

**NOTE :** - SC-Scheduled Caste, ST- Schedule Tribe, OBC-Other Backward Class, OH- Orthopaedically Handicapped, VH-

Visually Handicapped & HH – Hearing Handicapped.

1. 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.
3. Upper age limit is also relaxable by 10 years for PH Persons in addition to the age relaxation available in respective Reserved Categories as above.
4. 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, Group Insurance, Canteen subsidy, Free Medical Benefits for self and dependents, leave Encashment, Uniform, HRD, Washing, Conveyance and Education Allowance etc.

### **GENERAL CONDITIONS**

1. The qualification and experience prescribed against each post indicates the minimum requirement depending upon the response in each post, Management deserves the right to raise higher standards of qualification and experience.

2. Application on plain paper giving full particulars strictly as per format given below, (also available in our website) 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 Executive Director(ER), Airports Authority of India, P.O. Box No. DD/04, Dum Dum Post Office, Kolkata – 700 028.**

**3. AAI will not be responsible for any postal delay.**

4. Incomplete applications, those not conforming to the **job specifications/application format, received later than the specified date and without attested copies of the testimonials/certificates, proof of age, photograph, qualification, category and experience etc. will be rejected summarily** and no request in this regard will be entertained. Mere fulfillment of requirement laid down in the advertisement does not entitle a candidate for selection.

4. The Management has the discretion not to fill any vacancies & the vacancy position shown above may also change depending upon the requirement.

5. The certificate of Scheduled Caste / Scheduled Tribe / OBC/Ex-serviceman/Persons with Disabilities 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 name of post, period served, nature of job, 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.

8. Separate application should be submitted for each post applied for, superscribing the name of the post on the envelope. Those who wish to apply for posts in either or both the Division should submit separate applications mentioning Metro Division/ Non-Metro Division as the case may be.

9. Candidates selected are likely to be posted on shift duties on round the clock basis 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. Names of eligible candidates for selection as well as those proposed to be appointed will be displayed on the AAI website. The selected candidates will be posted in Metro and Non- Metro Division on the basis of backlog vacancies in the respective division.

11. 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](http://www.airportsindia.org.in) OR [www.aai.aero](http://www.aai.aero) OR [www.nscbiairport.org](http://www.nscbiairport.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 Division (Please tick (✓) applicable box): Metro  Non-Metro
3. Name of the candidate : \_\_\_\_\_  
(in **BLOCK LETTERS**)
4. Father's Name : \_\_\_\_\_
5. Date of birth 

D	D	M	M	Y	Y	Y	Y
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 : \_\_\_\_\_
6. Sex (Tick Applicable Box) : MALE  FEMALE
7. Nationality : \_\_\_\_\_
8. (a) Please tick (✓) in the appropriate box 

SC	ST	OBC	EXS	PH
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(indicate the caste you belong to and attach supporting documents) : \_\_\_\_\_
- (b) Whether you belong to Minority Community 

YES	NO
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If yes, state the community to which you belong : \_\_\_\_\_
9. Extent of disability (In case of persons with disabilities) : \_\_\_\_\_ %  
(Attached supporting certificates/ documents)
10. Languages known : \_\_\_\_\_
11. Full postal address (in **BLOCK LETTERS**) : \_\_\_\_\_  
Vill./ Street/ Post Office/ PS/ Dist./ \_\_\_\_\_  
State and Pin Code.) \_\_\_\_\_  
Telephone/ Mobile/e-mail ID (if any) : \_\_\_\_\_

**12. Educational Qualification (Start from Highest):**

Exam passed (Regular/ Part Time)	Board/ University/ Institute	Year of Passing	% of Marks/ Result

**13. Technical /Professional Qualifications**

Exam Passed/ Degree / Diploma	Board/ University/ Institute	Regular / Part Time	Duration		Year of Passing	% of Result
			FROM	TO		

**14. Details of experience**

Name of the Company/ Firm where employed	Post held	Nature of duty performed	PERIOD (Enclose supporting documents)	
			FROM	TO

15. In case serving with Govt./PSU/Autonomous body, attach No Objection Certificate from present employer.
16. Emp. Exchange/ Zila Sainik Board Registration No. : \_\_\_\_\_
17. In case of Ex.- Servicemen (attach copy of discharge certificate) : \_\_\_\_\_
18. Details of valid Heavy Duty Vehicle Driving Licence [**Applicable for the post of Jr. Assistant (Driver) & Jr. Assistant (Fire)**]  
 a) Heavy Duty Vehicle Driving Licence No. \_\_\_\_\_ date of issue \_\_\_\_\_ valid upto \_\_\_\_\_  
 b) Age at the time of issue of Driving Licence : \_\_\_\_\_ years.

**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.

I certify that the information furnished above are true to the best of my knowledge and belief.

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

Signature of the candidate

**ENCLOSURES**

- 1.
- 2.
- 3.
- 4.



**AIRPORTS AUTHORITY OF INDIA**  
**EASTERN REGION**  
**NSCBI Airport, Kolkata – 700 052**

**SPECIAL RECRUITMENT DRIVE FOR SC, ST, OBC & ALSO PERSONS WITH DISABILITIES ONLY**

Applications strictly as per the prescribed format are invited from the candidates meeting the following job specifications for filling up the following posts: **The last date of receipt of the application is 13.04.2009.**

Sl. No	Post	Total No. of Vacancies <i>(Metro Division)</i>	Category-wise Break –up <i>(Metro Division)</i>	Total No. of Vacancies <i>(Non-Metro Division)</i>	Category-wise Break - up <i>(Non-Metro Division)</i>	Scale of pay	Qualification / physical standards	Experience	Upper Age limit as on 01.11.2008 <i>(including relaxation)</i>
1.	Senior Assistant (Accounts)	01	OH-01	-----	-----	Rs.6300-12060/-	Graduate. Preferably B.Com. With Computer training Course of 3 to 6 months	Minimum 2(two) years relevant experience in the concerned discipline	40 years
2.	Senior Assistant (House Keeping)	01	OBC-01	----	-----	Rs.6300-12060/-	10 <sup>th</sup> pass / 10+2 with 3 years Diploma in Hotel Management OR Graduate with Diploma in Sanitation OR Public Hygiene / House Keeping	Minimum 2(two) years relevant experience in the concerned discipline.	33 years
3.	Assistant (Hostess)	01	SC-01 (Only for Female)	-----	-----	Rs.5800-10960/-	Graduate with Computer knowledge subject to Audition/ trade test	Minimum 2(two) years relevant experience in the concerned discipline. (Speaking knowledge of local language is essential).	35 years
4.	Assistant (Office)	02	SC-01, OBC-01	10	ST-02 OBC- 07 OH-01	Rs.5800-10960/-	Graduate with typing speed of 40 w.p.m. in manual typewriting & Computer knowledge.	Minimum 2(two) years relevant experience in the concerned discipline subject to trade test.	SC/ST- 35 OBC- 33 OH- 40
5.	Assistant (Telephone)	-----	-----	01	VH-01	Rs.5800-10960/-	Graduate with Related Trade Certificate.	Minimum 2(two) years relevant experience in the concerned discipline.	40 years
6.	Junior Assistant (Driver)	01	OBC-01	-----	-----	Rs.5500-10060/-)	<b>Essential-</b> 10 <sup>th</sup> pass, with valid Driving Licence for the last 2 years for Heavy Duty Vehicle. Should be able to rectify starting troubles and should have atleast elementary knowledge of repairs. Candidates possessing the higher qualification of 10+2 will be given suitable weightage. <b>Desirable:</b> Knowledge of local language/ Hindi/ English. <b>Eye sight:</b> Distant vision of 6/6 with each eye without glasses. Near vision N-5 with each eye with or without glasses. (Visual evaluation is for each eye individually) Colour vision should be normal as determined by Ishihara charts. Field of vision -Each eye should have full field of vision as determined by confrontation test. Hearing – Normal.	Should have at least 2(two) years experience of driving heavy vehicles. Persons with additional experience of driving/ operating earth moving equipments will be preferred.	33 years

Sl. No	Post	Total No. of Vacancies (Metro Division)	Category-wise Break -up (Metro Division)	Total No. of Vacancies (Non-Metro Division)	Category-wise Break - up (Non-Metro Division)	Scale of pay	Qualification / physical standards	Experience	Upper Age limit as on 01.11.2008 (including relaxation)
7.	Jr. Assistant (Fire)	-----	-----	<b>01</b>	ST-01	Rs.5500 -10060/-	<p>Passed 10+2 or equivalent examination of recognized board. Should possess valid Heavy Duty Vehicle Driving Licence as per Motor Vehicle Act.</p> <p><b>PHYSICAL STANDARD:</b> Physique – Good, minimum *height - 167 Cms, 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 Ishihara'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 bonafide certificate. However, minimum chest expansion must be 5 cms. No other relaxation will be allowed to any other category.</p> <p><b>DISQUALIFICATION :</b> 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.</p> <p><b>Physical Endurance Test – running, rope &amp; pole climbing, Casualty Lifting &amp; Ladder Climbing etc. Driving test –</b> The job knowledge of vehicle &amp; road discipline, checking of vehicle before driving and after stopping and followed by driving test. <b>Training :</b> The candidates will be given training on Crash Fire Tender (CFT). The candidates who do not qualify the CFT test will not be appointed</p>	Experience in Fire Fighting and rescue operations desirable. Only male candidates can apply.	35 years
8.	Junior Attendant (House-Keeping)	<b>02</b>	VH-01 OH-01	-----	-----	Rs.4400 -6920/-	8 <sup>th</sup> , preferably 10 <sup>th</sup> pass.	-----	37 years
9.	Junior Attendant (Electrical)	<b>04</b>	OBC-04	<b>04</b>	OBC-04	Rs.4400 -6920/-	8 <sup>th</sup> , preferably 10 <sup>th</sup> pass, should have good physique.	-----	30 years
10	Junior Attendant (Civil)	<b>05</b>	OBC-04 HH -01	<b>03</b>	SC-01 OBC-02	Rs.4400 -6920/-	8 <sup>th</sup> , preferably 10 <sup>th</sup> pass, should have good physique.	-----	SC- 32 OBC- 30 H/H- 37
11	Junior Attendant (Office)	<b>02</b>	OBC-01 VH- 01	-----	-----	Rs.4400 -6920/-	8 <sup>th</sup> , preferably 10 <sup>th</sup> pass.	-----	OBC- 30 VH - 37
12.	Junior Attendant (Security)	<b>22</b>	SC -11 ST - 02 OBC-09	-----	-----	Rs.4400 -6920/-	8 <sup>th</sup> , preferably 10 <sup>th</sup> pass, should have good physique.	-----	SC/ST- 32 OBC- 30