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भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA
(Schedule – A Mini Ratna - Category – 1 Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52

ADVT. No. ER/02/2024

RECRUITMENT OF SR. ASSISTANT (ELECTRONICS), SR. ASSISTANT (ACCOUNTS) & SR. ASSISTANT (OFFICIAL LANGUAGE) IN AAI, EASTERN REGION

Airports Authority of India invites online applications from the eligible candidates who are domicile of **West Bengal, Bihar, Odisha, Chhattisgarh, Jharkhand, Andaman & Nicobar Islands and Sikkim** for the post of Sr. Assistant (Electronics), Sr. Assistant (Accounts) and Sr. Assistant (Official Language) in NE-6 Level, at various AAI airports and other AAI Establishments in the above States/UT in Eastern Region. Applicants shall apply online only through Airports Authority of India Website i.e., [**https://www.aai.aero/en/careers/recruitment**] for the above post at AAI Airports/Establishments under AAI.

(**APPLICATION THROUGH OTHER THAN ONLINE MODE SHALL NOT BE ACCEPTED**)

Vacancies and Reservation for the post of Sr. Assistant (Electronics), Sr. Assistant (Accounts) and Sr. Assistant (Official Language) in the Scale of Pay (IDA) of Rs 36,000-3%- Rs 1,10,000/-

Post Code	Name & Level of Post	No. of Posts *	Number of vacancies and reservation				
			UR	SC	ST	OBC (NCL)	EWS
01	Senior Assistant (Electronics) NE-6	21	12	03	01	03	02
02	Senior Assistant (Accounts) NE-6	10	08	01	Nil	01	Nil
03	Senior Assistant (Official Language) NE-6	01	01	Nil	Nil	Nil	Nil

* 03 posts of Sr. Asstt.(Electronics) are reserved horizontally for ESMs (including 4.5% reservation for disabled ex-servicemen and dependents of servicemen killed in action).
*01 post of Sr. Asstt.(Accounts) is reserved horizontally for ESMs (including 4.5% reservation for disabled ex-servicemen and dependents of servicemen killed in action).

Ex-Serviceman Reservation – The vacancy reserved for ESM will be filled from any category and then adjusted horizontally against respective categories viz. UR/SC/ST/OBC/EWS as

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the case may be depending upon the category to which the selected candidate belongs to, within the respective total vacancies of the posts.

Abbreviation Used: UR = Unreserved, OBC(NCL) = Other Backward Classes (Non-Creamy Layer), SC = Scheduled Caste, ST = Scheduled Tribe, ESM = Ex- Serviceman , EWS = Economically Weaker Section

Note: The number of vacancies are tentative. Airports Authority of India Reserves the right to increase or decrease the vacancies depending upon the future requirements. AAI also reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or any reasons whatsoever. The decision of the Management will be final and no appeal shall be entertained.

IMPORTANT DATES
Schedule of Process

Opening date for On-line Registration	**05/08/2025**
Last Date for completion of Step I & II of On-line Registration	**26/08/2025**
Tentative Date of on-line examination	**will be notified on AAI Website**

(Application & Fee other than online mode will not be accepted)

1.EMOLUMENTS

Pay scale & Level - Rs. 36,000-3%-1,10,000 in NE-6 Level (Senior Assistant) - IDA pattern
In addition to Basic pay, Dearness Allowance, Perks @ 35% of Basic pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Medical benefits etc. are admissible as per Airports Authority of India Rules and Regulations.

2.AGE CRITERIA

The candidates' Age shall be 18 to 30 years as on **01/07/2025** and the upper age limit is relaxable as follows:

i. 3 years for OBC (Non-Creamy Layer) as on **01/07/2025**
ii. 5 years for SC/ST as on **01/07/2025**
iii. Age, Qualification, Experience etc. shall be reckoned as on **01/07/2025**.
iv. Length of service will be extended by 3 years for Ex-Servicemen. ESM (Ex-Servicemen, age relaxation is applicable as prescribed by Govt. of India order issued from time to time). (ESM candidates should indicate the category to which he/she belongs- SC/ST/OBC/UR/EWS).
v. Upper age limit is relaxable by 10 years for candidates who are in regular service of AIRPORTS AUTHORITY OF INDIA (Additional relaxation of 05 years for SC/ST candidates and 03 years for OBC candidates).

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vi. Maximum age limit for Widows, divorced women and women judicially separated from their husbands and who are not remarried, up to the age of 35 years (up to 40 years for member of SC/ST and 38 years for OBC) subject to production of

a. Death Certificate of husband and affidavit that the candidate has not remarried, in case of widows.

b. Certified copy of the Court Order conveying divorce or judicial separation and affidavit that the candidate has not remarried, in case of legally divorced women.

Note: Ex Serviceman reservation will be followed as per Government of India guidelines issued from time to time.

The date of birth as recorded in the Matriculation/Secondary Examinations certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

3. QUALIFICATION & EXPERIENCE:

Post Code	Name & Level of Post	Qualification & Experience	
01	Sr. Asstt. (Electronics) NE-6	Educational Qualification	Diploma in Electronics / Telecommunication / Radio Engineering.
		*Experience	Two years (2) relevant experience in the concerned discipline.
02	Sr. Asstt. (Accounts) NE-6	Educational Qualification	Graduate Preferably B.Com. with Computer literacy test in MS Office.
		*Experience	Two years (2) relevant experience in the concerned discipline.
03	Sr. Asstt. (Official Language) NE-6	Educational Qualification	Masters in Hindi with English as a subject at Graduation level OR Masters in English with Hindi as a subject at Graduation level. OR, Masters in any subject apart from Hindi/English from a recognized University along with Hindi and English as compulsory/optional subjects at graduation level. OR, Masters in any subject apart from Hindi/English from a recognized University along with Hindi and English as medium and compulsory/optional subjects or medium of examination at graduation level. Means if at graduation level Hindi is medium then English should be as compulsory/optional subject or if English is medium then Hindi should be as compulsory/optional subject. OR, Graduation Degree from a recognized University along with Hindi and English as compulsory/optional subjects or any one out of both as medium of examination and other as compulsory/optional subject along with recognized

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			Diploma/Certificate course of Hindi to English and English to Hindi Translation or two years' experience of Hindi to English and English to Hindi Translation at Central/State government offices including Government of India Undertakings or reputed organizations. AND, ln addition to qualification criteria, Computer literacy test in MS Office (Hindi)
		*Experience	Two years (2) relevant experience in the concerned discipline.

***Only Post qualification experience on full time basis will be considered.**

4. SELECTION PROCESS & SYLLABUS:

Post Code	Name of Post	Syllabus for written exam
01	Senior Assistant (Electronics)	a) 70% questions on subjects relating to educational qualifications prescribed for the post; and b) 30% on General Knowledge, General Intelligence, General Aptitude, English etc.
02	Senior Assistant (Finance)	a) 70% questions on subjects relating to educational qualifications prescribed for the post; and b) 30% on General Knowledge, General Intelligence, General Aptitude, English etc.
03	Senior Assistant (Official Language)	a) 50% questions on subjects relating to educational qualifications prescribed for the post; and b) 50% on General Knowledge, General Intelligence, General Aptitude, English etc.

Note: Minimum passing marks will be 50% for UR/EWS/OBC(NCL)/Ex-SM candidates and 40% for SC/ST candidates. The total marks will be 100 and the duration of the written test (Computer Based Test) will be 2 hours. There will not be any negative marking for wrong answers attempted by the candidates.

(01) SENIOR ASSISTANT (ELECTRONICS)

Written Exam (Computer Based Test-CBT) –100 marks, Duration: Two (2) hours

Syllabus:

70% questions on subjects relating to educational qualifications prescribed for the post: and
30% questions on General Knowledge, General Intelligence, General Aptitude & English etc.

Minimum pass marks will be 50 out of 100 for UR/EWS/OBC(NCL)/Ex-SM candidates and 40 out of 100 for SC/ST candidates.

Appointment is based on CBT Merit list and subject to successful completion of the Ab-Initio Training for the 12 weeks and On the Job Training for the period of 4 weeks. During the training period, candidate is entitled for stipend of **Rs. 25,000/-**p.m. and bond to be executed with AAI before the said training.

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The bond recovery amount in case of resignation from AAI is furnished below			
RESIGNATION DURING TRAINING		**RESIGNATION AFTER TRAINING i.e. FROM THE DATE OF POSTING AT STATION**	
Beyond 01 month to 02 months	Rs.50,000	Up to 1 year	Rs. 03 lacs
Beyond 02 months to 03 months	Rs.75,000	Beyond 01 year to 02 years	Rs. 02 lacs
Beyond 03 months till completion of training	Rs. 01 lac	Beyond 02 years to 03 years	Rs. 01 lac
		Beyond 03 years	NIL

(02) SENIOR ASSISTANT (ACCOUNTS)

(a) Written Exam (Computer Based Test-CBT) –100 marks, Duration: Two (2) hours
(b) Computer Literacy Test in MS Office of Two (2) hours duration as detailed in **Annexure – I**.

The candidate who qualify in CBT shall appear for Computer Literacy test. Appointment will be based on CBT merit subject to qualifying the Computer Literacy Test.

Syllabus:

70% questions on subjects relating to educational qualifications prescribed for the post: and
30% questions on General Knowledge, General Intelligence, General Aptitude & English etc.
Minimum pass marks will be 50 out of 100 for UR/EWS/OBC(NCL)/Ex-SM candidates and 40 out of 100 for SC/ST candidates

(03) SENIOR ASSISTANT (OFFICIAL LANGUAGE)

(a) Written Exam (Computer Based Test-CBT) –100 marks, Duration: Two (2) hours
(b) Computer Literacy Test in MS Office (Hindi) of Two (2) hours duration as detailed in **Annexure–I**.

The candidate who qualify in CBT shall appear for Computer Literacy test. Appointment will be based on CBT merit subject to qualifying the Computer Literacy Test.

Syllabus:

50% questions on subjects relating to educational qualifications prescribed for the post: and
50% questions on General Knowledge, General Intelligence, General Aptitude & English etc.
Minimum pass marks will be 50 out of 100 for UR/EWS/OBC(NCL)/Ex-SM candidates and 40 out of 100 for SC/ST candidates

5. APPLICATION FEE:

Application fee of **₹ 1000/- (Rupees One Thousand only) (Including GST)** to be paid by the candidates belonging to UR, OBC, EWS category.

1. Women/SC/ST/Ex-Servicemen candidates and also the apprentices who have successfully completed one year of Apprenticeship Training in AAI, as per Apprentices Act 1961 are exempted from payment of application fee.

2. Airports Authority of India will accept fee through online net banking/credit card/debit card/UPI only. Fee submitted by any other mode will not be accepted.

3. Fee once paid will not be refunded under any circumstances.

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4. For depositing the requisite fee candidates should visit online application link hosted in career pages of AAI website i.e. www.aai.aero under tab "CAREERS".

6. GUIDELINES FOR FILLING ONLINE APPLICATION

Note:

1. Candidates on their own interest are advised to apply and submit application promptly and not to wait till the last date/time for applying online. AAI, ER shall not be responsible if candidates are not able to submit their applications on account of last-minute rush.
2. Please retain print out of application form & payment acknowledgement slip for future references.
3. Please do not send hard copy of the application form or any documents to the office of AAI, Eastern Region.

Important Dates	
Opening date for On-line Registration	**05/08/2025**
Last date of submission of Online Application with Fee through Debit/Credit card/UPI/Net Banking etc. *(Payment of application Fee through PayU)*	**26/08/2025**

7. INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION:

General Instructions	
1.	Read the instructions carefully before proceeding further
2.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid Email ID & Mobile Number-For proper communication it is suggested to provide personal E-mail ID & Mobile No. b) Scanned copy of the recent passport size color photograph (not older than 3 Months) Candidates should ensure that the same photograph is used throughout this recruitment process c) Scanned signature
3.	Category once filled by candidate in the on-line application form will not be changed.

How to Apply	
I.	Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder) & mobile no.
II.	Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. You can edit the information before submission of application. **Once the Form is submitted, it cannot be edited.**

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III.	Application once submitted cannot be edited/withdrawn and fee once paid will neither be refunded nor adjusted.
IV.	The process for submitting the application is given below:-

Step-I Sign-Up	
a.	The candidate should fill up all the desired information i.e. Post Applied, candidate name, email id, mobile number, etc. correctly.
b.	Sign-up by filling-up **Post Applied, Category, Candidate Name, Mobile Number and E-Mail ID** After clicking SUBMIT button/ tab, the candidates will receive **Application Sequence No (User ID) & Password** on their registered E-mail ID during Signing. Now, candidate has to Click "**Log Out**" tab (given on top right corner) and re-log in for Step-II. On completion of Step-I, Sign- Up mail will be received in candidate's registered Email ID/mobile number confirming his singed-up along with the User ID (Application Sequence No.) and password.

Step-II Filling-up of Application	
a.	After signed-up, candidate has to Re-login and click on "**Go to Application Form"** icon at top right corner, select his/her category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature and submission of Fee (wherein applicable) through Online mode via Debit card, Credit card or Internet Banking/UPI etc. through PayU.
b.	**Instructions regarding scanning of Photograph and Signature**: Candidates should upload the scanned (digital) image of their photograph and signature and other relevant documents in jpg/jpeg/pdf format, as per the process given below: **i. Photograph Image:** • Please upload one recent passport size photograph with white background. • Size of the image should be min. 50 KB and max. 100 KB. • Image should be .jpg or .jpeg format. • Scanner dpi should be 200 dpi. • Dimension should be 3.5 cm x 4.5 cm. **ii. Signature image:** • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Please upload your recent signature: min 50 KB max. 100 KB (only jpeg and jpg formats). **iii. Other relevant supporting Documents:** Please scan and upload relevant certificate (self-attested) in the online portal as per requirement (Size of files should be max 1MB (only PDF, JPEG and JPG formats) • SSLC/Matriculation Certificate as Date of Birth Proof • Educational qualification Certificate in respect of post applied for including mark sheet if any.

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	• Community certificate (computerized format issued by the local Authorized Government Authorities) • Domicile/Residence/Nativity Certificate (computerized format issued by the local Government Authorities) • Income and Asset Certificate issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Govt. of India for EWS candidates. • In case of Ex-Servicemen, scanned copy of Discharge Certificate in the prescribed proforma from Competent Authority. • NOC (No Objection Certificate applicable to candidates working in Govt./PSU etc.) • AAI identity card for AAI employees (applicable for AAI staff) **CLICK PREVIEW Button to view the details entered.** Please ensure that all aspects of the application and photo/sign/other relevant documents are correct before submitting. **Please note that you cannot Edit/Modify your application once you click SUBMIT Button.**
c.	Once the application is submitted, candidates automatically will be redirected to PayU gateway to deposit the fee through Debit Card/Credit Card/Net Banking etc.
d.	**Guidelines for remittance of fee are as under (if applicable):** • Post submission, the candidate will be re-directed to PayU gateway to make the online payment of application fee. • Kindly verify the details and make the payment for application fee via the different payment modes • After successful payment of application fee, the candidate will be redirected to his/her application form.
e.	**Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact through Helpdesk tab integrated in the Application portal or Helpdesk Number: 7353014448**

8. <u>GENERAL INSTRUCTIONS</u>

1. Only candidates who are domicile of **West Bengal, Bihar, Odisha, Chhattisgarh, Jharkhand, Andaman & Nicobar Islands and Sikkim States** can apply for the above posts.
2. Before applying for the post, the candidates should ensure that he/she meets the eligibility and other criteria as 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. Furnishing of wrong information/false information will lead to disqualification and AIRPORTS AUTHORITY OF INDIA will not be responsible for any consequence of furnishing such wrong/false information.
4. The eligibility with respect to age, educational qualification etc. will be determined as on **01/07/2025**.

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5. The date of declaration of result/issuance of marks sheet shall deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

6. Wherever CGPA/OGPA is awarded, the candidate will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/University/Institute at the time of document verification

7. Appointment to the above-mentioned posts is subject to fulfilling eligibility criteria. and successfully passing Training Course, where ever applicable.

8. 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. Other claims/ disclaimers such as undertaking to resign in the event of selection, acknowledgement copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be entertained as a substitute for NOC.

9. Candidates belonging to SC/ST/OBC will have to produce his/her **original caste certificate** from the Competent Authority, along with self-attested copy of the same, at the time of verification of documents failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process.

10. **EWS Certificate:** Candidates applying against vacancies reserved for EWS category should note that they have to submit the EWS certificate (Income & Asset Certificate) valid for **FY 2023-24** in the prescribed format issued by the Competent Authority so as to prove that they belong to EWS category at the time of documents verification.

11. The OBC Candidates availing reservation will have to produce valid original OBC CERTIFICATE with "**NON-CREAMY LAYER STATUS**" **(LATEST)** in the prescribed format issued by the Government of India issued during **FY 2023-24** along with self-attested copy of the same at the time of documents verification failing which his/her candidature shall be cancelled and he/she will not be considered for further selection process. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. OBC (NCL) Certificate for admission to educational purposes will not be considered.

12. The candidates have to appear for computer based/online examination and other selection process at their own expenses

13. The education and other qualifications must be obtained from the Government or Recognized Institutions/Universities as per statutes.

14. In case of **Ex-Servicemen**, the candidate should upload scanned copy of Discharge Certificate.

15. Centers for the computer Based Test will be held in Eastern States (**Kolkata/Bhubaneswar /Patna/Raipur/Ranchi/Port Blair/Gangtok)** tentatively. In case number of examination centers are not available in the selected cities, near by town/cities may also be taken for examination.

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16. The SC/ST/OBC(NCL)/EWS/Experience certificate issued by the Competent Authority should be either in Hindi or English. Any variation in the caste name will not be accepted.

17. Documents other than in Hindi or English, transcript of the same duly attested by Gazetted Officer or Notary Public is to be submitted.

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

19. Mere fulfilling of minimum qualification and job requirement will not vest any right on candidates for being called for CBT/Online exam. No interim correspondence will be entertained.

20. In the event of same marks scored by the candidate in the CBT, the candidates senior in age will be ranked higher. If the date of birth is also same, then the candidate who scored higher marks in Part A (Subject related questions) will be ranked higher.

21. 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.

22. The decision of AIRPORTS AUTHORITY OF INDIA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidates.

23. AIRPORTS AUTHORITY OF INDIA reserves the right to fix the standard and specifications for screening and calling the number of candidates for computer based online exam and other selection process.

24. AIRPORTS AUTHORITY OF INDIA reserves the right to change the Examination Centre on the basis of any other norms decided at a later date.

25. The Admit cards for online test and call 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.

26. AIRPORTS AUTHORITY OF INDIA reserves the right to increase or decrease the vacancies depending upon the future requirements. 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 reason whatsoever. The decision of the AAI Management shall be final and no appeal will be entertained in this regard.

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

28. Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

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

30. AIRPORTS AUTHORITY OF INDIA will have full discretion to fix minimum qualifying marks and other eligibility criteria.

31. During document verification, the candidate will have to produce Original certificates along with proof of identity and one set of self-attested photocopies of all Certificates. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.

32. Please do visit your email account and AAI website regularly for any further updates.

33. Further notification/corrigendum in this regard, if any, will be notified in AIRPORTS AUTHORITY OF INDIA's Official website www.aai.aero only.

34. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Kolkata and Courts/Tribunals/Forums at Kolkata only shall have sole and exclusive jurisdiction to try any cause/dispute. Court of jurisdiction for any dispute will be at Kolkata.

35. In case of any dispute, English version of the advertisement published in AAI website will be treated as valid.

36. Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/website/mobile apps etc. For authenticity of any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.

37. Incomplete application will be summarily rejected.

38. Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, Qualification, Character and Antecedents/Background check, Community certificate/Other Backward Classes (Non-Creamy Layer) Certificate/EWS Certificate/Experience Certificate and other documents submitted by the candidate and is also subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.

39. AAI Departmental candidates possessing recognized Degrees / Certificates as per required minimum qualification, obtained through part time/correspondence/distance education mode shall be eligible to apply.

40. Candidates are advised to apply online much before the closing date of application mentioned in this advertisement and not to wait till the last date to avoid possibility of disconnection/inability/failure to log on the AAI's website on account of heavy load on internet/website jam/disconnection.

41. AAI will not take any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of AAI.

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9. CENTRES FOR COMPUTER BASED TEST:

The Computer based (online) examination will be conducted at venues across test centers in **West Bengal, Bihar, Odisha, Chhattisgarh, Jharkhand, Sikkim and Andaman & Nicobar Islands**.

i) Any request for change of date, time and venue for online examination and other test will not be entertained. No request for change of center for Examination shall be entertained.
ii) AAI-ER/Test Administrators, however, reserves the right to cancel any of the Examination centers and/or add some other centers, at its discretion, depending upon the response, administrative feasibility, etc.
iii) AAI-ER/Test Administrators, also reserves the right to allot the candidate to any center other than the one he/she opted for.
iv) Candidate will appear for the Examination at an Examination Centre at his/her own risk and expenses and AAI-ER will not be responsible for any injury or losses etc. of any nature.
v) Objective type Online Examination (Computer Based Test) will be conducted for the post. There will not be any negative marking for wrong answer attempted by the candidates.
vi) Any unruly behavior/misbehavior in the Examination Hall may result in cancellation of candidature/disqualification from this exam and also from future exams conducted by AAI.

10. ACTION AGAINST MISCONDUCT:

i) The candidates are advised to furnish correct information and should not provide any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application

ii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as

a) Impersonating or procuring impersonation by any person; or
b) Resorting to any irregular means in connection with his/her candidature during selection process; or
c) Canvassing in any form/Using undue influence for his/her candidature by any means; or
d) Submitting of false certificates/documents/information or suppressing any information at any stage; or
e) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/EWS/Ex-Servicemen/AAI apprentice) while appearing in the examination or thereafter; his/her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

11. E-ADMIT CARD / CALL LETTERS:

The E-Admit Card/Call Letter indicating particulars of the candidate i.e. Name, Date of Birth, Category/Community, Sub-Category, Uploaded Signature, Photograph, Venue of

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Test & Address, Test Date & Time, Duration, Scheme, instruction to candidate, etc shall be intimated to registered E-Mail ID and Mobile No. of candidate for downloading.

An eligible candidate should download his/her E-Admit Card/Call Letter from AAI website by entering his/her details i.e. Login ID (Application Sequence Number) and Password. No printed copy of the E-Admit Card/Call Letter will be sent by post/courier. All general information shall be provided through AAI website.

12. ANNOUNCEMENTS:

All further announcements pertaining to recruitment process will only be published /provided at AAI website www.aai.aero under tab "CAREERS" from time to time.

13. PAY PROTECTION TO EMPLOYEES INDUCTED IN AAI THROUGH DIRECT RECRUITMENT:

Pay protection will be provided to eligible candidates who are coming through proper channel from other CPSEs/State PSUs/Government Department immediately before joining AAI. Such pay protection will be provided as per DPE Guidelines.

14. DISCALIMER:

On-Line Application validation rules and design are based on recruitment Advertisement (Advt. No. ER/02/2024) published in AAI website www.aai.aero under tab "CAREERS". However, candidates are advised to read the recruitment advertisement/notification carefully and should ensure that he/she fulfils eligibility criteria as mentioned in advertisement before applying online. The application submitted through on-line form does not imply that candidate has fulfilled all the criteria given in the advertisement. The candidature in the whole recruitment/selection process is "PURELY PROVISIONAL" pending scrutiny of candidates' eligibility as mentioned in the Advertisement (ADVT. NO. ER/02/2024) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, community, category, sub-category, application fee, essential educational qualification (s) and experience etc., prescribed for the post his/her candidature shall be rejected at any stage of selection process and even after appointment.

Regional Executive Director
Airports Authority of India, Eastern Region

"AAI STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"
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ANNEXURE – I

Software	Topics
MS-Word	• Create & Manage Documents (Templates, page setup, Designs, header, footers, background, hyperlinks, bookmark, printing options) • Format Text, Paragraph & Sections • Creating Tables & Lists • lnsert & Format Graphic Elements • Manage Document Changes & security • Mail Merge Operations
MS-Power Point	• Create, Format & Manage Presentation using different views. • lnsert & format text, shapes, images, tables, charts, SmartArt & Media. • Use of Themes, Transition & Animations.
MS-Excel	• Create, Format & Manage Worksheets & Workbooks options & settings. • Apply Custom Data Formats & validations • Apply Conditional Formatting & filtering. • Create & Manage Tables Styles, Sort & Filter. • Perform operations with Formulas & Functions (Basics of Math's, Logical, Text, statistical, Date Time & Lookup Functions) • Create, Format & Manage charts, shapes & objects. • Create & Manage Pivot Tables & Pivot Charts.