



AIRPORTS AUTHORITY OF INDIA
O / O THE REGIONAL EXECUTIVE DIRECTOR
N.E. REGION, LGBI AIRPORT
GUWAHATI – 781 0 15

“Special Recruitment Drive for Persons with Disabilities”
(To fill up reserve vacancies)

Advt.No. 01/2016

Last date for receipt of application 31-07-2016

Sl. No.	Name, Grade & Nature of post	No. of Vacancies (Number of posts may vary)	Scale of Pay (IDA Pattern)
		Visual Handicapped (Partially Blind- Disability of visual impairment or partial blindness should be not less than 40%)	
Group – C			
1.	Assistant (Office) (NE-5)	01	Rs. 13400 – 3% – 30400

Eligibility Requirement for Qualification, Skill and Experience

Sl. No.	Name of the Post	Qualification & Experience
1.	Asstt. (Office) (NE-5)	Graduate with typing speed of 40 wpm with computer knowledge and 2 years relevant experience in the concerned discipline subject to trade test.

Selection Process: -

01. Asstt. (Office) :- The selection shall be made on the basis of a Written Test & trade Test

AGE LIMIT (AS ON 31-07-2016)

Maximum Age – 40 years and Minimum Age – 18 Years

Age Relaxation:

- i. Upto a Maximum of 5 years in the case of Persons with Disabilities belonging to **Scheduled Caste and Scheduled Tribes** candidates.
- ii. Upto a Maximum of 3 years in the case of Persons with Disabilities belonging to **Other Backward Classes (OBC)(Non – Creamy Layer)** candidates.
- iii. 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.

APPLICATION FEE: PWD candidates are exempted from fee payment.

IMPORTANT DATES

EVENTS	DATE	TIME
Opening date for on – line registration of applications	06-07-2016	10:00 AM onwards
Closing date for completion of Step-I of online registration	05-08-2016	Upto 18:00 hours
Last date for completion of Step – II of online registration	08-08-2016	Upto 18:00 hours

GUIDELINES FOR FILLING ONLINE APPLICATION

Eligible applicants are required to apply through “On-line application format” available on AAI’s website www.aai.aero.

The link for the same is <http://www.aai.aero> → Careers → Employment News → Recruitment. No documents are required to be submitted to AAI in connection with the application.

1. Before registering/submitted applications on the website, the candidate must possess the following:
 - a) Valid E-mail id: The E-mail id entered in the online application form should remain active until the recruitment process is completed. No change in E-mail id will be allowed once entered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit Card for Online Examination and Call Letter for Trade Test, if shortlisted.
 - b) Scanned copy of latest passport size coloured photograph (not more than six months old) and scanned signature in digital format (jpg or jpeg file only) for uploading in the application.
 - c) All relevant documents/details relating to eligibility criteria viz Educational Qualification, Experience Certificate and Discharge Certificate in case of Ex-Service Men, etc.
 - d) The disability and caste certificate in the prescribed proforma as provided and signed by the authorities as mentioned in the said proforma.
 - e) A facility to take print out of the Registration Slip.
2. The candidate should ensure the completion of both Step – I and Step – II of the Registration Process by the stipulated date and time. The candidates can download the filled application form generated by the system with **Unique Reference Number**, which may be retained for future reference.
3. On successful registration of On-line application Step – I, candidates are advised not to attempt for registration for the same post, the candidature is liable to be cancelled/rejected without any notice/intimation to the candidate.
4. 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.
5. On successful submission of the application by the candidates, the duly filled-in application will be sent to their registered E-mail ids with Reference Number. The candidates can log in to AAI website for all the information regarding Examination schedule, Admit Card for On-line examination, etc.
6. Responsibility of receiving, downloading and printing of admit card for On-line examination / 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.

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS:

1. Only Indian Nationals can apply for the above post.
2. Before applying for the post, the candidates should ensure that he/she fulfils 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. All Degree/Diploma/Certificates should be from University/Institute recognized and approved by AICTE/ State Boards.
4. The candidates whose result for final year examination is awaited are allowed to appear in the On-line examination for the post, subject to the condition that they have to produce the final result before appearing in the Trade Test, if shortlisted.
5. A copy of SC/ST/OBC/Physically Challenged certificate in the prescribed format duly signed by a competent authority shall necessarily be submitted by the candidates belonging to such category.
6. Employees working in Government Departments and Public Sector Undertakings may apply online after obtaining permission from the concerned office and shall be required to produce "No Objection Certificate" before appearing in the Trade Test, if shortlisted.
7. Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for Online Exam and Trade Test. No interim correspondence will be entertained.
8. Candidature of the registered candidates is to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found to be false besides penal actions against such criminal offence, if warranted and so decided by Airports Authority of India.
9. The online examination and trade test will be held at Guwahati.
10. The eligibility with respect to age, experience, etc. will be determined as on 31.07.2016.
11. Decision of Airports Authority of India in all matters regarding eligibility of the candidates; the stages at which such scrutiny of eligibility is to be undertaken; the documents to be produced for the purpose of the conduct of the trade test; selection and any other matter relating to recruitment will be final and binding on the candidates. Management reserves the right to fix the standard and specification of screening and calling the number of candidates for On-line test and trade test.
12. The Admit card 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 test/Trade Test 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.
13. AAI reserves the 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.
14. Selected candidates are liable to be posted anywhere in India.
15. No TA/DA will be paid for appearing in the On-line examination.
16. Court of Jurisdiction for any dispute will be at Guwahati.
17. All future communications/information in general regarding this recruitment will be made available on website www.aai.aero

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

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

This is certified that Shri / Smt / Kum _____
son/wife/daughter of Shri _____ age _____
sex _____ identification mark (s) _____ is suffering from
permanent disability of following category: *(Delete the category which is not
applicable)

A. Locomotor or cerebral palsy:

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

B. Blindness or Low Vision:

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

Contd...../-

- C. Hearing impairment:
 - (i) D – Deaf
 - (ii) PD – Partially Deaf
- D. Any other(with required details of medical condition).

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

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

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

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

(Dr. _____)

Member

Medical Board

(Dr. _____)

Member

Medical Board

(Dr. _____)

Member

Medical Board

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

***Certificate of detailed medical condition may also be enclosed, if needed.**

**** Strike out which is not applicable**

मानव संसाधन विभाग, भारत सरकार, दिल्ली
श्री श्री कृष्ण महाराज गुरुकुल, दिल्ली
द्वारा प्रस्तुत की गई पत्रिका
में उल्लेखित _____ **का**
जन्मदिनांक _____ **के**
के _____ **के**
द्वारा _____ **के**
द्वारा _____ **के**
द्वारा _____ **के**

ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to
the

_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab

Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes

and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes

Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the

_____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the

Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____

Date _____ Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside' (s) used here will have the same meaning as in Section 20 of the Representation of the People

Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).