

AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED.)

AI Airport Services Limited (Formerly known as Air India Air Transport Services Limited) wishes to engage on immediate basis Indian Nationals who meet with the requirements stipulated herein, **for the following posts** for ground duties at **Port Blair Airport** on a Fixed Term Contract basis for the period of one year which may be renewed subject to their performance and the requirement of the Company, to fill-in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future.

1. The number of vacancies are indicative and reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment.

| Sr. No. | Positions | No. of Vacancies |
|---------|-------------------------|------------------|
| 01 | Duty Officer | 01 |
| 02 | Jr. Executive-Technical | 01 |
| 03 | Ramp Service Agent | 01 |

2. Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st September 2020, are required to send their applications in the prescribed format, by post, duly filled in, at the address given below on or before 16th October, 2020: -

Manager-Personnel
HRD Department
AI Airport Services Limited
Ground Floor, GS Building,
Engineering Complex, New Technical Area,
Dum Dum, Kolkata – 700 052
(Opposite to Airport Speed Post Office)

Applications for each post, superscribing on the ENVELOPE the “POST APPLIED FOR _____” in capital letters, should reach on or before 16th October 2020.

| Positions | Qualifications | Gross Salary (Per Month) | Age Eligibility Criteria |
|-------------------------|--|--------------------------|--|
| Duty Officer | Graduate from a recognised university under 10+2+3 pattern with 12 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Pax, Ramp and cargo handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof. Well conversant with computer operations. | Rs. 32,200/- | 50 Years (born between 02.09.1970 and 01.09.2002) |
| Jr. Executive-Technical | Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognised university. Must be in possession of LMV. Heavy Motor Vehicle Valid Driving License to be produced maximum within 12 months from the date of joining. Preference will be given to those with aviation experience | Rs. 25,300/- | General: 28 Years (born between 02.09.1992 and 01.09.2002) OBC: 31 Years (born between 02.09.1989 and 01.09.2002) SC/ST: 33 Years (born between 02.09.1987 and 01.09.2002) |
| Ramp Service Agent | 3-years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognised by the State Government or ITI with NCTVT (Total 3 years) in motor vehicle Auto Electrical / Air conditioning Diesel Mechanic / Bench fitter / Welder, (ITI with ICTVT - certificate issued from | Rs. 19,350/- | General: 28 Years (born between 02.09.1992 and 01.09.2002) OBC: 31 Years (born between 02.09.1989 and 01.09.2002) SC/ST: 33 Years (born between 02.09.1987 and 01.09.2002) |

| | | | |
|--|--|--|--|
| | <p>Directorate of Vocational education and training of any State / Central Government with one-year experience in case of welder) after passing SSC / Equivalent examination with Hindi / English / local language as one of the subject.</p> <p>AND</p> <p>Candidate must carry original valid Heavy Motor Vehicle Driving License at the time of appearing for the Trade Test.</p> <p>Preference will be given to the Candidates conversant with the local language.</p> | | |
|--|--|--|--|

Relaxation in age for Ex-servicemen: As per Government guidelines.

**** (NOTE:** The candidates should carry their Passport, PAN Card and Aadhaar card (if available) and such candidates would be given due weightage in selection.)

3. **SELECTION PROCEDURE:**

The Applicants will be shortlisted by the company based on its requirements and only shortlisted candidates will be called for the Trade Test / Screening / Personal Interview for the above mentioned posts. However, the company at its discretion may introduce the selection stage of Group Discussion depending on the response.

4. **HOW TO APPLY:**

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st September 2020**, should forward their applications as per the attached application format by 16th October, 2020. Following documents are required, while appearing for interviews:

- (i) A recent (not more than 3 months old) coloured passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.

- (ii) Self-attested copies of the supporting documents in respect of Item Nos. **3, 4, 8, 11, 12, 13, 14, &16**, of the Application Form must be submitted along with the application. **Original Certificates should not be submitted along with the application but should be brought for verification.** The Company is not responsible for returning any original copies of Certificates /Testimonials submitted with the application.
- (iii) Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the „**Creamy Layer’ Exclusion clause**. The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**
- (iv) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies must apply with “**No Objection Certificate**” from their current employer.
- (v) Candidates belonging to General & OBC categories should submit a Non-Refundable **Application Fee of Rs.500/-** (Rupees Five Hundred Only) by means of a **Demand Draft** in favour of “**AIR INDIA AIR TRANSPORT SERVICES LTD.**”, payable at **Mumbai** along with their Application.
No fees are to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name, & Mobile. No. at the reverse side of the Demand Draft.
- (vi) Separate Demand Draft towards Application Fee (as applicable) is required with each application.

4. **GENERAL CONDITIONS:**

The short listed candidates will be considered for engagement on a fixed term contract basis, subject to vacancies.

- (i) The Contract Period is extendable depending on the individual performance of the candidate. The contract can be terminated earlier at the discretion of the Management during the tenure of contract and/or in the event of unsatisfactory performance. The job is transferable to any station in India.
- (ii) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.

- (iii) SC/ST candidates called for the Trade Test / Screening / Personal Interview dates, residing beyond 80 km. from the venue, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & from rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.
- (iv) Applications which are unsigned / incomplete / mutilated, will not be considered.
- (v) The applicants must ensure that they fulfil all the eligibility criteria, as on **01st September, 2020** and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.
- (vi) Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as **DISQUALIFICATION**.
- (vii) Last date for receipt of application is : **16.10.2020**.
- viii) Prescribed format of Application is given below:

AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

ADVT: September 2020

For Office Use Only

| Advertisement | Employment Exchange | SC/ST/ OBC/GEN / Ex- SM/EWS | Token No. | Eligible/ Not-Eligible (E / NE) | Remarks |
|---|---------------------|--------------------------------------|---|---------------------------------------|---------|
| | | | | | |
| Token / slip issued at the time of Registration to be attached with Application | | | Signature of the registering Officer | | |

FORMAT OF APPLICATION

To,

AI AIRPORT SERVICES LIMITED.

(Formerly known as Air India Air Transport Services Limited)

**HRD Department, Ground Floor,
GS Building, New Technical Area,
Dumdum, Kolkata: 700 052**

Paste
Recent colour
Photograph &
sign across

POSITION APPLIED FOR: _____

Selected Station: Port Blair

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) : _____
EMPLOYMENT REGISTRATION NO. _____

YES / NO

(ALSO ATTACH COPY OF REGISTRATION CARD)

1. Full Name: (In BLOCK letters)

First

Middle

Surname

2. Father's Name: _____

3. Date of Birth: (DD / MM / YYYY) _____

4. Place and State of Birth: _____

5. Address for correspondence: _____

_____ **Pin Code** _____

State : _____

a) Telephone No. : Residence (with STD Code): _____

b) Mobile No. : _____ c) EmailID: _____
(Mandatory) (Mandatory)

6. Gender : Male / Female

7. Marital Status: Mark 'X' in appropriate box.

| | | | | |
|-----------|---------|----------|------------|-----------|
| Unmarried | Married | Divorcee | Widow (er) | Separated |
| | | | | |

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

13. a) Whether SC / ST / OBC / EWS / GENERAL :(ALSO MENTION SUB-CASTE)

| | | | | | |
|-----------|----|----|-----|-----|---------|
| Sub-Caste | SC | ST | OBC | EWS | General |
| | | | | | |

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”. OBC community should be as per the Central List of OBC's published by the Government of India

If EWS, furnish copy of income and asset certificate in the prescribed format.

b) Whether Ex-Serviceman : Yes / No
If Yes, furnish details of service, position held, date of release, details of experience after release (attach copies of relevant Document)

c) Whether from Police Services : Yes / No
(Furnish details)

- d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector
Undertaking or autonomous body
If “Yes”, enclose “No Objection Certificate”

14. a) Educational Qualifications: (Matriculation / SSC onwards)

| Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course) | Name of the University / Institution | Date, Month & Year of Passing | Duration | Percentage of marks (Class / Division) |
|--|---|--|-----------------|---|
| 10 th (SSC) | | | | |
| 12 th (HSC or Pre-Degree) | | | | |
| Degree(Graduation) 1 st Year _____ | | | | |
| 2 nd Year _____ | | | | |
| 3 rd Year _____ | | | | |
| 4 th Years _____ | | | | |
| Any other (specify) _____ _____ | | | | |

14. b) HMV Licence details: i) Licence No. _____
ii) Issued By _____
iii) Valid upto _____

15. Fluency in languages: Mark ‘X’ in appropriate column.

| Languages | Read | Speak | Write | Remarks* |
|---------------------|-------------|--------------|--------------|-----------------|
| a) English | | | | |
| b) Hindi | | | | |
| c) Local (Specify) | | | | |
| d) Others (Specify) | | | | |
| e) Mother (Tongue) | | | | |

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

16. Work Experience:

| Name of the Organisation | Post Held | Period of Service | | Nature of Job |
|--------------------------|-----------|-------------------|----|---------------|
| | | From | To | |
| | | | | |
| | | | | |

Experience certificate may be attached.

17. Particulars of Demand Draft issued - (in favour of **Air India Air Transport Services Ltd.** payable at MUMBAI)

| Name & Address of the Issuing Bank & Branch | Date of Issue | Demand Draft No. | Amount |
|---|---------------|------------------|----------|
| | | | Rs.500/- |

18. Relatives working in Air India Ltd. or its subsidiary companies, if any.

| Name | Designation | Company | Relationship |
|------|-------------|---------|--------------|
| | | | |
| | | | |

19. **Declaration: I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement.** I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfil the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefor.

Place: _____

(Signature of applicant)

Date: _____

List of Documents (copies) to be attached with the Application:

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

| | | |
|-------|---|--|
| i) | Application Fee, wherever applicable | |
| ii) | School Leaving Certificate | |
| iii) | 10th Std / Matriculation Mark-sheet & Passing Certificate | |
| iv) | 12th Std / Pre-Degree Mark-sheet and Passing Certificate | |
| v) | 1 st Year Graduation Mark-sheet | |
| vi) | 2 nd Year Graduation Mark-sheet | |
| vii) | 3 rd Year Graduation Mark-sheet | |
| viii) | 4 th Year Graduation Mark-sheet | |
| ix) | <u>Degree Certificate</u> or Provisional Degree Certificate | |
| x) | Caste Certificate in case of SC / ST / OBC candidates | |
| xi) | Discharge Certificate in case of Ex-Servicemen | |
| xii) | Experience Certificate | |
| xiii) | Nationality / Domicile Certificate | |
| xiv) | PAN Card Copy | |
| xv) | Aadhar Card Copy | |

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____
of Village/Town _____ District/Division _____ in the _____ State
belongs to the _____ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____
District/Division of _____ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

District Magistrate / Deputy Commissioner, etc.

Dated:

Seal

NOTE: (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Smt/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).

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

(I) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate! Executive Magistrate/ Extra Assistant Commissioner

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.