



## **AIR INDIA AIR TRANSPORT SERVICES LIMITED**

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

### **WALK-IN-SELECTION FOR SECURITY AGENTS**

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian Nationals, who meet with the requirements specified herein, for ground duties, on a fixed term contract basis for a period of three years which may be renewed on the basis of their performance of work for filling up, the following vacancies for the posts of Security Agent at Delhi(Northern Region) and to maintain a waitlist for the same.

**NUMBER OF POSITIONS :- 57 ( Gen 17, OBC 36, SC 04 )**

Vacancies are indicative and may increase or decrease depending on Company's requirement. The actual reservation will depend on the cadre strength prevailing at that point of time. The company, is a subsidiary of one of the premier and largest Airlines in the country, Air India. Interested candidates, who fulfill the stipulated eligibility criteria as given on our website, ([www.airindia.in](http://www.airindia.in)) are required to WALK-IN in person alongwith the application form duly filled in and requisite fee and one set of self attested documents supporting their eligibility.

**VENUE:** **COMMUNITY CENTRE  
AIR INDIA HOUSING COLONY  
VASANT VIHAR  
NEW DELHI \_ 110057**

**DATE OF WALK-IN :** **7th February 2012 & 8th February 2012**

**TIME OF REGISTRATION :** **09.30 a.m. to 12.30 p.m.**

### **2. ELIGIBILITY CRITERIA AS ON 01.12.2011**

**i. Graduate in any discipline (minimum three years duration) from a recognized University  
OR**

Ex-Servicemen who have acquired the Qualification equivalent to Graduation in the Armed Forces and have a service record of minimum :

15 years in the Armed Forces, not below the rank of Junior Commissioned Officer or its equivalent in the other wings of Services, who had been discharged from service during the preceding two years

**OR**

5 years in the Armed Forces, not below the rank of Captain or its equivalent in the other wings of Services, who had been discharged from service during the preceding two years.

ii **Height** : *Not below 165 Cms. for male and 153 Cms. for female candidates with bare feet. . (Required to produce a certificate from Registered Medical Practitioner i.e. M.B.B.S.Doctor) (Relaxation in height of 2.5 cms to SC/ST Candidates and for Gorkhas, Garhwalis and those hailing from North East States & hilly areas on production of a certificate of Domicile of these areas (as applicable ).*

iii **Upper AGE LIMIT AS ON 01.12.2011**

**GEN – 28 years,**

**O.B.C.- 31 years,**

**SC/ST - 33 years**

**Relaxation of age limit** : The age relaxation for experienced and trained staff while in the process of induction as Security Agent may be given as per the format below. ( Proof of experience and Qualification must be attached.)

<b><u>Qualification</u></b>	<b><u>Previous Exp.</u></b>	<b><u>Relaxation for age</u></b>
Basic AVSEC certification	3-5 years	5 years
Basic AVSEC+ XBIS certification or online certification	5 years	7years

Relaxation in age for Ex- Servicemen as per Government Guidelines)

iv) **PREFERABLE**:

Diploma/Certificate in Computer Application. One year experience in the related area. Candidates holding NCC “B” or “C” Certificate.

v) **LANGUAGE PROFICIENCY** :

Should be fluent in Hindi English and local language

v) **EMOLUMENTS** :

1st year : 12,000/- per month. (all inclusive)

2nd year: 14,500/-(Rs.1000. for AVSEC & 1500 for X-BIS) per month/-(All inclusive)

3<sup>rd</sup> year: 14,500/-(Rs.1000 for AVSEC&1500 forX-BIS) per month. (All inclusive)

3. **SELECTION PROCEDURE**:

Applicants will have to undergo a Physical Endurance Test consisting of running of 100 meters in 16 seconds or 1000 meters in 4.5 minutes, as opted by the candidate on the specified date. A relaxation of 05 seconds is given to the female candidates for running 100 meters in

Physical Endurance Test (i.e 21 seconds). Those who qualify in the PET will have to appear for Report Writing on the same day / following day(s). Those who qualify in the Report Writing Test will be called for Personal interview(s) on the same day / following day(s) or any other date as may be informed to the candidate. Candidates are required to make at their own cost boarding and lodging arrangements, if required.

#### **4. DRESS CODE :**

In their own interest, candidates should come prepared for the Physical Endurance Test with a track-suit/pair of shorts and running shoes etc.

Female candidates are required to appear for Personal Interview formally dressed.

Male candidates are required to appear for Personal Interview formally dressed with tie and leather shoes. Candidates not adhering to the dress code mentioned may not be allowed to appear for the Personal Interview.

#### **NOTE:**

The application form of the candidate, after submission of the requisite fee, wherever applicable, would be scrutinized and prima-facie eligible candidates, will be allotted a slot either on the same day / following day(s) for Physical Endurance Test i.e. only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for Physical Endurance Test.

#### **5. HOW TO APPLY:**

**5.1** Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 1ST DECEMBER, 2011 are required to WALK-IN to the venue given above, on the date and time as indicated above, alongwith the Application Form in the specified format, duly filled in Hindi or English and requisite documents as indicated in 5.3 below, alongwith Processing and Application Fee of 300/- (Rupees Three hundred only) by means of an A/c Payee Demand Draft in favour of "Air India Air Transport Services Ltd." Payable at Mumbai, which is NOT REFUNDABLE. No fee to be paid by Ex-Servicemen / applicants belonging to SC/ST communities. Please mention your full name and the post applied for on the reverse of the Demand Draft.

**5.2** A recent (not more than 3 months old) coloured passport size photograph 4.5 cm (H) x 3.5 cm (W) of the full face (front view) should be pasted neatly in the space provided in the application form and also carry twelve same photographs on matt finish paper with white background at the time of walk-in.

**5.3** The Candidates should carry a set of Self-attested copies of the supporting documents along with the originals testimonials in respect of

i). Educational Qualification (i.e. SSC, HSC, 1St Year, 2nd Year and 3rd Year Graduation with marksheets and passing certificate compulsory).

ii). Date of birth proof ( SSC Passing Certificate and Original School Leaving Certificate).

iii) With regard to experience candidates are advised to carry experience certificate and if currently employed they should bring along with them the appointment/joining letter and the latest pay slip as supporting document for proof of period of employment, failing which their experience will not be considered.

iv). Caste Certificate in original in the prescribed Central Government format along with photo copy duly attested in case of SC/ST/OBC Candidate .

v) Physical Standard (i.e. Medical Certificate in original from a Registered Practitioner i.e.M.B.B.S. Doctor with regard to height)

vi). NCC 'B' & 'C' Certificate / Basic AVSEC Certification and /or Basic AVSEC +XBIS Certification, if any.

The Application Form, must be submitted along with the above mentioned requisite documents. **Original Certificates should not be submitted with the application, but should be brought for verification along with one set of photocopies.** The Company is not responsible for returning any original copy/copies of Certificates / Testimonials submitted with the application. **Candidates who fail to produce the original testimonials on verification will not be allowed for the Selection Process.**

5.4. Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued for current financial year 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.**

5.5 It is mandatory that 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.

## **6. GENERAL CONDITIONS:**

6.1 The short listed candidates will be considered for engagement on a fixed term Contract basis, subject to their Medical Fitness, prescribed for the position. Placement of selected candidates will be as per operational requirement and at the sole discretion of Management.

**6.2** Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs 500/- to Rs. 1000/-. In case of any other tests, the additional cost thereof will also have to be borne by the candidate.

**6.3** AIATSL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.

**6.4** Application fee once paid will not be refunded.

**6.5** AIATSL reserves the right to cancel the advertisement, modify the educational qualifications without assigning any reason thereof and any decision of AIATSL in respect of the recruitment activities for the subject vacancy is final and binding..

**6.6** Period of Contract : Fixed Term Contract for a period of three years. This Contract can 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.

**6.7** Emoluments:The job carries an all-inclusive package as indicated above.

**6.8** Consideration of SC/ST/OBC/Ex-Serviceman candidates will be as per Government Directives on reservation of posts.

**6.9** SC/ST candidates called for Group Discussion / Personal Interview(s), residing beyond 80 kms. From the Test Centre, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect.

**6.10** Applications which are unsigned / incomplete / mutilated / received after the prescribed Walk-In date and time / not in person will be rejected. Applications sent by email / post will not be considered.AIATSL will not be responsible for any loss of intimation due to invalid /wrong postal address/mobile no./telephone no. /postal delays/loss in transit etc.

**6.11** The applicants must ensure that they fulfill all the eligibility criteria, as on 1st DECEMBER, 2011,and that the particulars furnished by them in the application are correct in all respects and filled as per the format prescribed below. Candidates failing to bring the relevant original and photocopy of testimonials will be disqualified. At any stage of the Selection Process, if the particulars provided by the candidate in the Application or testimonials supplied are found incorrect / false, or the candidate is not meeting with the eligibility requirements prescribed for the posts, the candidature is liable to be rejected and, if appointed, services terminated, without assigning any notice or reasons thereof.

**6.12** 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**.

**6.13** Performa Application format is given below.

**For Office Use Only**

<b>Remarks :</b> i)Advt	<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

Paste Recent  
Colour  
Photograph &  
sign across

**POSITION APPLIED FOR :** Security Agent (On Contract) **REGION :** Northern

Whether through Emp.Exchange (if yes)

Employment Registration No.....(Also attach copy of Registration Card)

1 *Full Name : ( In BLOCK letters )*

\_\_\_\_\_  
First Middle Surname

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 : \_\_\_\_\_ 8. Religion : \_\_\_\_\_

8. Height ( Bare feet in cms) -----  
( Enclose certificate in this regard from MBBS Registered Medical Practitioner.)

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)

Examination(s) Passed (Specify Degree / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)

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.

Languages	Read	Speak	Write	Remarks*
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.

11.(A) Whether holding

i) N.C.C. (C) certificate Yes/No

B

C

ii) Diploma/certificate in Computer Application Yes/No (if yes give details)

-----

iii) Basic AVSEC+ XBIS certification

YES

NO

(Attach copy of Dip./Certificate./AVSEC/XBIS)

12. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job	Reason for leaving
		From	To		

13. 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/-

14. Relatives working in Air India Charters Ltd / Air India Air Transport Services Ltd /Hotel Corporation of India Ltd / Alliance Air/ Air India Ltd.

Name	Designation	Company	Relationship

15. 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.)	
ix)	Computer Diploma/Certificate Course etc.	
xi)	Caste Certificate in case of SC / ST /OBC candidates	
xii)	Discharge Certificate in case of Ex-Servicemen	
xiii)	Experience Certificate (s) wherever applicable	
xiv)	Domicile Certificate, wherever applicable	
xv)	NCC' certificate/Basic AVSEC certificate/XBIScertification or online certification if any	
xvi)	12 (TWELVE) passport Size coloured Photographs (not more than 3 month old) 4.5 cm (H)x 3.5 cm (W)of the full face (front view)	