

# AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A Wholly Owned Subsidiary of National Aviation Company of India Ltd.)

Air India Air Transport Services Limited (AIATSL) is looking for bright and energetic Indian Nationals for 204 posts of Customer Agents to work at new state of Art Terminal-3 at IGIA Delhi and to maintain a wait list on Fixed Term Contract basis for a period of 3 years. Interested candidates, who fulfill the eligibility criteria, are required to WALK-IN on 28<sup>th</sup>, 29<sup>th</sup>, & 30<sup>th</sup> June 2010 between 0900 hrs. and 1300 hrs. at the venue given hereunder:

Air India Complex,  
IGIA, Terminal-II,  
New Delhi - 110 037

<b>Vacancies:</b>	<b>Gen.</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>TOTAL</b>
	102	31	17	54	204

## ELIGIBILITY CRITERIA AS ON 01.06.2010:

**Qualification** – Graduate in any discipline from a recognized university with ability to speak English fluently and conversant with basic Computer operation.

i) **Age** – Maximum age limit – 25 years (30 years for SC/ST and 28 for OBC) For Ex-Serviceman as per rules.

ii) **Physical Standards-**

### Height

Male - 172 cms (5'8")

)

### Weight

As per the chart approved by Medical

Services

Female - 160 cms. (5'3")

)

NACIL

(Relaxation in Height of 2.5 cms. to SC/ST candidates and candidates from North Eastern Region.

iii) **Cosmetic Appearance** –

i) Clear complexion without any noticeable blemish, no odd wart/birth marks

ii) Even and regular teeth.

**CONSOLIDATED EMOLUMENTS-1<sup>st</sup> Year-Rs.12000,2<sup>nd</sup>Year-Rs.13000,3<sup>rd</sup>Year ,Rs.14000 p.m.**

## **SELECTION PROCEDURE:**

Applicants walking in will have to appear for Group Discussion. Those who qualify the same would be required to appear for personal interview on the same day or on the following day.

## **HOW TO APPLY**

Applicants meeting the eligibility criteria as mentioned above in the advertisement as on 1<sup>st</sup> June 2010 are required to WALK-IN on 28<sup>th</sup> 29<sup>th</sup> and 30<sup>th</sup> June 2010 between 0900 hrs. and 1300 hrs. at the venue mentioned above, with all original Certificates/Testimonials together with photocopy of each in support of Date of Birth, Educational Qualification, Doctor's Certificate for Height, Caste Certificate (SC/ST & OBC Candidates), Discharged Certificate (for Ex-Serviceman), Experience Certificate if any and two recent passport size photographs. They will be required to fill up the application form available on website [www.airindia.in](http://www.airindia.in) and submit the same at the time of walk-in-selection. Candidates are also advised to bring an account payee Demand Draft for an amount of Rs.300/- in favour of Air India Air Transport Services Ltd., payable at Mumbai, as non refundable application fee. (not applicable for SC/ST/Ex-Serviceman). Please mention your full Name and Post applied for on the reverse of the Demand Draft.

### **General Conditions :**

- 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) Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST candidates.
- iii) Candidates belonging to OBC category must submit a duly attested photocopy of current financial year certificate in the format as prescribed by Government of India and 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 Certificate produced by the candidates of OBC community should be as per the **Central List of OBCs published by the Government of India and not as per State list**
- iv) Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their present employer
- v) The short listed candidates will be considered for engagement on a fixed term Contract basis, at any station within the region, subject to their Medical fitness, prescribed for the position.
- vi) Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs.500/- and Rs.1000/. Any

additional tests, if required, the additional cost thereof will also have to be borne by the candidate.

- vii) Period of Contract : Fixed Term Contract for a period of three years OR till such time AIATSL has the Contract for ground handling functions at Airport, whichever is earlier. 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.
- viii) Emoluments : The job carries an all-inclusive package as indicated above.
- ix) Relaxation of height requirement up to 2.54 cms ( 1" ) will be considered for Gorkhas, Garhwalis and those hailing from North-East States & hilly areas. This relaxation will be granted to candidates who produce a Certificate of Domicile of these areas.
- x) SC/ST Candidates residing beyond 80 Km. from the Test Center, and not employed in any Govt./Semi Govt./Public Sector undertaking or Autonomous Bodies, will be reimbursed second class to and fro Rail/Bus fare by the shortest route as per rules on production of evidence to that effect.
- xi) Applications which are unsigned / incomplete / mutilated / received after the prescribed Walk-In date & Time / not in person will be rejected. Applications sent by email / post will not be considered.
- xii) The applicant / candidates must ensure that they fulfill all the eligibility criteria, as on **1<sup>st</sup> June, 2010**, 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 candidates in the Application or testimonials supplied are found incorrect / false, or not meeting with the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services terminated, without giving any notice or reasons therefore
- xiii) .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 a DISQUALIFICATION.
- xiv) For Blank Application format please refer next page onwards.  
Website: **[www.airindia.in](http://www.airindia.in)**

**For Office Use Only**

<b>Remarks :</b> i)Advt./Emp.Exchange _____	<b>ROLL NO :</b>  _____
	<b>Authorised signatory</b>

**FORMAT OF APPLICATION**

To,

**Air India Air Transport Services Limited**

1<sup>st</sup> floor Transport Workshop Bldg.  
Air India GSD Complex, Opp. Indian Oil Depot.  
Sahar, Andheri (East), Mumbai 400099

**POSITION APPLIED FOR :** Customer Agent (On Contract)

**WHETHER THRU EMPLOYMENT EXCHANGE (IF YES):**

**EMPLOYMENT REGISTRATION NO.** \_\_\_\_\_ **(ALSO ATTACH COPY OF REGISTRATION CARD)**

Paste Recent  
Colour  
Photograph &  
sign across

1 *Full Name : ( In BLOCK letters )*

\_\_\_\_\_

First	Middle	Surname
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1a Father's Name : \_\_\_\_\_

2. Date of Birth : (DD / MM / YYYY) \_\_\_\_\_

3. Place and State of Birth : \_\_\_\_\_

4. Mailing Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Pin Code** \_\_\_\_\_

a) Telephone No. : Resi(with STD Code): \_\_\_\_\_

b) Mobile : \_\_\_\_\_ c)Email( if any) : \_\_\_\_\_

5. Gender : Male / Female

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

Unmarried	Married	Divorcee	Widow (er)	Separated

7. Nationality : \_\_\_\_\_ 7a. Religion : \_\_\_\_\_

8. i) Do you have fluency in English i- **Yes / No**

ii) Conversant with basic Computer Operation - **Yes/No**

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

SC	ST	OBC	GENERAL

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

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

If OBC, furnish current Certificate including the "Non-Creamy layer clause".  
*OBC community should be as per the Central List of OBCs published by the Government of India*

b) Whether Ex-Serviceman: **Yes / No**

*If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)*

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

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

10. Educational Qualifications : (Matriculation / SSC onwards)

<b>Examination(s) Passed (Specify Degree / Diploma / Course)</b>	<b>Name of the University / Institution</b>	<b>Date, Month &amp; Year of Passing</b>	<b>Duration</b>	<b>Percentage of marks (Class / Division)</b>
10 <sup>th</sup> (SSC)				
12 <sup>th</sup> (HSC or Pre- Degree)				
1 <sup>st</sup> Year _____				
2 <sup>nd</sup> Year _____				
3 <sup>rd</sup> Year _____				
Any other (specify ) _____ _____				

11. Fluency in languages : Mark 'X' in appropriate column.

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

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

12. i) Height : \_\_\_\_\_ cms.      ii) Weight \_\_\_\_\_ Kgs.

13. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

14. Particulars of Demand Draft ( in favour of **Air India Air Transport Services Ltd.** payable at **MUMBAI** ) :

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs. 300/-

15. Relatives working in Air India Charters Ltd / Air India Air Transport Services Ltd /Hotel Corporation of India Ltd / NACIL

Name	Designation	Company	Relationship

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

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)

**List of following Documents (copy) to be attached with the Application :**

**(Please also bring all ORIGINALS for verification only)**

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate or SSC Passing Certificate	
iii)	Matriculation Mark-sheet	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 <sup>st</sup> Year Graduation Mark-sheet	
vi)	2 <sup>nd</sup> Year Graduation Mark-sheet	
vii)	3 <sup>rd</sup> Year Graduation Mark-sheet	
viii)	Degree Certificate or Provisional Degree Certificate	
ix)	Any other Certificate (NCC/IATA / Language, etc.)	
x)	Doctors' Certificate (in original) for Height – for Customer Agents	
xi)	Caste Certificate in case of SC / ST /OBC candidates	
xii)	Discharge Certificate in case of Ex-Servicemen	
xiii)	Experience Certificate, if any	
xiv)	Domicile Certificate, wherever applicable	