AIRPORTS AUTHORITY OF INDIA
(A Category – 1 'Mini Ratna' Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52
ADVT.No.02/2018/ER-Rectt.(Jr. Asstt. (FS)

"RECRUITMENT FOR THE POST OF JUNIOR ASSISTANT (FIRE SERVICE)"

IMPORTANT DATES

Schedule of Process For the Post of Junior Assistant (Fire Service)	
Start Date of On-Line Registration of Online Application	**05 November 2018 (from 10:00 Hrs)**
Close Date of On-Line Registration of Online Application	**05 December 2018 (till 18:00 Hrs)**
Online Remittance of Application Fee through SBI MPOS	**05 November to 05 December 2018**

Note:*Application & Payment other than Online Mode will not be accepted.

Airports Authority of India invites applications from the eligible candidates who are domicile of **West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** for the post of **Junior Assistant (Fire Service) NE-4** level at various airports in the above States in Eastern Region. **Domicile Certificate issued from the O/o The District Magistrate to be uploaded along with the Application Form**.

Applicants shall apply online through Airports Authority of India Website i.e., **http://www.aai.aero--->Careers** for the above post.

SL. No	Name & Level of Post	No. of Post *	Reservation				Scale of Pay***
			UR	SC	ST	OBC** NCL	
1	**Junior Assistant (Fire Service) NE-4**	**64**	**45**	**04**	**07**	**08**	**Rs.12,500- 28,500/-**

*No. of Posts may vary
(NCL** = Non-Creamy Layer)
*** Basic Pay is due for revision w.e.f. 01-01-2017.

EMOLUMENTS

In addition to Basic Pay, Dearness Allowance Perks @ 46% of Basic Pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Pension, Medical Benefits etc. are admissible as per AAI Rules.

Note: Airports Authority of India Reserves a right to increase or decrease the vacancies depending upon the future requirements.

I. ELIGIBILITY CRITERIA

The candidate should possess the following qualifications for on-line registration of application:

Educational Qualification	10th Pass + 3 years approved regular Diploma in Mechanical / Automobile / Fire with minimum 50 % marks; OR 12th Pass (Regular Study) with 50 % marks.
Age Limit &	**18 to 30 years as on 30th September 2018.**

Relaxation	a. Upper age limit is relaxable by **5 years** for SC/ST, **3 years** for OBC (Non-Creamy layer) candidates. b. Age relaxation as per Govt. rules for Ex-Servicemen candidates. c. Upper age limits are relaxable by **10 years** for candidates who are in regular service of AAI, subject to attainment of 50 years. d. The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.
Driving License	a) Valid Heavy Vehicle Driving License; OR b) Valid Medium Vehicle License issued at least one year Before the date of advertisement. OR c) Valid Light Motor Vehicle License issued at least two years before the date of advertisement. *In case of (b) & (c), 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.*
Desirable Qualification & Experience	Due weightage shall be given to a candidate possessing any one or more (subject to maximum limit of the following) a) Computer Science as subject at 12th class level; b) NCC "B" Certificate; c) Relevant experience in an aviation/regular/industrial fire service. d) Basic Fire Fighting Training Course from AAI Fire Training Establishment; e) Sub Fire Officer Course from National Fire Service College, Nagpur.
Physical Fitness (Shall be verified through Medical Test)	(a) Eye Sight: i. Distance Vision – 6/6 Both Eyes without Glasses. ii. Near Vision – N-5 in Both Eyes without Glasses. iii. (Visual Evaluation is for each eye individually). Color Vision – Should be Normal as determined by Ischihara's charts. (b) Height — Not less than 167 cm. (Female 157 cms) (c) Chest* — 81 cm normal. Minimum expansion 05 cm. (Female N/A) (d)Weight — Not less than 55 kg. (Female 45 kgs) (e)Hearing — Normal (f)Speech — Normal *Relaxation by 3 cms in height and chest measurement and proportionate relaxation in weight will be allowed to candidates of hilly areas on production of Bonafide certificates. However, minimum chest expansion must be 5 cms. No other relaxation will be allowed to any other category.*
Disqualification	Physical deformity, chronic diseases, colour blindness, night blindness, squint eye, flat foot, bow legs, knocking knee and refractive error will be considered as disqualification.

Candidates must not have undergone any major operation by virtue of which his/her physical fitness to work in fire service has been impaired. Candidates should be capable of undergoing physical strain for prolonged periods.

II.   SELECTION PROCEDURE

The candidates will have to appear for computer based/online examination, physical measurement, driving test and physical endurance test (as per Annexure-I). The candidates will be allowed to appear in driving test subject to passing the computer based/online examination. The candidate, who qualifies the driving test only, will be allowed to appear for physical endurance test. Appointment to the post of Junior Assistant (FS) is subject to fulfilling eligibility conditions and successful passing of Basic Training Course for a period of 4 - 6 months from AAI Training Institutes. During training, incumbent is entitled for stipend as per the rules. AAI will not be responsible for any injury caused during the course of selection process.

III.   GUIDELINES FOR FILLING ONLINE APPLICATION

The candidates fulfilling the eligibility conditions specified in advertisement notification may apply online registration link available at AIRPORTS AUTHORITY OF INDIA website i.e. http://www.aai.aero/en/Career/recruitment. Application through any other mode will not be accepted. No documents are required to be sent to AAI in connection with the application.

1.   Before registering/submitting online applications on the website the candidates should possess the following:

   a)   Valid E-mail ID: The E-mail ID entered in the ON-LINE 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 Online Examination.

   b)   While applying ON-LINE, candidate should keep the scanned/digital copy of their passport size color photograph (not more than six months old) of file size 80 KB and their signature in digital format (.jpg or jpeg file only, of file size 30 KB) for uploading with online application.

   c)   All relevant documents/details relating to eligibility criteria viz., educational qualification, caste certificate, experience certificate, driving license, desirable qualification/experience, details of physical measurements, discharge certificate in case of Ex-Servicemen, etc for submitting in online application form in PDF format.

2.   The candidates can access the online application form for online registration and payment of application fee from 10.00 Hours on 5th November 2018 till 18:00 Hours on 5th December 2018.

(a)   Step-I: Signing-up for Online Registration:

   •   The candidates fulfilling the eligibility conditions may apply only through online registration link available at AIRPORTS AUTHORITY OF INDIA website i.e. http://www.aai.aero/en/Career/recruitment
   •   The applicant will view instructions page and should accept the terms & conditions by clicking 'I AGREE' check box given below and pressing the 'START' button for signing-up.
   •   The applicant should sign-up for online registration by filling-up Post Applied, Name, Community/Category, Sub-Category, Mobile No. and E-mail ID.
   •   On signing up, the system generated Password and Login ID (Application Seq. No.) will be delivered 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.

(b)   Step-II: Online Registration of Application:

   •   After Sign-up, applicant should re-login by revisiting the On-line Application Link at http://www.aai.aero/en/Career/recruitment by using login credentials i.e., Login-ID and Password received at their registered Email ID/Mobile Number.

- The applicant should fill in all the information viz., personal details, educational qualification, experience, etc in the on-line application form about himself/herself correctly and upload photograph, signature, certificates, etc.
- 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 only are acceptable:

(i) Photograph:

- Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- Make sure that the photograph is taken against a light-coloured, preferably white background.
- 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:

- The applicant has to sign on white paper with Black ink pen.
- 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.
- Please scan the signature area only and not the entire page.
- 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 50 KB.

(iii) Certificate(s) & 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/Caste Certificate.
- Disability Certificate (wherever applicable)
- Domicile Certificate
- Valid Driving License
- 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 - 100 KB.

(c) 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:

- There are separate links for uploading Photograph, Signature and Certificate(s). Click on the respective link to upload photograph, signature, certificates, etc.
- Browse and select the location where the scanned photograph/Signature/ Certificates files have been saved. Select the file by clicking on it.
- Click the 'Open/Upload' button. The photograph/signature/ certificate file will get uploaded.
- Candidate is required to download the system generated online application form with unique Application Sequence Number, which may be retained for future reference.

(d) Step-III: Remittance of Application through Payment Gateway (SBI-MOPS):

The candidates other than those belonging to exempted categories have to remit non-refundable application fee of Rs.400/- through Online payment Mode Only, as indicated below:-

- Once the online application is submitted, the candidates (other than those belonging to exempted categories) will be re-directed to SBI-MOPS payment gateway for online payment of application fees.
- Once the on line payment link is opened, do not click 'Refresh' or 'Back' button.
- Click on "Make Online Payment". On clicking the link, the candidate will redirected to State Bank of India Multi Option Payment System (SBMOPS) portal. Kindly read and follow the instructions carefully and click on Check box "I Agree…". Then next screen with LOGO of Airports Authority of India will appear. Now select available options for payments in next screen.
- On the next screen, Name of Candidate, Application Sequence Number, Email ID, Mobile Number, Post Applied, Category, Sub-Category and Fee amount will appear.
- Verify the details and click on 'Confirm' button.
- Now you will be redirected to Payment Gateway.
- Select appropriate 'Mode of Payment'.
- Check the charges applicable for selected 'Mode of Payment'.
- Pay 'ONLINE' using Internet Banking/Credit Card/Debit Card.
- After successful completion, the transaction number will be displayed for the payment made. Retain the transaction number and e–receipt generated for future reference.
- 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.

3. The candidates should ensure the completion of both Step-I and Step-II of the registration process by the stipulated date and time. On successful submission of Online Application, the Candidate is required to download system generated Online Application Form with unique Application Sequence Number, which may be retained for future reference.

4. Candidates are advised not to attempt for multiple 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.

5. 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.

6. The candidates can log in to AAI website for all the information regarding Examination schedule, Admit Card for computer based/online examination.

7. Responsibility of receiving, downloading and printing of E-Admit Card for On-Line Examination or any other information shall be of the Candidate. AAI is not 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 AAI website in time.

8. After applying online, candidate is required to download the registration slip generated by the System with unique registration number and password, which may be retained for future reference.

VI. GENERAL INSTRUCTIONS

1. Only candidates who are domicile of **West Bengal, Bihar, Odisha, Chhattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** can apply for the above posts. Domicile Certificate issued from the O/o The District Magistrate to be uploaded along with the Application Form.
2. Before applying for the post, the candidates should ensure that he/she fulfills the eligibility and other norms 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.
3. The eligibility with respect to Age and Educational Qualification will be determined as on **30th September, 2018**. The candidates whose result for final year examination is awaited are also allowed to appear in the computer based/online examination for above post subject to the condition that they have to produce the final result before appearing for physical endurance test, if shortlisted for further selection.
4. Appointment to above mentioned posts is subject to fulfilling eligibility conditions and successful passing of all modules of Basic Training Course for a period of Four months.

5. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) from their employer at the time of verification of documents. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.

6. Candidates belonging to SC/ST/OBC will have to produce his/her original caste certificate from the competent authority, along with attested copy of the same, at the time of physical verification of documents failing which his/her candidature shall be cancelled and he/she will not be admitted for further selection process.

7. The OBC Candidates availing reservation will have to produce latest OBC CERTIFICATE with "NON CREAMY LAYER STATUS" as prescribed by the Government of India at the time of physical verification of the documents.

8. Only those candidates who are fulfilling all eligibility criteria are required to appear for computer based/online examination. The candidates have to appear for the computer based/online exam, physical measurement, driving test, physical endurance test, etc for the above post at their own expenses.

9. The education and other qualifications must be obtained from Government recognized Institutions/Universities as per statutes.

10. In case of Ex-Servicemen (attach copy of Discharge Certificate).

11. The computer based/online test will be held at **Kolkata, Patna, Ranchi, Bhubaneswar and Raipur**.

12. Mere fulfilling of minimum qualification, experience and job requirement will not vest any right on candidates for being called for Physical Endurance test. No interim correspondence will be entertained.

13. 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.

14. The decision of AAI in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents is to be produced for the purpose of the conduct of selection and any other matter relating to recruitment will be final and binding on the candidate. The AAI reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based/online exam and/or physical endurance/driving test.

15. The AAI reserves the right to restrict the number of candidates to be called for test and change of exam centre on the basis of any other norms decided by the Authority at a later date.

16. The Admit cards for online tests and 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 examination/ test etc or allowed to join AAI, his/her candidature will automatically be treated as cancelled at any stage of the recruitment / service in AAI on grounds of his/her ineligibility.

17. AAI reserves that right to modify / alter / restrict / enlarge / cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof. The decision of the Management will be final and no appeal will be entertained.

18. Selected candidates are liable to be posted anywhere in India.

19. No TA / DA will be paid for appearing in the computer based/On-line test.

20. Canvassing in any form of bringing influence will be treated as a disqualification.

21. The decision of the selection committee of AAI is not liable for challenge and same shall stand final and binding of each candidate.

22. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.

23. Court of Jurisdiction for any dispute will be at **Kolkata**.

24. Please do visit your account regularly for further updates.

25. Further notifications/corrigendum in this regard, if any, will be put up on AAI   website only.

26. In case of any dispute, English version of notice and communication will be treated as valid.

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1. **DRIVING TEST:** The Driving Test is a Qualifying Round and will be conducted on Light Motor Vehicle.

2. **SEQUENCE OF PHYSICAL ENDURANCE TEST**

   Following five tests shall be carried out in sequence:

SL. NO.	NAME OF THE ITEM	MALE	FEMALE
1.	**RUNNING** (**Qualifying Round)**	100 Meters in 15 seconds	100 Meters in 20 seconds
2.	**ROPE CLIMBING**	8 Meters	6 Meters
3.	**POLE CLIMBING**	8 Meters	6 Meters
4.	**CASUALTY LIFTING**	60 m running with human dummy (50Kgs.)	60 m running with human dummy (40Kgs.)
5.	**LADDER CLIMBING TEST**	Full ladder climbing of 6 meters from ground level	Full ladder climbing of 6 meters from ground level