23 AIRPORTS AUTHORITY OF INDIA reserves the right to change the examination centre on the basis of any other norms decided at a later date.
- 8.24 The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of AAI-SR. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- 8.25 The Admit cards for 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 On-line 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.
- 8.26 AIRPORTS AUTHORITY OF INDIA reserves the right to increase or decrease the vacancies depending upon the future requirements. AAI reserves the right to modify/restrict/cancel the recruitment process, if need so arises without issuing any further notice or any reasons thereof. The decision of the Management will be final and no appeal shall be entertained.
- 8.27 Selected candidates are liable to be posted anywhere in India.
- 8.28 Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.
- 8.29 The decision of the selection committee is not liable for challenge and same shall stand final and binding on each candidate.
- 8.30 Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
- 8.31 Please do visit your email account regularly for any updates.
- 8.32 Further notifications/corrigendum in this regard, if any, will be put up on AIRPORTS AUTHORITY OF INDIA website only.
- 8.33 For any Technical queries/clarifications/grievances relating to the filling up

of ONLINE Application/payment of application fee, please contact Helpdesk at **E-mail: aaisr.helpdesk@gmail.com** and **Toll Free No 18002090811**

8.34 Court of jurisdiction for any dispute will be at Chennai.

8.35 In case of any dispute, English version of the advertisement published in AAI website will be valid.

9. CENTRES FOR COMPUTER BASED TEST:

The computer based (online) examination will be conducted in venues across test centers in Tamil Nadu, Kerala, Karnataka, Telangana and Andhra Pradesh. The tentative cities of examination are **Chennai, Cochin, Bangalore, Hyderabad and Vijayawada.**

- (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) AAI-SR/Test Administrators, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- (iii) AAI-SR/Test Administrators also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and AAI-SR will not be responsible for any injury or losses etc. of any nature.
- (v) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by AAI

10. BIOMETRIC DATA – CAPTURING AND VERIFICATION

10.1 AAI-SR has decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates who will be appearing for CBT. The biometric data and photograph will be captured / verified on the following occasions:

- (i) Before the start of the examination it will be captured at Test Center during pre-exam registration
- (ii) At the end of examination before leaving the computer lab at Test Centers for verifications
- (iii) At the time of document verification, if shortlisted
- (iv) At the time of joining if provisionally allotted

10.2 The decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

10.3 Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

10.4 Candidates are requested to take care of the following points in order to ensure a smooth process:

- (i) If fingers are coated (stamped ink/mehndi/colored...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / other tests, if any / joining day.
- (ii) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- (iii) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- (iv) If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

11. RESTRICTED ITEMS AT TEST CENTERS

The following items are not allowed inside the examination centre:-

- (i) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- (ii) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.
- (iii) Any eatable item opened or packed, water bottle etc.
- (iv) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured.

AAI-SR or any agency engaged in connection with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

Any infringement of these instructions shall entail cancellation of candidature.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

The candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination and other test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form

- or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
 - (v) obtaining support for his/ her candidature by unfair means, or
 - (vi) carrying mobile phones or similar electronic devices of communication in the examination/other test, if any, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by AAI-SR.

(c) for termination of service, if he/ she has already joined AAI-SR.

Important: AAI-SR would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by AAI-SR in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, AAI-SR reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained

13. E-ADMIT CARD/CALL LETTERS

The E-Admit Card/Call Letter indicating particulars of the Candidate i.e., Name, Date of Birth, Category/Community, Sub-Category, Uploaded Signature, Photograph, Venue of Test & Address, Test Date & Time, Duration, Scheme, instruction to candidate, etc shall be intimated to registered E-Mail ID and Mobile No of candidate for downloading.

An eligible candidate should download his/her E-Admit Card/Call Letter from the AAI website by entering his/ her details i.e. Login ID (Application Sequence Number) and Password. **No printed copy of the E-Admit Card/Call Letter will be sent by post/ courier.**

14. 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.

15. DISCLAIMER

On-Line Application validation rules and design are based on recruitment Advertisement (Advt. No. SR/01/2018) 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 fulfils 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 SR/01/2018) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per 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, sub-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
Southern Region