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AIRPORTS AUTHORITY OF INDIA

(SCHEDULE – 'A' MINI RATNA- CATEGORY- 1 PUBLIC SECTOR ENTERPRISE)
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI-110003

RECRUITMENT OF MANAGERS AND JUNIOR EXECUTIVES IN VARIOUS DISCIPLINES
ADVERTISEMENT No.12/2026/CHQ/DR-CBT

1. GENERAL INFORMATION & VACANCIES

Airports Authority of India (AAI), a Government of India Public Sector Enterprise, constituted by an Act of Parliament, is entrusted with the responsibility of creating, upgrading, maintaining and managing Civil Aviation infrastructure both on the ground and air space in the country. AAI has been conferred with the Mini Ratna Category-1 Status.

Airports Authority of India invites applications from eligible candidates to apply ONLINE through AAI's Website www.aai.aero for the following posts. No application through any other mode will be accepted.

Post Code	Name of Post	Number of vacancies and reservation									
		Total	UR	EWS	OBC (NCL)	SC	ST	(Included vacancies) PwBD			
								(A)	(B)	(C)	(D) & (E)
1	Manager (Engg-Civil)	145	62	14	38	21	10	-	03	02	03
2	Manager (Engg-Elect)	16	04	05	04	02	01	-	01	-	01
3	Manager (Finance)	34	19	03	07	04	01	02	[01]	[01]	-
4	Manager (Information Technology)	05	05	-	-	-	-	01	-	-	01
5	Manager (Architecture)	04	03	-	01	-	-	-	-	-	01
6	Manager (Law)	02	02	-	-	-	-	-	-	-	-
7	Manager (Fire Services)	14	08	01	03	01	01	-	-	-	-
8	Manager (Operations)	28	13	02	07	04	02	01	-	-	-
9	Manager (Commercial)	09	06	-	02	01	-	01	-	-	-
10	Manager (Corporate Planning & Management Services)	01	01	-	-	-	-	-	-	-	-
11	Manager (Corporate Communications)	02	02	-	-	-	-	-	-	-	-
12	Junior Executive (Finance)	36	13	06	06	05	06	01	-	01	-
13	Junior Executive (Law)	06	05	-	-	01	-	-	-	-	-
14	Junior Executive (Operations)	79	35	07	21	11	05	01	01	-	01
15	Junior Executive (Survey & Cartography)	08	05	-	02	01	-	-	-	-	01

[ ] indicates unfilled PwBD vacancies from previous recruitment for the post

The number of vacancies is tentative and may increase or decrease at sole discretion of AAI.

Abbreviations used: UR = Unreserved | EWS = Economically Weaker Section | OBC (NCL) = Other Backward Classes (Non-Creamy Layer) | SC = Scheduled Caste | ST = Scheduled Tribe | PwBD = Persons with Benchmark Disability | PwBD Category (A), (B), (C), (D) & (E): Please refer Suitable Categories of Benchmark Disabilities mentioned at Para-2 below.

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2. SUITABLE CATEGORIES OF BENCHMARK DISABILITIES AND FUNCTIONAL REQUIREMENTS FOR THE POSTS IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD)

Post Code	Functional Requirements	Suitable categories of Benchmark Disabilities				
		A	B	C	D	E
1	S, ST, W, BN, MF, RW, SE, C, H, KC	-	D, HH	OA, OL, Dw, AAV, LC, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of* OA, OL*)*	SLD, MI	MD involving categories (B) to (D)
2	S, ST, W, BN, MF, SE, C, L, PP, KC, RW	-	D, HH	OA, OL, Dw, AAV, LC, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL)*	SLD, MI	MD involving categories (B) to (D)
3	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL, BA)*	-	MD involving categories (A) to (C)
4	S, ST, W, BN, RW, SE, H, C	B, LV	D, HH	OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, OAL)*	ASD (M), SLD, MI	MD involving categories (A) to (D)
5	S, ST, W, RW, MF, CL, SE, C, H, BN, L, KC, PP	-	D, HH	OA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL)*	-	MD involving categories (B) to (C)
6	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of* OA, BA, OL, BL, OAL*)*	ASD, SLD, MI	MD involving categories (A) to (D)
7	Not Applicable					
8	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL, BA)*	ASD (M, MoD), SLD, MI	MD involving categories (A) to (D)
9	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL, BA)*	ASD, SLD, MI	MD involving categories (A) to (D)

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10	S, ST, W, RW, MF, SE, C	B, LV	D, HH	OA, OL, LC, Dw, AAV, MDy, SD/SI without any associated neurological/ limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL)*	SLD	MD involving categories (A) to (D) except deaf-blindness
11	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of* OA, OL, BL, OAL, BA*)*	ASD (M, MoD), SLD, MI	MD involving categories (A) to (D)
12	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL, BA)*	-	MD involving categories (A) to (C)
13	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of* OA, BA, OL, BL, OAL*)*	ASD, SLD, MI	MD involving categories (A) to (D)
14	S, ST, W, BN, RW, SE, H, C, MF	B, LV	D, HH	OA, OL, BL, OAL, BA, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OA, OL, BL, OAL, BA)*	ASD (M, MoD), SLD, MI	MD involving categories (A) to (D)
15	S, ST, W, BN, L, KC, MF, RW, SE, H, C	-	D, HH	OL, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction *(SD/SI with associated limb dysfunction shall be covered under respective sub category of OL)*	-	MD involving categories (B) to (C)

Abbreviations used:
S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, MF=Manipulation with Fingers, KC=Kneeling &Crouching, L=Lifting, PP=Pulling & Pushing, CL=Climbing,
B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg and One Arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, SD/SI= Spinal Deformity/ Spinal Injury, ASD= Autism Spectrum Disorder (M= Mild, MoD=Moderate), SLD=Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

Note:

(i) *Definition of various categories of disability identified suitable for the post shall be as defined under RPwD Act, 2016.*

(ii) *PwBD candidates shall also be assessed for suitability in terms of respective Functional Requirements as mentioned against the post, before appointment against identified post.*

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3. EDUCATIONAL QUALIFICATION & EXPERIENCE

Post Code	Post Name	Educational Qualification	Minimum required Work Experience*
1	Manager (Engg-Civil)	Bachelor's Degree in Engineering or Technology in Civil	Post-qualification work experience of 03 years' in the field of Civil Engineering
2	Manager (Engg-Elect)	Bachelor's Degree in Engineering or Technology in Electrical	Post-qualification work experience of 03 years' in the field of Electrical Engineering
3	Manager (Finance)	Master's in Business Administration with specialization in Finance or Post Graduate Diploma in Management with specialization in Finance or Cost Accountant or Chartered Accountant or Chartered Financial Analyst.	Post-qualification work experience of 03 years' in the field of Finance and Accounts with working experience in ERP such as SAP for automation and financial processing
4	Manager (Information Technology)	Full-time regular Bachelor's Degree in Engineering/ Technology in Computer Science/ Computer Engineering / IT/ Electronics OR Full-time regular Masters in Computer Application (MCA)	Post-qualification work experience of 03 years' in the field of Database Management and Administration/ Data Centre Operations and Networking Experience/ ERP Management & Administration/ Data Analytics/ Software Application Developer as Team Lead/ Web Development and Maintenance Experience as Team Lead
5	Manager (Architecture)	Full-time Bachelor's Degree in Architecture and registered with Council of Architecture.	Post-qualification work experience of 03 years' in the field of Architecture
6	Manager (Law)	Professional Degree in Law (3 years regular course after graduation OR 5 years integrated regular course after 10+2) and candidates should be eligible to get himself enrolled as an Advocate in Bar Council of India to do practice in courts in India	Post-qualification work experience of 03 years' in the field of Law
7	Manager (Fire Services)	Full-time regular Bachelor's Degree in Engineering / Tech. in Fire Engineering / Mechanical Engineering / Automobile Engineering	Post-qualification work experience of 03 years' in the field of Fire Services
8	Manager (Operations)	Graduate in Science and full-time regular MBA of 2 years duration. OR Full-time regular Bachelor's Degree in Engineering.	Post-qualification work experience of 03 years' in the field of Airport Operations i.e. Airside Operations / Terminal Management / Airline Operations / Ground Handling Operations etc.
9	Manager (Commercial)	Graduate and full-time regular MBA of 2 years duration with Marketing specialization. OR Full-time regular Bachelor's Degree in Engineering.	Post-qualification work experience of 03 years' in the field of Marketing/ Sales/ Business Development/ Real Estate Leasing/ Contracts & Procurement

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10	Manager (Corporate Planning & Management Services)	Post Graduate in Mathematical Statistics / Operation Research / Statistics/ Applied Statistics / Economics with Statistics / Mathematics with Statistics from any university recognized by UGC.	Post-qualification work experience of 03 years' in the field of Economics/ Statistics/ Operation Research
11	Manager (Corporate Communications)	Full-time regular Bachelor's Degree in Mass Communication / Journalism / Literature (Hindi/English) and Post Graduate Degree / Full-time regular Diploma of two years in Journalism / Mass Media / Mass Communication.	Post-qualification work experience of 03 years' in the field of Corporate Communication/ Public Relations functions such as Collateral design and content creation, media planning, press relations, Corporate image building in traditional, online, social, and digital media (intranet/internet), Branding, and Event management, etc.
12	Junior Executive (Finance)	Master's in Business Administration with specialization in Finance or Post Graduate Diploma in Management with specialization in Finance or Cost Accountant or Chartered Accountant or Chartered Financial Analyst.	Nil
13	Junior Executive (Law)	Professional Degree in Law (3 years regular course after graduation OR 5 years integrated regular course after 10+2) and candidates should be eligible to get himself enrolled as an Advocate in Bar Council of India to do practice in courts in India	Nil
14	Junior Executive (Operations)	Graduate in Science and full-time regular MBA of 2 years duration. OR Full-time regular Bachelor's Degree in Engineering.	Nil
15	Junior Executive (Survey & Cartography)	Bachelor's Degree in Engineering or Technology in Civil or Master's in Science in Geography or Master's in Remote Sensing and Geographic Information Systems or Master's in Geo-informatics or Master's in Geomatics	Nil

**Refer Note (vi) below for details of acceptable experience*

Note:

(i) Percentage of marks: Minimum pass marks

(ii) Degree or Diploma or Certificate or Membership examination should be from any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956.

(iii) Degrees or Diplomas (as the case may be) acquired in Open and Distance mode from University Grants Commission recognised universities or All India Council for Technical Education approved courses, wherever applicable, shall be considered for the purpose of Direct Recruitment in Airports Authority of India.

(iv) Professional degree in law will be considered only if it is from an Institute/University recognized by Bar Council of India.

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(v) Candidates having "Bachelor's degree in Technology" are also allowed to apply against the qualification mentioned as "Bachelor's Degree in Engineering" for the posts in Commercial and Operations.

(vi) Explanation regarding Work Experience:

(1) Experience should be from Central or State Government or Public Sector Undertakings or Large Private Sector Organizations or Institutions or company of repute.

(2) Large Private Sector Organizations or Institutions or Company of repute shall include any one of the following:

(a) Listed companies (which would mean and include companies listed on National Stock Exchange or Group A or B of Bombay Stock Exchange)- corresponding to the years of experience.

(b) Experience acquired from Organization or Institution or Companies with more than 250 employees working for the company excluding the manpower supplied on contract basis - corresponding to the years of experience.

(c) Experience acquired from Organization or Institution or Companies having an annual turnover of more than Rs. 250 crores in the financial years (corresponding to the years of experience). Large Law firms shall include such Law firm having annual turnover of more than Rs. 10 crores in the financial years (corresponding to the years of experience).

4. AGE LIMIT & RELAXATION

(i) **AGE LIMIT:**

Manager : Maximum age 32 years as on **07.09.2026**
Junior Executive : Maximum age 27 years as on **07.09.2026**

(ii) **RELAXATION IN AGE:**

(a) Upper age limit is relaxable by **5 years** for SC/ST and **3 years** for OBC (Non-Creamy Layer) candidates. Vacancies reserved for OBC category are meant for candidates belonging to 'Non-Creamy Layer' as per the guidelines of Govt. of India on the subject.

(b) Upper age limit is relaxable by **10 years** for PwBD candidates with permanent disability only where post is identified suitable for relevant category of disability, supported by the Certificate of Disability issued on or before 07.09.2026 by the Competent Authority.

(c) Ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released-

(1) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency;

OR

(2) on account of physical disability attributable to military service or on invalidment

shall be allowed maximum relaxation of **05 years** in the upper age limit.

(d) Upper age limit is relaxable by maximum **10 years** for candidates who are in regular service of AAI and have completed their probation on initial appointment.

(e) 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.

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5. IMPORTANT DATES

EVENT	DATE
Opening date for Online Applications	08.08.2026
Closing date for Online Applications	07.09.2026
Tentative Date of Computer Based Test	Will be announced on AAI Website-www.aai.aero

6. REMUNERATION

(i) **PAY SCALE (IDA):**

Manager [Group-A: E-3 level] : Rs.60000 - 3% - 180000
Junior Executive [Group-B: E-1 level] : Rs.40000 - 3% - 140000

(ii) **EMOLUMENTS:**

(a) 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 AAI Rules.

(b) Approximate CTC for the post of Junior Executive would be Rs.14 lakhs per annum and for the post of Manager would be Rs.21 lakhs per annum.

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

7. IMPORTANT INSTRUCTIONS:

(i) Only Indian Nationals fulfilling eligibility criteria can apply for the above posts.

(ii) Age, qualification, experience and all other eligibility criteria shall be reckoned as on **07.09.2026 (cut-off date)**.

(iii) Candidates are advised to apply only if the final result of their required eligibility qualification has been declared. The date of declaration of result / issuance of Marks Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account. Failure to produce the final result dated upto the cut-off date under this advertisement, will lead to cancellation of candidature.

(iv) OBC (NCL) Certificate:- Candidates applying against vacancies reserved for OBC category should note that at the time of Application Verification/Interview, they have to produce a valid **OBC (NCL) Certificate issued during Financial Year 2026-27** in the **format for appointment to posts under the Government of India, issued by the Competent Authority,** in support of their belonging to **OBC community in the Central list of OBC** and to prove that they **do not belong to "Creamy Layer" of the OBCs**. 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.

Candidates are advised to **apply and obtain the aforesaid OBC(NCL) Certificate issued during FY 2026-27 well in time** in order to be eligible for reservation benefit under this advertisement. The candidates who will fail to produce the prescribed OBC(NCL) certificate at the time of Application Verification/Interview, will not be considered under respective category.

OBC (Non-Creamy Layer) **Certificate issued for appointment to posts under the State Government *(i.e. belonging to state list of OBC)* OR for admission to educational purposes will not be considered.**

(v) EWS Certificate: Candidates applying against vacancies reserved for EWS category should note that they have to submit the **EWS Certificate valid for Financial Year 2026-27** in prescribed format issued by the Competent Authority so as to prove that they belong to EWS Category, at the time of Application Verification/Interview.

Candidates are advised to **apply and obtain the aforesaid EWS Certificate valid for FY 2026-27 well in time,** in order to be eligible for reservation benefit under this advertisement. The candidates who will fail to produce the prescribed EWS certificate at the time of Application Verification/Interview, will not be considered under respective category.

(vi) SC/ST Certificate: Candidates applying against vacancies reserved for SC/ST category should note that they have to submit the Caste Certificate issued on or before **07.09.2026** by the Competent Authority, at the time of Application Verification/Interview.

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(vii) Permanent Disability Certificate: PwBD/PwD candidates should note that they have to submit valid Disability Certificate issued on or before **07.09.2026** by the Competent Authority at the time of Application Verification/Interview. Disability Certificate should be in the prescribed central government format generated through Swavalamban / UDID Portal (clearly indicating the percentage and type of disability as per the identified disabilities mentioned for the respective post in this advertisement). Any candidate possessing a manual Disability Certificate should get it digitized through Swavalamban / UDID portal well within time, as per government guidelines.

(viii) PwBD candidates may please note that the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation. Conditions i.e. "progressive, non-progressive or not likely to improve" will be eligible for reservation. However, such PwBD candidates possessing temporary disability certificate with conditions "progressive, non-progressive or not likely to improve" are advised to procure a fresh disability certificate by getting themselves re-assessed under RPwD Amendment Rules 2024 and as per DEPWD OM dated 20.01.2025 & 17.12.2025.

(ix) PwBD candidates shall also be assessed for suitability in terms of respective Functional Requirements as mentioned against the post, before appointment against identified post.

(x) Reserved PwBD vacancies indicated in brackets [ ] in the table at Para-1 of the advertisement are unfilled vacancies from previous recruitment for the post and would be filled with the persons with benchmark disability in the respective category. However, if the suitable candidates from respective benchmark disability are not available then PwBD candidate from other suitable benchmark disabilities may be considered by interchange of category among identified suitable benchmark disabilities and if no suitable PWBD candidate is available even by interchange of benchmark disabilities, the vacancies will be filled up with other than persons with benchmark disabilities.

(xi) Ex-servicemen candidates will have to produce Discharge Certificate at the time of Application Verification/Interview.

(xii) All the certificates issued by the Competent Authority should either be in Hindi or English. Any variation in the caste name will not be accepted. For certificates issued in any language other than Hindi/English, translated copy of the same duly attested by Notary is to be submitted.

(xiii) Where a specialization is required in the qualifying degree in the educational qualification and the 'specialization' has not been explicitly specified in degree/diploma/marksheet, a specialization clarification certificate will be required from the Degree Issuing Authority and/or Registrar of the degree issuing University/Institution clearly specifying the specialization in qualifying degree.

(xiv) In case of Integrated Master's Degree, candidate will have to produce a certificate at the time of Application Verification/Interview in support of possession of Bachelor's degree and statement of marks issued by the University/ Institution, wherever applicable for the post.

(xv) Candidate must specifically indicate the percentage of marks obtained [calculated to the nearest two decimals] in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA/DGPA/CPI etc. is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard. Candidate will have to produce the equivalence certificate / document issued by the University / Institution evidencing equivalent percentage of marks, when called for Application Verification.

(xvi) Experience Certificate: Candidates applying for the posts requiring work experience should note that at the time of Application Verification/Interview, they have to produce relevant supporting documents to prove their eligibility as per the listed conditions at Para-3 above. It shall be the responsibility of the candidate to prove that he/she possesses the required work experience and also that the organization – for which the experience is being claimed – falls under one of the categories listed at Note (vi) of Para-3 above, for all the corresponding year(s), as applicable. Candidates who will fail to produce the relevant supporting documents, shall not be considered for selection.

(xvii) Candidates can apply for multiple number of posts with separate registration for each post, subject to the condition that they fulfil all other eligibility criteria required for the post and deposit the fee separately for each post as applicable.

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(xviii) Scribe and Compensatory time related instructions for Persons with Disabilities/Persons with Benchmark Disabilities:

(a) The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

(b) The facility of Scribe and/or Compensatory Time would be allowed to any person with benchmark disability as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed, if so desired by them.

(1) In case of persons with benchmark disabilities in the category of Blindness, Locomotor Disability of Both Arms affected (BA) and Cerebral Palsy, the facility of scribe and/or compensatory time will be allowed, if so desired by them.

(2) In case of other categories of persons with benchmark disabilities, the provision of scribe and/or compensatory time can be allowed only on production of a certificate to the effect that person concerned has physical limitation to write, and scribe is essential to write the examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Appendix-I (2R)** *(uploaded under "Press Note" of Advt No: 12/2026/CHQ/DR-CBT).*

(c) In case of persons with disability as defined under Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, the facility of scribe and/or compensatory time shall be allowed solely on production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the **multi-member** competent Medical Authority of a Government Health Care Institution as per proforma at **Appendix-I (2S)** *(uploaded under "Press Note" of Advt No:12/2026/CHQ/DR-CBT).*

(d) Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same in the online application form. Any subsequent request may not be favorably entertained.

(e) Candidates who desire to avail the services of scribe, will have to arrange scribe of their own, at their own cost.

(f) **The qualification of the scribe should be one step below the qualification of the candidate. The scribe should be from an academic stream different from the qualification stipulated for the post.** If at any stage it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

(1) The persons with benchmark disability (i.e. 40% and above disability) eligible and opting for scribe should submit the undertaking and details of own scribe as per proforma at **Appendix-II (2R)** *(uploaded in "Press Note" of Advt No: 12/2026/CHQ/DR-CBT).*

(2) The persons with disability (i.e. less than 40% disability) eligible and opting for scribe should submit the undertaking and details of own scribe as per proforma at **Appendix-II (2S)** *(uploaded in "Press Note" of Advt No: 12/2026/CHQ/DR-CBT).*

(g) The scribe arranged by the candidate should not be a candidate for the same examination. A person acting as scribe for one candidate cannot be a scribe for another candidate.

(h) Scribe should not answer on his/her own. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(i) Candidates eligible for and who wish to avail the **compensatory time** in the examination should invariably indicate the same in the online application form. Duration of compensatory time, if opted by eligible candidate at the time of filling up the online application form, will be 20 minutes per hour of examination. Further, they must produce the medical certificate in prescribed proformas at **Appendix-I(2R) / Appendix-I (2S)**, as applicable, at the Examination Centre.

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(j) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducing agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(k) The persons with disabilities availing the facility of scribe and/or compensatory time must produce the applicable undertakings and medical proofs issued by Competent Medical Authority in the prescribed proformas at the Examination Centre.

(l) Any candidate who is not eligible to use scribe/compensatory time as per the guidelines referred to above, but uses scribe/compensatory in the examination shall be disqualified to participate further in the recruitment process. Any candidate who is using services of scribe/compensatory time should ensure that he/she is eligible to use the services of scribe/compensatory time in the examination as per the above guidelines. Any candidate using the services of a scribe/compensatory time in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if has already joined the Airports Authority of India.

(m) If violation of above is detected at any stage or it later transpires that candidate did not fulfill any laid down eligibility criteria or suppressed material facts, his/her candidature/selection/appointment will stand rejected/cancelled.

8. SELECTION PROCESS:

(i) Candidate should carefully read the important instructions before filling the application form and ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification and AAI will not be responsible for any consequence of furnishing such wrong/false information.

(ii) Computer Based Test (Objective Type) will be conducted for all the posts. There will not be any negative marking for wrong answer attempted by the candidates in Computer Based Test. Syllabus will be uploaded under “Syllabus” column of Advt No: 12/2026/CHQ/DR-CBT.

(iii) On the basis of the details furnished in application form, provisionally eligible candidates shall be called for Computer Based Test and admit cards shall be issued to them accordingly. Candidates will have to regularly visit AAI website for link/ check their registered e-mail ids *(all folders including spam)* for details of downloading the admit cards for Computer Based Test.

(iv) Computer Based Test will be followed by Application Verification/ Subsequent Tests (as applicable), for all the posts. Post Codes 1 to 11 will also include Interviews as part of the Selection Process.

(v) For the post **Manager (Fire Services)**, Application Verification will be followed by Physical Measurement Test, Driving Test and Physical Endurance Test which includes Running, Casualty Carrying (Lifting & carrying sandbag), Pole Climbing, Rope Climbing and Full Ladder Climbing & Descending. Only those candidates who qualify the aforesaid tests will be allowed to appear for interview**.** Please visit “Press Note” of Advt No: 12/2026/CHQ/DR-CBT for details and standards of Physical Measurement Test and Physical Endurance Test.

(vi) Candidates will be shortlisted for Application Verification/ Subsequent Tests/ Interview (as applicable) on the basis of their performance in Computer Based Test. Only shortlisted candidates will be called for Application Verification/ Subsequent Tests / Interview, as applicable for the post.

(vii) Roll numbers of the shortlisted candidates will be declared on AAI website only. Candidates will have to regularly check AAI website / their registered e-mail ids *(all folders including spam)* for details of downloading the Call Letters.

(viii) For the posts of **Manager (Airport Operations)** and **Junior Executive (Airport Operations)**, Light Motor Vehicle License is essential. Temporary/ Learning License will not be accepted.

(ix) Candidates shortlisted for the post of **Manager (Fire Services)** shall be required to produce a **valid Permanent Light Motor Vehicle License** at the time of Application Verification, failing which, their candidature will not be considered. Temporary/ Learning License will not be accepted. **[Note: On selection, candidates must acquire**

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Heavy Vehicle Driving License having two years of induction, failure to do so will make them ineligible for promotion and to draw third annual increment onwards].

(x) During Application Verification/Interview, the candidate will have to produce Original Certificates along with a proof of identity and one set of self-attested photocopies of all the 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.

(xi) Candidates already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking are required to produce "NO OBJECTION CERTIFICATE" from the present employer at the time of Application Verification/Interview, failing which his/her candidature will not be considered. Other claims such as undertaking to resign in the event of selection, acknowledged copy of applied NOC/Resignation Letter, Experience Certificate etc. shall not be considered in place of NOC.

(xii) The provisional selection of the candidates will be as per the merit list prepared on the basis of their performance in Computer Based Test and Interview (wherever applicable), subject to meeting all the eligibility criteria prescribed for the post and qualifying the Physical Measurement Test/ Driving Test/ Physical Endurance Test, as applicable for the post.

(xiii) Roll numbers of the candidates provisionally selected for appointment will be declared on AAI website. The Offer letter/ details about Offer Letter will be sent to the provisionally selected candidates on their registered E-mail IDs/ through AAI Website. Candidates will have to visit AAI website for details/ check their registered e-mail ids *(all folders including spam)* for details of downloading their offer letter.

(xiv) The candidates selected for the post of **Manager (Fire Services)** will have to undergo training during which they will be paid basic pay along with other admissible allowances. They shall have to execute a Surety Bond for an amount of Rs. Five Lakhs to serve Airports Authority of India for a period till 03 years after completion of training.

(xv) Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, Character and Antecedents/Background Check, Caste Certificate/ Other Backward Classes (Non-Creamy Layer) Certificate/ EWS Certificate/ SC Certificate/ ST Certificate/ Disability 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, as applicable for appointment under the rules of AAI.

(xvi) Colour Blindness and/or night blindness will be a rejection criterion for all the advertised post codes except for Post Codes- 3 & 12. However, suitable PwBD candidates applying for identified posts shall be assessed in line with the suitability requirements mentioned in this advertisement and as prescribed vide Govt. of India orders issued from time to time. Cost towards Medical Examination will be borne by the candidate himself/herself.

(xvii) Selected candidates will be liable to be posted anywhere in India.

9. ACTION AGAINST MISCONDUCT:

(i) 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 "online" application.

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

(a) Using unfair means or obtaining support for his/ her candidature by unfair means; or

(b) Impersonating or procuring impersonation by any person; or

(c) Resorting to any irregular or improper means in connection with his/her candidature during selection process; or

(d) Canvassing in any form/using undue influence for his/her candidature by any means; or

(e) Submitting of false certificates/documents /information or suppressing any information at any stage; or

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(f) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/EWS/PWD/Ex-Servicemen/AAI Apprentice) while appearing in the examination or thereafter; or

(g) Misbehaving in the examination hall/ any venue during the recruitment process or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose; or

(h) Bringing undue/outside influence to affect his/her test or results during or after the test; or

(i) Carrying mobile phones or similar electronic devices of communication in the examination/interview hall/assessment area;

his/her candidature will be summarily rejected and will be terminated from service (if already appointed), apart from initiating any other action or taking legal recourse as deemed fit.

10. HOW TO APPLY:

(i) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.

(ii) Candidates are advised to read the following instructions carefully before applying online and also all the instructions given on main instruction page of the online application:

(a) Candidates are required to apply Online through the link available on www.aai.aero under tab "CAREERS". No other means/mode of submission of applications will be accepted under any circumstances.

(b) Incomplete application will be summarily rejected.

(c) Candidates should have a valid personal E-mail ID and Mobile Number. It should be kept active during the currency of this recruitment process. The candidates are requested to regularly check their E-mail *(all folders including spam)*/AAI's website for any communication from AAI.

(d) Before starting to fill up the online application, the candidates should keep at hand the following details/documents/information:

(1) Valid E-mail id and Mobile Number: The E-mail ID and Mobile Number entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID/Mobile Number will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID/AAI website, including intimation to download Admit Card for Computer Based Test and Call Letter for Application Verification/Interview/Subsequent Tests, if shortlisted and Offer Letter, if selected.

(In case candidate does not have a valid personal e-mail ID/ Mobile Number, he/she should create his/her new e-mail ID and obtain a Mobile Number before applying online and must maintain that email account and mobile number.)

(2) Scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below at Para-11, for uploading in the application form.

(3) All relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)], EWS Certificate, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Apprentice Certificate from AAI etc.

(4) Details/ documents to make Online Payment of the requisite application fee/ intimation charges.

(e) **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after submitting the application.**

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

11. SPECIFICATIONS AND INSTRUCTIONS REGARDING SCANNING AND UPLOADING OF IMAGES:

Uploading of scanned images of his/her photograph, signature, left thumb impression and the hand-written declaration should be as per the specifications given below:

(i) **Photograph image (4.5 cm * 3.5 cm):**

(a) Photograph must be a recent passport style colour picture (not more than 3 months old).

(b) Make sure that the picture is in colour, taken against a light-coloured, preferably white background.

(c) Look straight at the camera with a relaxed face

(d) If the picture 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

(e) If you have to use flash, ensure there's no "red-eye"

(f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

(g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

(h) File type: jpg / jpeg

(i) Dimensions 200 x 230 pixels (preferred)

(j) Size of file should be between 20kb–50 kb

(k) Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) **Photograph Capture**

(a) In addition to the above photograph, candidates will also be required to capture and upload their live photograph either using webcam or mobile phone

(b) On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form

(c) On selecting “Click here to scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photographs on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

(d) Do’s of photo capture:

(1) Ensure the photo is captured against a light coloured, preferably white background and there is adequate light

(2) Look straight at the webcam/camera

(3) Photograph should be of passport size

(e) Don’ts of photo capture:

(1) Small size photograph not to be clicked/uploaded

(2) Coloured glasses or sunglasses/ cap should not be worn

(3) Shadow on face/ not facing the camera/ distorted face/ face covered with mask/ blurred image

(4) Photo not taken in dark/improper background

(iii) Signature, left thumb impression and hand-written declaration image:

(a) Signature / Hand written declaration in CAPITAL LETTERS shall not be accepted.

(b) The applicant has to **sign** on white paper with **Black ink pen**.

(1) Dimensions 140 x 60 pixels (preferred)

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(2) Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.

(3) Ensure that the size of the scanned image is not more than 20kb

(c) The applicant has to put his/her **left thumb impression** on a **white paper with black or blue ink** (should be properly scanned and not smudged).

(1) File type: jpg / jpeg

(2) Dimensions: 240x240 pixels in 200 DPI (Preferred for required quality) i.e 3cm*3cm (Width*Height)

(3) File Size: 20 KB – 50 KB

(4) If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.

(d) The applicant has to **write the declaration** in English clearly on a **white paper with black ink pen**.

(1) File type: jpg / jpeg

(2) Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)

(3) File Size: 50 KB – 100 KB

(4) The text for the hand-written declaration is as follows:

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(5) The above-mentioned hand-written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(e) The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.

(f) If the Applicant's signature on the Attendance Sheet or Call letter, signed at the time of the examination/any other stage of recruitment, does not match the signature uploaded, the applicant will be disqualified.

Please visit "Press Note" of Advt No: 12/2026/CHQ/DR-CBT for instructions regarding application registration, scanning the documents and procedure for uploading the documents.

12. APPLICATION FEE AND MODE OF REMITTANCE:

(i) Application Fee of Rs.1000/- (Rupees One Thousand only) (inclusive of GST) is to be paid by the candidates through ONLINE MODE ONLY. Fee submitted by any other mode will not be accepted. However, the SC candidates, ST candidates, PwBD candidates, Women candidates and Apprentices who have successfully completed one year of Apprenticeship Training in AAI are exempted from payment of Fee.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

(iv) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

(v) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

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(vi) On successful completion of the transaction, an e-Receipt will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

(vii) Fees once paid will not be refunded under any circumstances. Duplicate payments, if any, will be refunded after the closing date of submission of applications.

(viii) There is a facility to print application form containing fee details after payment of fees. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**

(ix) Candidates are advised to keep the printouts with them for future reference. **There is no need to send the printout to AAI Office.**

(x) To ensure the security of your data, please close the browser window once your transaction is completed.

13. GENERAL INSTRUCTIONS:

(i) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms and possesses the eligibility related documents as per the requirements mentioned in this advertisement. He/She may cross-check the information, such as Date of Birth, Category, Sub-Category [SC/ST/OBC(NCL)/PwBD/EWS/Ex-Serviceman], Gender, E-mail ID, Mobile Number etc. furnished in the application form before finally submitting the same as no correction would be possible later.

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

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

(iv) The Computer Based Test will be held at various major cities across India. Choices of examination centers, once exercised, will be final. AAI, however, reserves the right to cancel/change/increase/decrease examination centres depending upon the response/administrative feasibility, etc. AAI also reserves the right to allot the candidate to any centre other than the one he/she has opted for. No request for change of centre/venue/date/session for Examination shall be entertained.

(v) No TA/DA will be paid for appearing in the Computer Based Test. Candidate will appear for the Computer Based Test at an examination centre at his/her own responsibility and expenses and AAI will not be responsible for any injury or losses etc. of any nature.

(vi) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact exam delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in exam. Conduct of a re-exam is at the absolute discretion of AAI. Candidates will not have any claim for a re-exam. Candidates not willing to move or not willing to participate in the delayed process of exam delivery shall be summarily rejected from the process.

(vii) As per policy of the agency engaged for this process, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

(viii) If the Computer Based Test is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. Please note that a candidate is allowed to appear only once in the Computer Based Test for a post advertised under the specific recruitment. Multiple appearances in Computer Based Test will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and the time mentioned on the respective call letter.

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(ix) Biometric data of the candidates will be captured at the examination hall and the same will be verified at any stage to ascertain the identity of the candidate. The candidate shall ensure that biometrics are captured correctly and properly. Any inconsistency may lead to rejection of the candidature. Decision of AAI on the status of verification shall be final and binding upon the candidate.

(x) The decision of AAI Management regarding the recruitment, eligibility criteria, acceptance or rejection of applications/certificates/supporting eligibility documents, mode of selection to the post, etc. shall be final and binding on all candidates. No correspondence or personal enquiries shall be entertained by AAI in this regard.

(xi) Mere fulfilling of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for Application Verification/Interviews/Subsequent Tests. No correspondence will be entertained from the candidates found ineligible and/or not called for Application Verification/Interviews/Subsequent Tests.

(xii) 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 whatsoever. The decision of the AAI Management will be final and no appeal will be entertained in this regard.

(xiii) All correspondence with candidates shall be done through E-mail and all general information shall be provided through AAI website. Responsibility of receiving, downloading and printing of admit card for Computer Based Test, call letter for Application Verification/Interview/ Subsequent tests, offer of appointment, any other information, shall be of the candidate. AAI will not be responsible for any loss of E-mail sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information, if a candidate fails to access his/her mail *(all folders including spam)*/AAI website in time.

(xiv) In case of any process violation by the candidate or if any information provided by the candidate is found false or is not found to be in conformity with the eligibility criteria mentioned in this advertisement, candidature of such registered candidates is liable to be rejected at any stage of recruitment process or even after recruitment/joining. If such instances go undetected during the current selection process but are detected subsequently, such disqualification and related consequences will take place with retrospective effect.

(xv) AAI will not bear any liability on account of salary/ leave salary/ pension contribution etc., if any, of previous employment of any candidate already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking.

(xvi) Court of jurisdiction for any dispute will be at Delhi.

(xvii) All future communications/information regarding this recruitment will be made available on AAI website. Candidates are advised to check their Email account *(all folders including spam)* and visit AAI website **www.aai.aero** regularly for further updates.

(xviii) In case of any dispute in the advertisement, English version of the Employment Notice will be treated as valid.

(xix) Computer Based Test will be bilingual i.e. Hindi and English, except test of language.

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