



AIRPORTS AUTHORITY OF INDIA
NSCBI AIRPORT, KOLKATA-52
(Deptt. of Pers & Admn)



A. Applications strictly as per the prescribed format are invited from the candidates meeting the following job specifications and age below 30 years as on 31.08.2007 except Sl. No. 9 & 10 for the following posts:

1. **Senior Assistant (Medical)** (UR-01) :- 10+2 with Diploma (3+1= 4 years) in Nursing and Midwifery with minimum **02(two)** years relevant experience in the concerned discipline.

2. **Senior Assistant (Steno)** (UR- 05 & SC-01) :- Graduate with 80 words per minute in English Stenography and 40 words per minute in Manual Typewriting and Computer proficiency with minimum **02 (two)** years relevant experience in the concerned discipline.

3. **Senior Assistant (Accounts)** (OBC/PH-01):- Graduate, preferably B.Com. With Computer training Course of 3 to 6 months with minimum **02(two)** years relevant experience in the concerned discipline

Scale of pay for posts at Sl. Nos. 1,2 & 3 (Rs. 6300-12060/-)

4. **Assistant (Hostess)** (UR-01, SC-01 & UR/PH-01) (Only for Females):- Graduate with Computer knowledge subject to Audition & trade test with minimum **02(two)** years relevant experience in the concerned discipline. (Speaking knowledge of local language is essential).

5. **Assistant (Telephones)** (UR-01) :- Graduate with related trade certificate with minimum **02(two)** years relevant experience in the concerned discipline.

6. **Assistant (Office)** (UR-07, SC-02 & OBC-03) :- Graduate with typing speed of 40 w.p.m. in manual typewriting & Computer knowledge with minimum **02(two)** years relevant experience in the concerned discipline subject to trade test.

Scale of pay for posts at Sl. Nos.4, 5 & 6 (Rs. 5800-10960/-)

7. **Junior Assistant (ACR)** (UR-01 & OBC-03) :- 10th pass, ITI in Air Condition/Refrigeration with minimum **02(two)** years relevant experience in the concerned discipline.

8. **Junior Assistant (Wireman)** (UR-1 & OBC-4) :- 10th pass, ITI in related trade (Wireman) with minimum **02(two)** years relevant experience in the concerned discipline.

9. **Junior Attendant (House-keeping)** (SC-20, ST-08 & OBC-15) :- 8th preferably 10th pass. **Age below 27 years as on 31.08.2007.**

10. **Junior Attendant (Airport)** (UR-04, SC-01 & OBC-03) :- 8th preferably 10th pass, knowledge of related trade. **Age below 27 years as on 31.08.2007.**

Scale of pay for post at Sl. No. 9 & 10 (Rs. 4400-6920/-)

11. **Junior Assistant (Fire & Rescue Operator)** (18) :- Passed 10+2 or equivalent examination of recognized / Board. Should possess valid Heavy Duty Vehicle Driving Licence as per Motor Vehicles Act. Number of posts can increase/decrease.

Scale of pay for posts at Sl. Nos. 7, 8 & 11 (Rs. 5500-10060/-)

Physical standard (Only for Junior Assistant (Fire & Rescue Operate):

Physique- Good, Minimum***height**-167Cms, Minimum **weight**-55 Kgs, ***Chest**-normal before expansion- 81 Cms., Minimum expansion-5 Cms. **Eye sight-** distant vision- 6/6 with each eye without glasses, Near vision-N-5 with each eye without glasses (visual evaluation is for each eye individually). Colour vision- should be normal as determined by Ischihara's charts. Night blindness-absent. Field of vision- Each eye should have full field of vision as determined by confrontation test. **Hearing-** Normal, **Speech-** Normal and Refractive error- No refractive error is acceptable.

*Relaxation of 3 Cms. in height and chest measurement and proportionate relaxation in weight will be allowed to Hilly area candidates on production of bonafied certificates. However, minimum chest expansion must be 5 Cms. 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 physical fitness to work in Fire Service has been impaired will be considered as disqualification. **Experience-In Fire Fighting and rescue operations desirable.** **Selection process:** Recruitment will be done through physical measurements, written test, Driving test, Physical endurance test & interview. AAI will not be responsible for any injury caused during the course of tests. **The written test** will comprise of Basic Arithmetic, Basic Science, General knowledge & Elementary English & Grammar. **Physical endurance test-** running, rope & pole climbing's, Casualty Lifting & Ladder Climbing etc. **Driving test-** The job knowledge of vehicle & road discipline, checking of vehicle before driving and after stopping and followed by driving test. **Training:** The Candidates will be given training on CFTs. The candidates who do not qualify the CFT test will not be appointed.

NOTE :- UR-Unreserved, SC-Scheduled Caste & OBC-Other Backward class.

1. The upper age limit is applicable as on 31.08.2007 and is relaxable by 5 years in case of candidates belonging to SC&ST and 3 years in case of candidates belonging to OBC categories. Candidates belonging to OBC category must submit certificate alongwith their application for **not belonging to Creamy layer.** 2. Upper age limit shall also be relaxed by the length of military service increased by 3 years in the case of Ex.Servicemen. Upper age limit is also relaxable by 10 years for PH Persons 3. In addition to the scale of pay as indicated above, the posts carry other benefits as admissible under the Authority's Regulations viz. CPF, EBF, LTC, Gratuity, GSLIS, Social Security Scheme, Canteen subsidy, Free Medical Benefits for self and dependents, Leave Encashment, Uniform, HRD, Washing, Conveyance and Education Allowance etc.

GENERAL CONDITIONS

1. Management will have the discretion for rejecting any application without assigning any reasons for fixing higher standard, for calling candidates for written/trade test & interview and **no correspondence in this regard will be entertained.** 2. Application on plain paper giving full particulars **strictly as per format available in our web site/advertisement given below** alongwith three recent passport size photographs, out of which one pasted on the top right hand corner of the application and duly attested by the Gazetted Officer and two in a small cover attached with the application should reach to the **General Manager (P&A), Airports Authority of India, International Terminal Building, 2nd Floor, Netaji Subhas Chandra Bose International Airport, Kolkata – 700 052 on or before 05.11.2007.** 3. **Incomplete applications submitted other than the specified format and those not conforming to the job specifications, received later than the specified date and without attested copies of the testimonials/certificates, proof of age, qualification category, experience & valid Heavy duty vehicle licence etc. will be rejected summarily and no request in this regard will be entertained in any case.** Mere fulfillment of requirement laid down in the advertisement does not qualify a candidate for test & interview. 4. The Management has the discretion not to fill any vacancies & the vacancy position shown above may also increase depending upon the requirement. 5. The certificate of Scheduled Caste / Scheduled Tribe / OBC/Ex-serviceman/PH should be in the proper prescribed form and should have been issued by the appropriate authority. 6. **The experience certificate attached with the application must clearly indicate the post held, period with dates of service rendered, job performed, reasons for leaving the job, full name/signature and designation of the issuing Authority and his address.**

All the experiences must be post qualification and part time experience will not be considered. 7. The Candidates already in employment of Central/State Govt. or Govt. Undertakings/Autonomous Bodies should apply through proper channel. The applications not submitted through proper channel and advance copy of application will not be entertained. 8. **Separate application** should be submitted for each post applied for, superscribing the name of the post on the envelope. 9. Candidates selected are likely to be posted on round the clock duties wherever applicable. 10. **ANY ATTEMPT TO BRING OUTSIDE INFLUENCE FOR CONSIDERATION OF THE CANDIDATURE IN ANY MANNER WHATSOEVER WILL AMOUNT TO DISQUALIFICATION AND THE CANDIDATURE OF SUCH CANDIDATES WILL BE REJECTED.** The decision of the Selection Committee is not liable for challenge and same shall stand final and binding on each candidate. 11. **No separate communication will be issued in this regard except to the selected candidates.** 12. **The candidates will have the option to use Hindi or English in answering the question papers (except paper in English, if any).** **VISIT US AT : www.airportsindia.org.in OR www.aai.aero OR www.nscbiaairport.org.**

APPLICATION FORMAT

One recent
Passport size
photograph to be
pasted here and
**duly attested by
Gazetted
Officer**

1. Application for the post of : _____
2. Name of the candidate : _____
(in block letters)
3. Father's name : _____
4. Date of birth : _____
5. Nationality : _____

6. A) Whether you belong to SC/ST/OBC/EXS category: YES/NO* (if yes)
(Attach respective category certificate(s) as per appropriate format. OBC certificate must indicate for **not belonging to creamy layer**)
- B) Whether Physically Handicapped : YES / NO*, if yes
(If yes, attach Certificate of Medical Board of a Govt. Hospital)
Extent of disability : _____%

7. Full postal address (In block letters): Vill, Street, Post Office, PS, Dist., STATE and PIN Code).

8. Educational Qualification:

Educational Qualifications (Matriculation onwards)	(Exam passed (regular/part time),	Board/University/Institute	Year of Passing	Percentage of marks/Result

9. Technical/ Professional Qualifications

Technical/ Professional Qualifications	Exam passed Degree/ Diploma	Board/University/ Institute	Regular/ part time	Duration	Year of passing	% of Result

10. Physical Measurements (Only for the post of Jr. Asstt(FRO))

- a) Height _____ cms.
- b) Weight _____ kgs.
- c) Whether colour blind - Yes/No
- d) Whether flat foot - Yes/No

11. Details of Experience:

Details of Experience, (Minimum two years in a Govt. office/ PSU an organization of repute in the related field).	Name of the Company/Firm where employed	Post held	Nature of duty performed	Period From – To (Enclose supporting documents).

12. In case serving with Govt./PSU/Autonomous body, attach No Objection Certificate from present employer.

13. A) NIOH/Emp. Exchange/Zila Sainik Board Registration No. : _____
(Attach attested copy of Regn. Card, if any) valid till : _____
- B) In case of Ex-servicemen (attach copy of discharge certificate): _____

14. Languages Known (Read, Write & Speak) _____
 • Strike out whichever is not applicable.

Note: Information furnished above must be supported by requisite documents, failing which the application will be summarily rejected and no correspondence in this regard will be entertained at a later date under any circumstances.

Signature of the candidate with date

Enclosure

STANDARD FORMAT OF DISABILITY CERTIFICATE TO BE SUBMITTED ALONGWITH THE APPLICATION BY PHYSICALLY HANDICAPPED PERSONS.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL(Govt. Hospital)

Certification No. _____

Date _____

DISABILITY CERTIFICATE

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

This is certified that Shri/Smt./Kum _____
Son/wife/daughter of Shri _____ age _____
Sex _____ identification mark(s) _____ is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

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

B. Blindness or Low Vision:

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

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

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

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

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

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

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

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

* Strike out which is not applicable