

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF NATIONAL AVIATION COMPANY OF INDIA LTD.)

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian nationals, who meet with the requirements specified herein, for the post of **Security Agent**, on a fixed-term contract, for a period of three years OR till such time AIATSL has the contract for ground handling functions at the following stations of Southern Region, as indicated below, and to maintain a waitlist of all categories, for the same:

1. **LIST OF POSITIONS**

SOUTHERN REGION:

Chennai	-	36*
Kozhikode	-	27*

*These figures are indicative and reservation in posts will be as per Presidential Directives on reservation for SC/ST /OBC and the existing cadre strength.

Interested candidates are required to **WALK-IN in person**, to the venue, on the date and time for the respective station as given below, along with the Application Form duly filled in and requisite Fee and documents as indicated at Sr.No. **6.1** in *HOW TO APPLY* :

2. **ELIGIBILITY CRITERIA** :

- 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.(Relaxation in height of 2.5 cms to SC/ST Candidates and candidates from North Eastern Region)
- iii **Preferable** : i) **NCC 'C' Certificate**
ii) One year experience in the related area.
iii) Diploma / Certificate in Computer Application

3. SELECTION PROCEDURE :

Applicants walking in, will have to undergo a Physical Endurance Test (PET) running of 100 metres or 1000 metres in 16 seconds or 4.5 minutes respectively, as opted by the candidate, on the same day / following day(s). *(In their own interest, candidates should come prepared for the Physical Endurance Test with a tracksuit /pair of shorts and running shoes, etc.)*

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 will have to appear for Personal Interview(s) on the same day / following day(s).

4. LANGUAGE PROFICIENCY : *Should be fluent in Hindi, English & local language.*

5. UPPER AGE LIMIT: (As on 1st May, 2010)

General 25 years, OBC 28 Years, SC/ST 30 Years.

Relaxation in Age for Ex-Servicemen as per Government guidelines, for all the above positions.

6. HOW TO APPLY :

6.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **01ST May, 2010**, are required to **WALK-IN** to the venue given at para **7.11**, on the date and time prescribed for the respective station, along with the Application Form in the specified format, duly filled in Hindi or English, and requisite documents as indicated in para **6.3** below, along with Application Fee of Rs.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 fees to be paid by Ex-servicemen / applicants belonging to SC/ST communities. Please mention your Full Name and post applied for, on the reverse of the Demand Draft.

6.2 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.

- 6.3 Self-attested copies of the supportive documents in respect of Item Nos. **2, 8, 9, 10, 11, 12, 13**, 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 along for verification. The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the application.
- 6.4 Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST candidates.
- 6.5 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.**
- 6.6** 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

7. General Conditions :

- 7.1 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.
- 7.2 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.
- 7.3 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 the 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.
- 7.4 Emoluments : The job carries an all-inclusive monthly emoluments of Rs.8000/- plus Annual Retention Bonus as applicable, is also payable.
- 7.5 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.

- 7.6 Consideration of SC/ST/OBC candidates will be as per Government Directives on reservation of posts.
- 7.7 SC/ST candidates called for Trade Test/Personal Interview (s), residing beyond 80 kms. from the Test Center, 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, on production of evidence to that effect.
- 7.8 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.
- 7.9 The applicant / candidates must ensure that they fulfil all the eligibility criteria, as on **1st May, 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, the services are liable to be terminated, without giving any notice or reasons therefor.
- 7.10 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.
- 7.11 **The details of venue date, time and address are given below**

CHENNAI, Tamil nadu:

**DATES OF WALK IN : WEDNESDAY, 28TH July, 2010
THURSDAY, 29TH July, 2010
FRIDAY, 30TH July, 2010**

Time of Registration : 10 a.m. to 12 noon only

VENUE: NACIL (Air India & Indian Airlines) Sports Stadium and Housing Colony, GST Road, Meenambakkam, near Palavanthaangal Railway Station, Chennai, Tamil nadu PIN 600027.

CALICUT (KOZHIKODE), Kerala :

**DATES OF WALK IN : SATURDAY, 7TH August, 2010
SUNDAY, 8TH August, 2010
MONDAY, 9TH August, 2010**

Time of Registration: 10 a.m. to 12 noon only

**VENUE: Malabar Christian College, near Air India office,
Bank road, Waynad Road, Calicut (Kozhikode),
Kerala state – PIN 673 001.**

7.12 For Blank Application format please refer page 6 onwards.

Website: www.airindia.in

For Office Use Only

Remarks : i)Advt./Emp.Exch	ROLL NO : _____
_____ Authorised signatory	

FORMAT OF APPLICATION

To,

Air India Air Transport Services Limited,
 1st 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 : _____ **STATION** : _____

WHETHER THROUGH EMPLOYMENT EXCHANGE (IF YES) :
 EMPLOYMENT REGISTRATION NO. _____ (ALSO ATTACH COPY OF
 REGISTRATION CARD)

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. Height : (Bare feet in cms.) _____ **(For Security Agents only)**
(Attach Registered Medical Practitioner's Certificate)

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 th (SSC)				
12 th (HSC or Pre-Degree)				
1 st Year _____				
2 nd Year _____				
3 rd 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.

12. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

13. Particulars of Demand Draft (A/c payee 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 / NACIL

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 fulfil the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated without giving any notice or reasons therefor.**

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 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd 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 Security Agents	
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	