

**LIST OF DOCUMENTS TO BE DOWNLOADED BY THE CANDIDATES SELECTED  
FOR THE POST OF JUNIOR EXECUTIVE (ATC)**

<b>1.</b>		<b>Documents to be submitted by the candidates on Receipt of Offer :</b>	<b><u>ANNEXURE</u></b>
	i)	Acceptance letter - to be sent through SPEED POST to DGM(HR)-ANS on receipt of offer	<b>‘A’</b>
<b>2.</b>		<b>Documents to be retained by the candidates :</b>	
	i)	Terms and Conditions of offer of appointment to the post of Junior Executive (ATC).	<b>‘B’</b>
<b>3.</b>		<b>Documents to be submitted at the time of Medical Examination :</b>	
	i)	Letter for Chief Medical Officer for medical examination by Medical Board. <i>(sent with offer of appointment)</i>	<b>‘C’</b>
	ii)	Candidate’s statement and declaration	<b>‘D’</b>
<b>4.</b>		<b>Documents to be submitted at the time of joining/ reporting for training at Training Centre :</b>	
	i)	Surety Bond	<b>‘E’</b>
	ii)	Attestation forms in triplicate as per Annexure – I.	<b>‘F’</b>
	iii)	Four passport size photographs duly attested by a Gazetted Officer	-
	iv)	Certificate (in original alongwith a copy each duly attested by Gazetted Officer) of :	-
	v)	Educational/ Professional Qualifications/ Date of Birth/ Caste (in case of SC/ST/OBC) Category (in case of PH)	-
	vi)	Release certificate from the last employer, if serving or undergoing training in a Govt. Department/ PSUs etc.	-
	vii)	Character Certificate	<b>‘G’</b>
	vii)	Marital Status undertaking	<b>‘H’</b>
	ix)	Candidate is required to take an Oath of Allegiance of faithfulness to the Constitution of India in the prescribed format	<b>‘I’</b>
	x)	Declaration regarding Home Town	<b>‘J’</b>

The above documents are required to be downloaded by all the candidates who have been selected for the post of Jr. Executive (ATC). The selected candidates must fill his/ her name and also Distt. Hqrs. particulars in the relevant space of the letter for medical examination downloaded from website (Annex-C). They may also tick mark ( ) their training centre (as per AAI’s website) where the Medical Report is to be sent by CMO.

.....



**To be sent through Speed Post**

To

The Dy. General Manager (HR)-ANS  
Directorate of HRM (ANS Wing)  
Airports Authority of India,  
Rajiv Gandhi Bhawan,  
Safdarjung Airport,  
New Delhi-110003.

**Sub: Willingness for appointment to the post of Jr. Executive (ATC)**

Sir,

Please refer to your letter No.12024/1/2011-EA dated 21.06.2011 offering me the post of Jr. Executive (ATC) in Airports Authority of India.

\*2. I hereby accept the offer of appointment for the post of Jr. Executive (ATC). The terms and conditions of the offer are acceptable to me. All the required documents such as medical certificate, attestation form etc. will be submitted at the time of my reporting for training at the respective Training Centre.

\*3. I hereby state that I will not be joining the post offered to me and as such the offer sent to me may be cancelled.

\*Strike out whichever is not applicable.

Yours faithfully,

ROLL NO. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date:

**AIRPORTS AUTHORITY OF INDIA**  
**RAJIV GANDHI BHAVAN, SAFDARJUNG AIRPORT, NEW DELHI- 110003**

**THE TERMS & CONDITIONS FOR OFFER OF APPOINTMENT TO  
THE POST OF JR. EXECUTIVE (ATC)**

**1. TRAINING**

The period of training will be minimum 24 weeks at Airports Authority of India Civil Aviation Training College, [CATC] Bamrauli, Allahabad-211012 and also at any other airport/place as decided by the Management. The duration of the training may be extended based on the performance and conduct of the Trainee during the training period. Also, 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.

**2. SERVICE CONDITION DURING TRAINING**

**(a) STIPEND**

The trainee will be given a stipend equivalent to Basic Pay along with other admissible allowances (as are being disbursed at E-I Grade) in the pay scale of Rs.16400-40500/- during the period of training.

**(b) TRAVELLING ALLOWANCE**

No traveling allowance and daily allowance will be paid to the appointee for the journeys performed for joining the training.

**(c) LEAVE**

Casual Leave at the rate of one day for every month's training may be granted at the discretion of the Principal/Authorized Officer. Leave without stipend may also be sanctioned on medical grounds on production of appropriate medical certificate from the Medical officer of the College or any other Medical Officer so designated by the Principal. No leave for a total period of more than 3 days on any ground shall be granted and the training may be terminated in the event of a Trainee remaining absent for more than 3 days and the Trainee shall have no claim for continuance of training or for appointment as Junior Executive (ATC).

**(d) MEDICAL FACILITIES**

Medical Facilities as available at the Training Centre will be extended to the Trainee. However no re-imbursement of medical expenses will be admissible to the Trainee during the training period.

**(e) ACCOMMODATION**

The trainee will be provided hostel accommodation subject to availability and on payment of prescribed charges during the training period. Wherever hostel accommodation is provided, the trainee shall not be entitled for HRA.

(f) **FORWARDING OF APPLICATIONS FOR EMPLOYMENT OUTSIDE AIRPORTS AUTHORITY OF INDIA**

The trainee shall not apply to any organization for employment outside AAI during his/her training period and no application will be forwarded for outside employment before completion of one-year service as Junior Executive [ATC] in AAI on completion of the training. The above condition will not be applicable to the SC/ST Trainees.

3. **AGREEMENT BOND**

The Trainee will be required to execute an agreement bond of Rs.3,00,000/- (Rupees Three lacs only) on non-judicial stamp paper of Rs.100/-(Rupees One Hundred only) as per specimen enclosed. The person standing surety to the above agreement shall be:-

- (a) A permanent Government Servant/Officer of the Central Govt., Public Sector Undertakings holding **group 'A' post** or equivalent and this fact shall be duly certified and authenticated by the surety's employer under official seal.

**OR**

A person of means possessing immovable property valued at not less than Rs.10,00,000/-(Rupees Ten lacs only) and this should be duly certified and authenticated by the Revenue Authorities under the official seal.

- (b) Full particulars and address of the surety and the witnesses should be clearly given in the bond.
- (c) The agreement bond should be neatly and clearly typed without any cuttings or mutilations. The date on which, it is being executed by the candidate, should not be filled in by the candidate

4 **OFFER OF TRAINING AT TRAINING CENTRE**

The offer of training/joining as a trainee at the Training Centre is provisional and subject to verification of the candidate's character and antecedents by the police authorities and subject to his medical fitness.

5. **TERMINATION OF TRAINING/PENALTIES ETC.**

- a. The trainee after training is liable to be terminated without assigning any reason if the competent authority is satisfied that the Trainee has not shown satisfactory progress (in learning, discipline & conduct), during the period of training. No compensation whatsoever shall be paid on such termination of training.
- b. If the competent authority is satisfied that the failure to attain the satisfactory progress is due to the negligence of the trainee of his/her failure to apply himself/herself earnestly to his/her training, the trainee shall have to repay all amounts paid to him/her as stipend and any other amount spent on trainee during his/her training period.

- c. The trainee shall have to serve the AAI for a period of 3 years after appointment as Junior Executive (ATC). In case, he/she quits the training during the course of the training or before completion of the period of 3 years as stated earlier, the AAI shall have the right to recover an amount not exceeding Rs.3,00,000/- (Rupees Three lacs only) as compensation in addition to the recovery of the amounts paid as stipend during the period of training.

## **6. SERVICE CONDITION ON REGULAR APPOINTMENT**

On successful completion of the training, trainee will be posted as Junior Executive (ATC) in the Airports Authority of India in the scale of **Rs.16400-40500/-** (IDA pattern) plus other allowances as admissible from time to time at that level.

### **a) NATURE OF THE POST**

The newly appointed Junior Executive (ATC) may be posted anywhere in India or abroad as may be determined by the management.

The candidates selected for the post of Junior Executive (ATC) shall not be allowed to switch over to any other discipline in the equivalent post in AAI.

### **b) PERIOD OF PROBATION**

On appointment as Junior Executive (ATC) the appointee will be under probation for a period of two years which may be extended, if necessary. The probationary appointment may also be terminated if the work and conduct of the appointee during the period of probation is found unsatisfactory.

### **c) EFFICIENCY TEST**

The trainee on completion of the initial period of training at the Training Centre will be required to appear at the qualifying test. If the trainee does not successfully pass the qualifying test in three attempts i.e.(One Main exam and Repeat two chances), no further chance to appear at the qualifying test will be given and the training will be terminated. This, however, is to be read with clause no. 5(b). The successful completion of training will further depend upon the over all assessment of the trainee's work and conduct during the period of training.

It is further stipulated that the trainee will be required to pass all the examination given to him/her at the end of each course determined by the Training Centre.

### **d) LEAVE**

On regular appointment as Junior Executive (ATC), the appointee will be entitled to leave with pay as per AAI rules as amended from time to time. For the present, during each calendar year it is 30 days Earned Leave, 12 days Casual Leave and 20 days Half Pay Leave subject to the conditions prescribed under the rules. The female employees are entitled to Maternity Leave as per rules.

### **e) PROVIDENT FUND**

The Junior Executive (ATC) will also be entitled to join the contributory provident Fund scheme in accordance with the rules.

**f) MEDICAL ATTENDANCE**

On appointment as Junior Executive (ATC), the employee and his/her declared dependents will be entitled to Medical attendance in accordance with the applicable rules in AAI

**g) RESIDENTIAL ACCOMMODATION**

Subject to availability of residential accommodation at the stations the Junior Executive (ATC) is posted, he/she may be allotted accommodation as per rules in his/her seniority at the station. The license fee for such allotment of accommodation is 10% of the basic pay or the license fee as determined by the Management from time to time. Where no accommodation is provided, the Junior Executive (ATC) will be entitled to House Rent allowance as per applicable rules in force from time to time.

**h) OATH OF ALLEGIANCE**

On appointment, the incumbent will be required to take a written oath of allegiance to the constitution of India before he/she assumes duty.

**i) MARITAL STATUS**

He/She will be required to give declaration in writing in the enclosed form that, if married he/she has only one wife/husband living. In the event of his/her statement being found incorrect after his/her appointment, he/she will be liable to be dismissed from service. Except with the prior permission of the Chairman, Airports Authority of India, he/she will not contract another marriage during the life time of his/her first wife/husband, notwithstanding the fact that such subsequent marriage may be permissible under his/her personal law for the time being applicable to him/her.

**j) DECLARATION OF HOME TOWN**

On his/her appointment as Junior Executive (ATC) he/she shall furnish a declaration as regards his/her hometown for the purpose of grant of Leave Travel Concession during leave, etc. etc.

**k) COUNTING OF TRAINING PERIOD**

The training period will be treated as under:

**i) For the Purpose of Increment**

The date of joining at Civil Aviation Training College, Allahabad/other Centres for training will be treated as duty for the purpose of drawing increments after completion of training.

**ii) For the Purpose of Promotion**

The service for promotion to the higher grade will be counted from the date of successful completion of training at Training Centre, Allahabad/other Centres.

1) **GROUP INSURANCE SCHEME OF LIC AND AAI EMPLOYEES**  
**BENEVOLENT FUND SCHEME**

On appointment as Junior Executive (ATC), he/she will be entitled to be covered under the Group Saving-Linked Insurance Scheme of LIC and also the benevolent fund Scheme of AAI as per the relevant rules of the scheme.

7. The appointment is provisional and is subject to the caste/tribe certificates being verified through the proper channel and if the verification reveals that the claim that he/she belongs to Other Backward Classes, Scheduled Caste or Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

8. **SENIORITY**

The Seniority of the Junior Executive [ATC] will be determined as per rank in merit list which includes marks of written test plus interview.

9. **MISCELLANEOUS**

- (a) He/She is required to undergo an initial medical examination from the Medical Board of Govt. Hospital or the Medical Authority prescribed by AAI and produce Medical fitness Certificate in the enclosed format. The Medical Certificate should be submitted to In-Charge, Training Centre before joining.
- (b) He/She should submit to the Incharge, Training Centre, the original certificates regarding Date of Birth, Educational Qualification, OBC/SC/ST/EX-Servicemen Certificate, if any, and also the Agreement Bond and Medical Fitness Certificate from the Medical Board before joining the training.
- (c) The joining date at the Training Centre will not be extended under any circumstances.
- (d) If at any time it is found that he/she has suppressed any factual information, the appointment will be terminated forthwith without any reason.
- (e) The terms and conditions mentioned earlier may be modified if required at any time during the period of training/appointment as Junior Executive (ATC).
-

**D**

**CANDIDATE'S STATEMENT AND DECLARATION**

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning containing in the note below:-

1. State your name in full  
(in BLOCK LETTERS) \_\_\_\_\_
2. State your age and place of birth \_\_\_\_\_
3. (a) Have you ever had small pox  
intermittent or any other fever,  
enlargement or suppression of glands, asthma,  
heart disease, long disease, fainting attacks,  
regeumatism, appendicitis?  
  
OR  
(b) any other disease or accident  
requiring confinement to bed and  
medical or surgical treatment. \_\_\_\_\_
4. When were you last vaccinated? \_\_\_\_\_
5. Have you or any of your near relations  
been afflicted with Consumption, Scrofula,  
Gout, Asthma, Fits, Epilepsy or Insanity \_\_\_\_\_
6. Have you suffered from any form of nervousness  
due to over-work or any other cause? \_\_\_\_\_
7. Have you been examined and declared unfit  
For Govt. service by a Medical Officer/Medical  
Board within the last 3 years. \_\_\_\_\_



8. Furnish the following particulars concerning your family.

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their age and state of health	No. of brothers dead, their age at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their age and state of health	No. of sisters dead, their age at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other conditions.

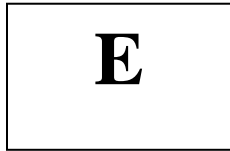
\_\_\_\_\_  
Candidate's signature

**FIT/UNFIT**

**Signed in presence of**

\_\_\_\_\_  
Signature of Medical Officer

NOTE: The candidate shall be held responsible for the accuracy of the above statement. By willfully suppressing any information he/she will incur the risk of losing the appointment, and if appointed, of forfeiting all claim to superannuation allowance or gratuity.



## **BOND**

Know all men that by these presents we \_\_\_\_\_ son/daughter \_\_\_\_\_ of resident of \_\_\_\_\_ (hereinafter referred to as Trainee (Junior Executive (ATC) employee) and \_\_\_\_\_ son/daughter \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter referred to as Surety) do hereby firmly bind ourselves and out respective heirs, executors, administrators up to Airports Authority of India, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003 having its offices in different parts of the country (hereinafter called Authority) in terms of this Bond.

WHEREAS the Trainee employee has been selected by the Authority as \_\_\_\_\_ vide its offer of appointment \_\_\_\_\_ dated \_\_\_\_\_ for imparting training to him/her with a view to utilize his/her services in the Authority, which offer has been unequivocally accepted by the Trainee employee.

AND WHEREAS in terms of clause 1 of the terms and conditions of the said offer of appointment the trainee-employee is required to undergo training for a period as decided by the management and thereafter will serve the authority for a period of 3 years as stipulated in the offer of appointment.

AND WHEREAS in terms of the clause 3 of the terms and conditions of the said offer of appointment, the trainee-employee and his Surety are required to execute a Service Agreement Bond on non-judicial stamp paper of value of Rs./-100(Rupees Hundred only) in favour of the Airports Authority of India, undertaking to complete the training and thereafter to serve the authority for a period of 3 years failing which the trainee-employee and the surety shall be jointly and severally bound to pay the Authority a sum of Rs.3,00,000/-(Rupees Three lacs only) in terms of this Bond.

**(Signature of Trainee)**

**Signature of Surety:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**NOW, THEREFORE this Bond witnesses as under:-**

1. That the trainee-employee shall undergo the training provided by the authority for a period as decided by the management which may be extended at the discretion of the Authority during which period the Trainee-employee shall diligently, faithfully and to the best of his/her ability undergo the training and conduct and behave himself/herself honestly, orderly and obediently towards his/her whole time duties assigned by the authority and will not engage directly or indirectly in any trade, business or occupation till the end of the period for which he/she is bound to serve the Authority and the decision of the Authority shall be conclusive and binding.

2. That the Trainee-Employee shall not leave the Authority during the prescribed training period of 24 weeks (which may be extended at the discretion of the Authority) or during the period of service of the authority for the stipulated period of 3 years after completion of the training, except for reasons of continued serious ill-health/incapacitating him/her to work provided that such ill-health has not been brought about by his/her own neglect, carelessness, design or misconduct about which the decision of the authority shall be conclusive and binding.

3 That the trainee-employee shall promptly obey him/her superiors and comply with their orders, instructions issued from time to time and at all times and in all respect shall faithfully observe all the Rules and Regulations of the Authority.

4. That the trainee-employee shall observe secrecy and in no way divulge or disclose to any person or persons whatsoever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her training and service with the authority either in relation to its work business or its customers.

5. That the trainee-employee shall not commit or cause to be committed any waste, damage or other injury to the property and/or goods of the Authority not shall he/she lend any such property or goods to any person without the permission of the management of the Authority.

6. The Trainee-employee shall not participate in political activities nor shall become a member of political organizations.

**(Signature of Trainee)**

**Signature of Surety:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

7. That if the Trainee-employee voluntarily quits at any time during the period of training or fails to complete his/her training successfully and/or does not serve the Authority for the stipulated period of 3 years thereafter, the trainee-employee and the surety shall jointly and severally compensate the authority for all the expenses incurred by it on account of and in connection with his/her training. The expenditure incurred by the authority on account of and in connection with the training of the Trainee-employee shall include the stipend, T.A. etc. paid to the Trainee-employee during the training period, the cost of supervision, overhead and other direct and indirect expenses incurred by the authority on the training. The decision of the Chairman or an Officer nominated by the Chairman of the authority shall be final and binding as to the total amount of expenditure incurred by the authority on account of and in connection with the training of the trainee employee. **However, the total amount recoverable under this clause shall not exceed Rs.3,00,000/- [Rupees Three lacs only].** Further the trainee employee shall on the termination of his/her training/service by the Authority or on his/her leaving the said training/service whenever it may happen shall account, documents papers and effects then in his/her possession and custody and belonging or relating to the Authority.

8. That at the end of the stipulated and extended period of training, as the case may be, the suitability of the above Trainee-employee for employment in the service of the Authority will be evaluated by the Competent authority of the Authority on the basis of his/her performance during the period of training and the decision of the Competent Authority in this regard shall be final and binding on Trainee-employee and the surety. In case the trainee-employee despite giving due opportunity to improve himself/herself during the initial or extended period of training fails to complete the training successfully, he/she would be liable to reimburse to the Authority the expenses incurred by it as detailed in para 7 above.

9. That if in the opinion of the competent Authority the Trainee-employee has successfully completed the training, the Trainee-employee shall be bound to accept the employment of the authority and shall continue to be in the employment of the Authority at its direction, in any subsidiary of the Authority or in any department of any undertaking of the Government of India, for a period of 3 years thereafter, unless his/her service are duly terminated by the authority before that period.

**(Signature of Trainee)**

**Signature of Surety:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

10. That the Authority shall have the right to suspend or dismiss the Trainee-employee for any breach on his/her part to comply with any of the terms and conditions of the offer of appointment or this Bond or those of the Training scheme and/or any of the rules and Regulations of the Authority for the time being in force and/or any concealment of any disease or disability from which the trainee-employee and the surety aforesaid shall jointly and severally be liable to reimburse to the Authority the expenditure incurred on account of and in connection with the training to the Trainee-employee as provided herein before under this bond. The said surety in his individual and personal capacity hereby undertakes and guarantees to pay to the Authority, on demand, the expenditure incurred on account of and in connection with the training of the Trainee-employee as detailed in para 7 above in case the Trainee-employee commits breach of any of the terms and conditions of this Bond or the training Scheme of the Authority. The said surety further agrees that the Authority at its discretion shall be entitled to enforce this Bond against the surety as Principle Debtor in first instance, without proceedings against the trainee-employee and notwithstanding any amounts which may be payable by the Authority to the Trainee-employee.

11. That for matters not provided for in this service Agreement Bond, the trainee-employee shall be governed by the offer of appointment and rules and Regulations of the Authority in force from time to time.

12. That the Authority, however may at its discretion interrupt, or terminate the training in the event of adverse reports regarding the progress of trainee or health of the Trainee-employee without, thereby, incurring any liability to the trainee-employee.

13. That the above Trainee-employee and surety further agree that if the trainee-employee leaves training or service of the authority before the expiry of the stipulated period of training and service thereafter, he/she and the surety will not only be liable to reimburse to the Authority the expenses incurred by it on account of and in connection with the training but will also be required to give one month advance notice while on training and on probation after absorption and after completion of probation period or pay further amount equivalent to one months salary last drawn in lieu of notice in terms of the offer of appointment.

14. That after completion of 3 years service if the trainee-employee wants to leave service of the Authority then he/she shall give one months advance notice to the Authority failing which he/she will also be liable to pay to the authority compensation equivalent to one months salary.

**(Signature of Trainee)**

**Signature of Surety:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

15. That in the event of insolvency, lunacy or death of the surety the above trainee-employee undertakes to intimate the Authority of the event with satisfactory proof thereof within 15 days of occurrence, and shall execute a fresh bond with a fresh surety or sureties as may be acceptable to the Authority, without prejudice to the rights of the Authority to proceed against the original surety or his estate.

16. That in case the trainee-employee does not comply with the terms and conditions contained in the offer of appointment the Rules and Regulations of the authority and the covenants contained in this Bond, the Trainee-employee and his surety undertake that they shall jointly and severally pay to the authority on demand without any demur the amount demanded by the Authority towards the expenses incurred by it on account of and in connection with the training of the trainee-employee including salary, TA/DA passage fare, cost of supervision, overhead charges, direct and indirect expenses incurred by the Authority, provided that the total amount recoverable on account of and in connection with the training shall not exceed Rs. 3,00,000/-(Rupees three lacs only) plus an amount equivalent to one months salary in lieu of notice period, if any, as per offer of appointment applicable and any other amount that may be due to the Authority on account of other payments or on other accounts, if any.

AND upon making such payment and satisfaction of this clause the above written obligation of the bond shall be void otherwise it shall remain in full force and virtue.

PROVIDED FURTHER that the liability of the said \_\_\_\_\_(Trainee-employee and \_\_\_\_\_(Surety) hereunder shall not be impaired or discharged by reasons of time being granted to the Trainee-employee and/or the surety for fulfilling their obligations under this bond or by any forbearance, act of omission or commission on the part of the Authority or any person(s) authorized by it (whether with or without the consent or knowledge of the said surety), nor shall it be necessary for the Authority to sue the Trainee-employee before suing the Surety for recovery of amount due hereunder.

17. All suits in respects of any dispute arising out of this service agreement bond shall be instituted in the courts at Delhi only.

18. That the Trainee-employee and surety agree that the decision of the Chairman or an officer nominated by the Chairman of the Authority as to the correct interpretation of the Bond, rules and regulations of the authority and as to whether the trainee-employee has or has not observed and complied with the obligations herein recited, shall be final and binding.

**(Signature of Trainee)**

**Signature of Surety:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

IN WITNESS WHEREOF the parties here to have signed these presents on this \_\_\_\_\_(day) of \_\_\_\_\_(month)\_\_\_\_\_ (year) at \_\_\_\_\_(Station) in the presence of the following witness:

1. Witness: \_\_\_\_\_  
Signature\_\_\_\_\_ (Signature of the trainee employee)  
  
Name \_\_\_\_\_ Name \_\_\_\_\_  
(IN BLOCK LETTERS) (IN BLOCK LETTERS)  
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Witness: \_\_\_\_\_  
Signature\_\_\_\_\_ (Signature of Surety)  
  
Name \_\_\_\_\_ Name of the Surety \_\_\_\_\_  
(IN BLOCK LETTERS) (IN BLOCK LETTERS)  
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income Tax A/C No. of Surety: \_\_\_\_\_

Attested  
Signature & seal of Gazetted Officer /

Attested  
Signature & seal of Gazetted

Notary Public

Notary Public

**ACCEPTED FOR AND ON BEHALF OF AIRPORTS AUTHORITY OF INDIA**

\_\_\_\_\_  
**(Signature of the authorized Officer)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F**

**RECENT  
PHOTO**

**ATTESTATION FORM**  
(To be submitted in triplicate)

POST : \_\_\_\_\_

**“WARNING”**

The furnishing of false information or suppression of any factual information in the Attestation form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

II. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be suppression of factual information.

III. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the services of a person, his service would be liable to be terminated.

---

1.	Name in full (in block capitals) with aliases if any (please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
----	---	---------	------

---

2. Present address in full i.e. village Thana and district or House Number Lane/street /Road and Town.

---

3. (a) Home address in full i.e. village Thana and District or House number, Lane/Street Road and Town and Name of District Headquarters

(b) If originally a resident of Pakistan / Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.

---



4. Particulars of places (with periods, or residence) where you have resided for more than a year at a time during the previous five years, in case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No./Lane/Street/Road and Town)	Name of the District Hqrs, of the place mentioned in the preceding column

5.

Name	Nationality (by birth and/ or by domicile)	Place of birth	Occupation (if employed give designation and official address)	Present postal address (if dead give last address)	Permanent home address

i) Father's name  
in full with aliases  
if any

ii) Mother

iii) Wife/husband

iv) Brother(s)

v) Sister(s)

6. (a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/ living in a foreign country :-

Name	Nationality (by birth and/ or by domicile)	Place of birth	Country in which studying/living with full details	Date from which studying/living in the country mentioned in the previous column

(b) Nationality \_\_\_\_\_

7. (a) Date of Birth (a)  
 (b) Present Age (b)  
 (c) Age at Matriculation (c)

8. (a) Place of birth, District and State in which situated (a)  
 (b) District and State to which you belong (b)  
 (c) District and state to which your Father originally belongs (c)

9. (a) Your Religion  
 (b) Are you a member of SC/ST/OBC/ Physically Handicapped/ Ex-Serviceman **Yes or No**  
 (c) If yes, mention caste/category/Details

10. Educational qualification showing place of education with years in schools and colleges since 15<sup>th</sup> year of age :

Name of School/College with full address	Date of entering	Date of leaving	Examination passed

11.(a) Are you holding or have any time held an appointment under the Central or State Government or a Semi Government or a Quasi Government Body or an Autonomous Body or a Public Undertaking or a Private Firm or in any Institution. If so, give full particulars with dates of employment, up-to-date.

Period	Designation, emoluments and nature of employment	Full name and address of employer	Reason for leaving previous service

11.(b) If the previous employment was under the Government of India/ State Government/ an Undertaking owned or controlled by the Government of India or a State Government/ an Autonomous Body/ University/ Local body.

If you had left service on giving a month's notice under rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice on termination of service or at a subsequent date before your services actually terminated?

Yes/No

12. (I) a) Have you ever been arrested ? Yes/No
- b) Have you ever been prosecuted ? Yes/No
- c) Have you ever been kept under detention? Yes/No
- d) Have you ever been bound down? Yes/No
- e) Have you ever been fined by a Court of Law? Yes/No
- f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- g) Have you ever been debarred from any examination or rusticated by any university or any other Educational Authority/Institution ? Yes/No
- h) Have you ever been debarred/disqualified by any Public Service Commission /Staff Selection Commission for any of its Examination/ Selection Yes/No
- i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ? Yes/No
- j) Is any case pending against you in any University or any other Educational Authority/ Institution at the time of filling up this Attestation Form? Yes/No
- k) Whether discharged/expelled/withdrawn from any Training Institution under the Government or otherwise ? Yes/No

(II) If the answer to any of the above mentioned question is 'YES' give full particular of the case/arrest/detention/nature of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.

**NOTE :** (I) Please also see the 'warning' at the top of this Attestation Form.

(II) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13.	Name of the two responsible persons of your locality or two references to whom you are known (with Tel./Mobile No.)	1.  2.
-----	--	--------------

I certify that the foregoing information are correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

---

**Signature of candidate**

Date :

Place :

## IDENTITY CERTIFICATE

Certificate to be signed by any one of the following:

1. Gazetted Officer of the Central or State Government;
2. Member of Parliament or State Legislature belonging to the constituency where the candidate or his Parents/Guardian is ordinarily resident;
3. Sub-Divisional Magistrates/Officers;
4. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
5. Principal/Head Master of the recognized School/College/Institution where the candidate studied last;
6. Block Development Officer;
7. Post Master;
8. Panchayat Inspectors.

Certified that I have known Shri/Smt/Kum \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ months and that to the best of my knowledge particulars furnished by him/her are  
correct.

Signature \_\_\_\_\_

Designation or Status \_\_\_\_\_

Address : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

### **TO BE FILLED BY OFFICE**

1. Name, Designation and address of the appointing authority
2. Post for which the candidate is being considered.

**CHARACTER CERTIFICATE**

Certified that I have known Mr./Mrs./Miss \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ months and that to the best of my knowledge and belief, he/she bears a good moral  
character and has no antecedents which should render him/her unsuitable for Government  
employment.

Mr./Mrs./Miss \_\_\_\_\_ is not related to me.

Signature \_\_\_\_\_

Date: Name in Block letters \_\_\_\_\_

Place: Designation and Seal  
Office Telephone/Mob. No. \_\_\_\_\_

**INSTRUCTIONS**

1. To be signed or counter-signed by a Gazetted Officer of the Government of India or a State Government or Magistrate 1<sup>st</sup> Class or a Member of the Parliament or State Legislature.
2. Signatory's designation may also be given in type block letters.
3. Period, for which the vouching officer should have known the candidate should be at least one year.
4. The certificate should be of recent date.

**H**

**DECLARATION**

( To be obtained from new entrants to AIRPORTS AUTHORITY OF INDIA)

I Mr./Mrs./Miss \_\_\_\_\_

- \* (i) that I am unmarried/widower / a widow
- \* (ii) that I am married and have only one spouse living
- \* (iii) that I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.
- \* (iv) that I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Station \_\_\_\_\_

Date \_\_\_\_\_

Note : Please strike out clause/clauses not applicable.

I

## OATH OF ALLEGIANCE TO THE CONSTITUTION

I \_\_\_\_\_ do swear solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.

(SO HELP ME GOD)

Signature \_\_\_\_\_

Designation \_\_\_\_\_



**J**

**AIRPORTS AUTHORITY OF INDIA**

Declaration regarding "Home Town" vide sub-para (4) of paragraph 1 of the Ministry of Home Affairs O.M. No.43/1/55-Ests. (a) part II dated the 11<sup>th</sup> October, 1956, as amended from time to time.

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ Employed as \_\_\_\_\_ in the office of Airports Authority of India, here declare that my permanent "Home is (Town/village) \_\_\_\_\_ Distt \_\_\_\_\_ in the state of \_\_\_\_\_ being

\*(i) the place, which requires my physical presence of the intervals discharging various domes and social obligations and I had been visiting that place frequently after my entry into service.

\*(ii) the place, where I own residential property or I am a member of a joint family having residential property there.

\*(iii) the place is the permanent residence of my parents, brothers etc., where I would normally reside but for my absence from that place for service in Government.

\*(iv) the place, where I had been living there for some years prior to my entry into Govt service.

\*(v) the place of my permanent home town or village as entered in the service book or other appropriate official record.

\*(vi) the place of my domicile in India after migration from \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated :

\* Strike out whichever is not applicable.

\* Any additional reason/reasons, if necessary, may be given for declaring "Home" in space provided above.

N.B. A declaration of "Home" once made shall ordinarily be treated as final.







