ADVT.No.02 /2017/ER-Rectt.(Jr. Asstt. (FS)

"RECRUITMENT FOR THE POST OF JR. ASSISTANT (FIRE SERVICE)"

IMPORTANT DATES

Schedule of Process For the Post of Junior Assistant (Fire Service)	
Start Date for On-Line Registration of Application	19.06.2017 at 10:00 AM
Last Date for Completion of On-Line Registration (Step-1 & 2)	19.07.2017 at 18:00 PM
Last Date for Remittance of On-Line Application with Fee and submission of transaction details (Step-3)	21.07.2017 at 11:59 PM

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

(NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED)

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	105	56	13	17	19	Rs.12,500-28,500/-

Note: *No. of Posts may vary (ii) NCL** = Non-Creamy Layer

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	a) 10th Pass + 3 years' approved regular Diploma in Mechanical/ Automobile / Fire with minimum 50% marks; (OR) b) 12th Pass (Regular Study) with 50% marks.
Age Limit & Relaxation	**18 to 30 years as on 30-06-2017.** 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	(a) Eye Sight : i. Distance Vision 6/6 Both Eyes Without Glasses. ii. Near Vision N-5 in Both Eyes Without Glasses. (Visual Evaluation is for each eye individually). iii. Colour Vision Should be Normal as determined by Ischihara's charts.
	(b) Height : Male : Not less than 167 cms. / Female : 157 cms.
	(c) Chest* : Male : 81cm normal. / Female : N/A Minimum expansion 05 cm.
	(d) Weight : Male : Not less than 55 kgs. / 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 cm. 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. The candidates will be allowed to appear in driving test subject to passing the computer based/online examination and physical measurement test. 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 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. APPLICATION FEE

Application Fee Payable (Non-Refundable) for each post is to be deposited by the candidates through online payment mode **State Bank Multi Option Payment System (SBMOPS)** platform of State Bank of India portal for applicant other than those exempted from payment application fee as under:

Sl. No.	Category	Application Fee*
1	Candidates belonging to General and OBC Category.	Rs.400/- Only (Rupees Four Hundred Only)

Note: * plus Bank Charges and Service Tax

1. The Candidates belonging to following categories i.e., Female, Schedule Castes (SC)and Scheduled Tribe (ST) are exempted from payment of Application Fee of Rs. 400/-.
2. AAI will accept Non-Refundable Application Fee Fees of Rs.400/- plus Bank Charges and Service Tax remitted through online payment mode **State Bank Multi Option Payment System (SBMOPS)** platform of State Bank of India portal for applicant other than those exempted from payment application fee has to pay a Non-Refundable as applicable through Online Payment Mode Only, as per instruction given below on completion of registration and submission of application.
3. The payment of fees by any other mode i.e., Demand Draft, Money Order, Postal Order, Cash, etc will not be accepted.
4. Fees once paid will not be refunded under any circumstances.

IV. GUIDELINES FOR FILLING ONLINE APPLICATION

Applicant satisfying the eligibility conditions may apply only through online registration link available at Airport Authority of India website **http://www.aai.aero ---Careers---Recruitment**. No application through any other mode will be accepted. No documents are required to be sent to AAI in connection with the application. Please go carefully through instructions under 'HOW TO APPLY' and also detailed instructions given in recruitment notification/advertisement and on the main page of online application form.

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 30-80 KB and their signature in digital format (.jpg or jpeg file only) for uploading with online application.
   c) Scanned copy of all relevant certificates/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. The scanned soft copy of relevant document (as applicable) between 50KB–1000KB in *.jpg/*.jpeg/*.pdf format. Ensure that the size of the scanned image is not more than 1000KB.

2. The candidate can access the online application form and payment link at our website as scheduled below:

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Last Date for Remittance of On-Line Application with Fee and submission of transaction details (Step-3)	21.07.2017 at 11:59 PM

3. The candidates should ensure the completion of both Step-I, II and III of the registration, submission and online payment of application processes by the stipulated date and time. The candidates can download the system generated filled-in application form with Unique Reference Number, which may be retained for future reference.
4. 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.
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. On successful submission of the application by the candidates, the duly filled-in application will be sent to their registered E-mail IDs with Application Reference Number. 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 registering, fill-up, uploading, receiving, downloading, and printing of Online Application and E-Admit Card for appearing in Computer Based Test (CBT) shall be of the Candidate. AAI 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 AAI website in time.
8. After registering/submitting online, candidate is required to download the registration slip generated by Registration/Application Form with unique registration number, which may be retained for future reference.

V. HOW TO APPLY:

1.1 STEP-1 (SIGN UP):
a) Applicant satisfying the eligibility conditions may apply only through online registration link available at AAI-ER website i.e. **http://www.aai.aero.**
b) Applicant will view instructions page and they will have to accept the terms & conditions by clicking 'I AGREE' checkbox given below and pressing the 'START' button.

c) Applicant should to sign up first with their valid **E-mail ID** and **Mobile No.** On signing up, the One-time **Password** and **Login ID** will be sent to the registered Email ID and Mobile No provided by the candidate. The applicant should ensure the correctness of Email ID before proceeding further.

1.2 STEP- 2 :

a) Applicant should re-login by revisiting the On-line Application Link at http://www.aai.aero using login credentials i.e., Login-ID and Password received at their registered Email ID/Mobile No.

b) The applicant should fill-in all the information viz., personal details, educational qualification, experience details in the on-line form about himself/herself correctly and upload photograph, signature, certificates, etc and remit application fee through online payment mode i.e., via debit card, credit card or Internet Banking through State Bank of India & Other Banks under State Bank Multi Option Payment System.

c) On successful registration of on-line application, applicant is advised not to attempt for multiple registration for the same post. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Candidate is required to download the system generated online application form with unique registration number, which may be retained for future reference.

e) Instructions to upload Photo, Signature and other relevant Certificates (as applicable)

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

(i) Photograph:

(a) Photograph must be a recent passport size color photograph (not older than 03 weeks).

(b) Make sure that the photograph is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face. If the photograph is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows. If you have to use flash, ensure there's no "red-eye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

(c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

(d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

(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 and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.

(c) Please scan the signature area only and not the entire page.

(d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 10KB–30KB in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 30KB.

(iii) Up-loading the Photograph, Signature & Certificate(s):

The candidate should now 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 Certificates. Click on the respective link to Upload Photograph/ Signature/ Certificates.

(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) If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

1.3 STEP- 3: remitance of Application Fees

Applicant other than those exempted from payment application fee has to pay a Non-Refundable Fees of Rs.400/- plus Bank Charges and Service Tax as applicable through Online Payment Mode Only, as per instruction given below on completion of registration and submission of application.

The payment of fees by any other mode i.e., Demand Draft, Money Order, Postal Order, Cash, etc will not accepted.

a) Once the online application is submitted, on completion of Step-1 and Step-2 candidates other than those belonging to exempted categories will automatically redirected/navigated to State Bank Multi Option Payment System (SBMOPS) platform of State Bank of India portal for depositing Application Fee of Rs.400/- plus Bank Charges and Service Tax as applicable through Debit Card/Credit Card/Net Banking Login or by Clicking on "Make Online Payment" Tab and deposit the requisite Fee through On-line Payment Mode Only as indicated below:

- Click on "Make Online Payment". On clicking the link, the candidate will be navigated to State Bank Multi Option Payment System (SBMOPS) platform of State Bank of India portal. Read the instructions carefully and click on Check box "I AGREE" then next screen with logo of AAI-ER will appear, now select available categories of payments in next screen.

- On the next screen, Name of Candidate, Application Number & Fee amount will appear.

- Verify the details and click on 'Confirm'.

- Now you will be taken 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.

b) The applicant who has made online payment of application fee will receive a confirmation mail and SMS of their payment status on the next working day, although it may take up to 48 hours from the Bank's business closing hours for the payment to be confirmed.

c) In case the candidate has deposited the fees in the Bank online, but he / she has not received the Email or SMS even after 48 hours of the deposit of the fees, then he / she should send the details in the "GRIEVANCE REDRESSAL FORM", given at the end of this advertisement and send the same to helpdesk at aai.erfs2017helpdesk@gmail.com

VI. GENERAL INSTRUCTIONS

1. Only candidates who are domicile of **West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States** can apply for the above posts.

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 30/06/2017. 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 in **Kolkata**.

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.

GRIEVANCE REDRESSAL FORM

Sl.No.	Particular	Details
(i)	Name of the Candidate	
(ii)	Registration / ID Ref. No.	
(iii)	Date of Deposit of Application Fee*	
(iv)	Branch Code (where deposited)*	
(v)	Amount including Bank Charges * (Rs.)	
(vi)	Mention the Nature of Grievance (in brief)	
(vii)	Mobile No.	
(viii)	E-mail ID	

Note: * In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on AAI website after 48 hrs of the deposit of the fee (from the closing hours of Bank Business)

Scanned copy of the Payment Challan/Form is to be uploaded by Candidate on AAI website.