#### AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD.)

## WALK-IN RECRUITMENT

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian Nationals who meet with the requirements stipulated herein, for ground duties at **Chennai Airport** on **Fixed Term Contract for a period of three years** 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.

Sl	Name of post	No. Of vacancies	Qualifications	Age (as on 01.12.2018)	Gross Emoluments
			Graduate from a recognised		(per month)
			University under 10 +2+3 pattern <b>with</b>	GEN - 28 Years	
			six years experience in any of the	(born between 02.12.1990	
			area or combination there of, of	and 01.12.2000)	
			fares, reservations, ticketing,		
			computerized passenger check	OBC - 31 Years	
			in/cargo Handling	born between 02.12.1987	
			or	and 01.12.2000)	
01	Jr.Executive	09	Graduate from a recognised		
	(Pax)		university under 10+2+3 pattern	SC/ST -33 Years	
			with M.B.A or equivalent in any	(born between 02.12.1985	Rs.25,300/-
			discipline (2-years full time course or	and 01.12.2000)	
			3-years part time course) from a		
			recognized university with 3 years		
			aviation experience in any of the	*Relaxation in age will be	
			<b>are</b> a or combination thereof, of fares,	given to the extent of	
			reservation, ticketing, computerized	years of relevant	
			passenger check-in/cargo handling	experience	

Sl	Name of post	No. Of vacancies	Qualifications Age (as on 01.12.2018)		Gross Emoluments (per month)
02	Jr.Executive (Technical)	04	Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical and Electronics / Electronics from a recognised University.  Must be in possession of LMV. Heavy Motor Vehicle Valid Driving Licence to be produced maximum within 12 months from the date of joining.  Preference will be given to those with aviation experience.	GEN - 28 Years (born between 02.12.1990 and 01.12.2000)  OBC - 31 Years born between 02.12.1987 and 01.12.2000)  SC/ST -33 Years (born between 02.12.1985 and 01.12.2000)  *Relaxation in age will be given to the extent of years of relevant experience.	Rs.25,300/-
03	Customer Agent	155	Candidates must be a Graduate from a recognised university under 10+2+3 pattern with knowledge of basic computer operations.  Preference will be given to candidates possessing post graduate qualification, Diploma in IATA-UFTA or IATA-FIATAA or IATA-DGR or IATA-CARGO, experience in any airport in any of the areas or combination thereof, of fares, reservation, ticketing, computerized passenger check-in/cargo handling area with any airline or Ground Handling agency	GEN - 28 Years (born between 02.12.1990 and 01.12.2000)  OBC - 31 Years (born between 02.12.1987 and 01.12.2000)  SC/ST - 33 Years (born between 02.12.1985 and 01.12.2000)  *Relaxation in age will be given to the extent of years of relevant experience.	Rs.20,190/-

Sl	Name of post	No. Of vacancies	Qualification	Age (as on 1.12.2018)	Gross emoluments
					(per month)
04	Sr.Ramp Services Agent		Three years Diploma in Mechanical Engineering / Electrical /Production/Electronics/Automobile Engineering / Electrical 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 NCTVT- certificate issued from directorate of Vocational education and training of any state government with one year experience in case of welder) after passing SSC/Equivalent examination with Hindi/English/ local language, as one of the subject.Preference will be given to the candidates conversant with the local language. Candidate must posses valid Heavy Motor Vehicle driving licence at the time or appearing for Personal Interview (Learning License/payment receipt of the license and also receipt of Confiscating of license by Police) will not be considered. Experience: Four years experience in Maintenance and Operation of Ramp Equipment and Ramp Handling procedures at the airport.  OR Maintenance and Operation of Automobile/Hydraulic Equipment Manufacturer or their Authorised Service Center. (in case	GEN - 28 Years (born between 02.12.1990 and 01.12.2000)  OBC - 31 Years (born between 02.12.1987 and 01.12.2000)  SC/ST - 33 Years (born between 02.12.1985 and 01.12.2000)  *Relaxation in age will be given to the extent of years of relevant experience	emoluments
			of Welder the Four years experience should be over and above the minimum qualification Experience i.e total 5 years experience) aviation experience.		

Sl	Name of post	No. Of vacancies	Qualifications	Age (as on 01.12.2018)	Gross Emoluments (per month)
05	Ramp Services Agent	16	3 years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized 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 NCTVT- certificate issued from directorate of Vocational education and training of any state government with one year experience in case of welder) after passing SSC/Equivalent examination with Hindi/English/local language, as one of the subject. Preference will be given to the candidates conversant with the local language. Candidate must posses valid Heavy Motor Vehicle driving licence at the time of appearing for Trade Test. Preference will be given to the experienced candidates.	GEN - 28 Years (born between 02.12.1990 and 01.12.2000)  OBC - 31 Years (born between 02.12.1987 and 01.12.2000)  SC/ST - 33 Years (born between 02.12.1985 and 01.12.2000)  *Relaxation in age will be given to the extent of years of relevant experience	Rs.20,190/-
06	Utility Agent- cum-Ramp Driver	10	Minimum SSC (10 <sup>th</sup> Std Pass).  Must possess valid HMV Driving  License.	GEN - 28 Years (born between 02.12.1990 and 01.12.2000)  OBC - 31 Years (born between 02.12.1987 and 01.12.2000)  SC/ST - 33 Years (born between 02.12.1985 and 01.12.2000)	Rs.18,360/-
07	Handyman / Handywomen	147	SSC/ 10 <sup>th</sup> standard pass.  Must be able to read and understand English Language. Knowledge of Local and Hindi languages i.e ability to understand and speak is desirable.	GEN - 28 Years (born between 02.12.1990 and 01.12.2000) OBC - 31 Years (born between 02.12.1987 and 01.12.2000) SC/ST - 33 Years (born between 02.12.1985 and 01.12.2000)	Rs.16,590/-

<sup>\*(</sup>Relaxation in age for Ex-servicemen : As per Government guidelines)

Applicants meeting with the eligibility criteria mentioned in this advertisement as on 01<sup>st</sup> December 2018 are required to WALK-IN in person, to the venue on the date and time as specified below:

Category	Walk-in Date and Time	<b>Selection Procedure</b>	Venue
Jr.Executive	03.01.2019	1. Group Discussion	
(Pax)	0900 to 1200 hrs	2. Personal Interview	
		3. Pre-employment	
		Medical Examination	
Jr.Executive	03.01.2019	1. Group Discussion.	
(Technical)	0900 to 1200 hrs	2. Personal Interview.	
		3. Pre-employment	
		medical examination	
Sr.Ramp Services Agent	04.01.2019	1. Screening	
	0900 to 1200 hrs	2. Trade test	
	0900 to 1200 Hrs	(comprise of Trade	
		knowledge and	
		<b>Driving Test</b> )	
		3. Pre-employment	
		medical examination	
Ramp Services Agent	04.01.2019	1. Screening	
	0000 / 4000 1	2. Trade test	Air India
	0900 to 1200 hrs	(comprise of Trade	Staff Housing
		knowledge and	O
		<b>Driving Test</b> )	Colony,
		3. Pre-employment	
		medical examination	Meenambakkam
Utility Agent-cum-	04.01.2019	1. Screening	
Ramp Driver		2. Trade test	Chennai 600 027.
	0900 to 1200 hrs	(comprise of Trade	Chemiai 000 027.
		knowledge and	
		Driving Test)	
		3. Pre-employment	
		medical examination	
<b>Customer Agent</b>	05.01.2019	1. Screening	
	0900 to 1200 hrs	2. Group Discussion	
		3. Pre-employment	
		Medical examination	
Handyman /	06.01.2019	1. Screening	
Handywomen	0000 : 4000 -	2. Physical	
	0900 to 1200 hrs	Endurance Test	
		3. Pre-employment	
		Medical examination	
	•11.1	e as for the walk-in date or on th	

The Selection Procedure will be on the same day as for the walk-in date or on the subsequent day(s). Outstation candidates are advised to make their own arrangements for lodging and boarding at their own cost, if required.

#### 3. HOW TO APPLY:

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st December 2018**, are required to **WALK-IN** in **person**, to the venue, on the date and time as specified above along with the Application Form duly filled-in & copies of the testimonials/certificates (as per attached application format with this advertisement) and non-refundable **Application Fee of `500/-** (Rupees Five Hundred Only) by means of a **Demand Draft** in favour of "AIR INDIA AIR TRANSPORT **SERVICES LTD**.", payable at **Mumbai**. No fees is to be paid by **Exservicemen / candidates belonging to SC/ST communities.** Please write your Full Name, & Mobile.No. at the reverse side of the Demand Draft.

- (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**, **15**, **16**, & **18**, 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 walk-in with the completed Application Form routed <u>through proper channel</u> or along with "No <u>Objection Certificate</u>" from their current employer.

#### 4. GENERAL CONDITIONS:

- (i) The short listed candidates will be offered Job on **Fixed Term Contract for a period of three years.** Placement of the selected candidates will be as per the operational requirement and at the sole discretion of the Management.
- (ii) This Contract could also 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.
- (iii) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- (iv) SC/ST candidates walked-in on the specified dates and are eligible for the post, residing beyond 80 kms. from the venue, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & fro 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.
- (v) Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.
- (vi) The applicants must ensure that they fulfill all the eligibility criteria, as on O1<sup>st</sup> December 2018 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 therefor.
- (vii) 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**.

(viii)	Prescribed	format	of A	Application	is	given	below:

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# AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

ADVT:December 2018

# For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/GEN / Ex-SM	Token No.	Eligible/ Not-Eligible (E/NE)	e Remarks
Token / slip issued at the time of Registration to be attached with Application			_	re of the ng Officer	·

### FORMAT OF APPLICATION

Air I: H R Palla	INDIA AIR TRAN ndia Unity Compl D Department waram Cantonme nnai 600 043		Paste Recent colour Photograph & sign across
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EMP	LOYMENT REGISTI	OYMENT EXCHANGE (IF YES) : RATION NO 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:	

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16. 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)
10th (SSC)				
12th (HSC or Pre- Degree)				
Degree(Graduation)  1st Year				
2nd Year				
3rd Year				
Any other (specify )				

17. Fluency in languages: Mark **'X'** in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d) Others (Specify)				

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

18. Work Experience:

Name of the	Dogt Hold	Period of	f Service	Notano of Joh	
Organisation	Post Held	From	To	Nature of Job	

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

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

Name	Designation	Company	Relationship

Relatives working in Air India Ltd. or its subsidiary companies.

20.

21. <u>Declaration</u>: 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 fulfill 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:	

Enclosures: As per the list of documents attached

# <u>List of Documents (copies ) to be attached with the Application</u>: (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	10th Std / Matriculation Mark-sheet & Passing Certificate					
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate						
v)	1st Year Graduation Mark-sheet						
vi)	2nd Year Graduation Mark-sheet						
vii)	3rd Year Graduation Mark-sheet						
viii)	Degree Certificate or Provisional Degree Certificate						
ix)	Doctors' Certificate (in original) for Height & Weight						
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	S	is	to	C	ertify	that	Shr	ri/Smt./Ku	ım.							Son/D	)aughte	er of	Shri/Smt.
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NO' Peo						Ordina	rily' ι	ised here	will	have t	he sam	e meani	ng as in	Sect	ion 20	of the	Repre	sentati	ion of the
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- (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	Son/Daughter ofof
the	
	Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under:
*The Constitution Scheduled Castes Order, 1950.	
*The Constitution Scheduled Tribes Order, 1950.	(a. 'a.) (Day C. Statu) O. 1. a. 1051.
*The Constitution (Scheduled Castes) (Union Terri	
*The Constitution (Scheduled Tribes) (Union Terri	
	ed Tribes List (Modification Order, 1956, the Bombay on Act, 1966, the State of Himachal Pradesh Act, 1970, the North
	iled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, lie North
*The Constitution (Jammu and Kashmir)* Schedule	
	* Scheduled Tribes Order, 1959, as amended by the Scheduled
Castes and Scheduled Tribes Orders (Amendment)	
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*The Constitution (Dadra and Nagar Haveli)* Sche	
*The Constitution (Pondicherry) Scheduled Castes	
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*The Constitution (Goa, Daman and Diu) Schedule	d Tribes Order, 1968.
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*The Constitution (Sikkim) Scheduled Tribes Orde	
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*The Constitution (SC) Orders (Amendment) Act,	
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	led Castes/Scheduled Tribes Certificate issued to Shri/Shrimati*
father/mother*	
Village/Town* in /D	
Territory* who bel	ongs to theCaste*/Tribe which is
recognised as a Scheduled Caste/Scheduled	d Tribe in the Station/Union Territory* issued by the
dated	·
3. Shri/Shrimati/Kumari* and /or*his/her* family of	
District/Division* of the State/Union Territory * of	
PlaceSignature	
Date Designation	
Office) State/Union Territory	
* Please delete the words, which are not applicable.	
@ Please quote specific Presidential Order	
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	will have the same meaning as in Section 20 of the Representation
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Commissioner/Deputy Collector / 1st Class Stipend	
	strate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Pr	
3. Revenue Officer not below the rank of Tehsildar.	
4 0 1 Dill 1000 0.1	11. 1/ 11.6 11 11 11

- 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).