

AIR INDIA AIR TRANSPORT SERVICES LIMITED
(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LIMITED)

Air India Air Transport Services Limited (AIATSL) invites applications from Indian Nationals to engage and maintain a wait-list for the future vacancies, who meet with the requirements specified herein, for ground duties at **Kolkata Airport**, on a fixed-term contract, for a period of three years, for the following posts:-

Post	Total Post	SC	ST	OBC	GEN
Junior Customer Agent	97	21	5	21	50
Utility Agent cum Ramp Driver	55	12	3	11	29

The number of posts is indicative and the actual reservation of post would depend on the prevailing strength at the time of Appointment.

Interested candidates are required to WALK-IN in person to the venue, on the date and time as given below for the respective category, along with the Application Form duly filled in and requisite Fee and documents as indicated at Sl.No. a, b, c (How to apply).

ELIGIBILITY CRITERIA AS ON 1ST JANUARY, 2014

1. JUNIOR CUSTOMER AGENT

a) **EDUCATIONAL QUALIFICATION** : Minimum HSC (XIIth std pass)

b) **UPPER AGE LIMIT** :

Gen : 28 Years

OBC : 31 Years

SC/ST: 33 Years

(Relaxation in age for Ex-Servicemen as per Government guidelines)

c) **RELAXATION IN AGE REQUIREMENT DUE EXPERIENCE** :

Prospective candidates who are trained and experienced in Air India or its Customer Airlines Flight Handling System will be given an age relaxation to the extent of their experience.

d) **LANGUAGE PROFICIENCY**:

Should be conversant in English. Preference will be given for proficiency in local language and Hindi.

e) **SELECTION PROCEDURE** :

Group Discussion & those who qualify in the Group Discussion will be required to appear for the Personal Interview.

Applicants walking in will have to appear for the Group Discussion on the same day / following day(s). Those who qualify in the Trade Test will have to appear for a Personal Interview on the same day / following day(s).

f) EMOLUMENTS (All inclusive) :

1 st Year :	Rs. 9,200/- per month
2 nd Year:	Rs.10,350/- per month
3 rd Year:	Rs.11,500/- per month

NOTE:Those candidates who are found suitable and are Graduates will be offered the post of **CUSTOMER AGENT**. The emoluments (all inclusive) for Customer Agents will be as follows:

1 st Year :	Rs.13,800/- per month
2 nd Year:	Rs.14,950/- per month
3 rd Year:	Rs.16,100/- per month

g) WALK-IN DATE : 15th February 2014 from 0900 hours to 1400 hours.

VENUE : Air India Limited,
Engineering Complex,
New Technical Area,
Dum Dum, Kolkata – 700 052
(Opposite to Airport **SPEED POST** office)

2. UTILITY AGENT CUM RAMP DRIVER

ELIGIBILITY CRITERIA (As on 1st January 2014)

- a) QUALIFICATION :** i) Minimum SSC (Xth pass)
ii) Must possess valid HMV Driving Licence

b) UPPER AGE LIMIT :

Gen	: 28 Years
OBC	: 31 Years
SC/ST	: 33 Years

(Relaxation in age for Ex-Servicemen as per Government guidelines)

Prospective candidates who are trained and experienced in Operation of Air India Ramp equipment for handling Air India or its Customer Airline flights will be given an age relaxation to the extent of this experience.

c) LANGUAGE PROFICIENCY :

Should be conversant in English. & local language.

d) SELECTION PROCEDURE :

- i) Trade Test including driving test of HMV – Those passing the Trade Test will be sent for Personal Interview.

ii) Personal Interview

Applicants walking in, will have to appear for the Trade Test including driving HMV on the same day / following day(s). Those who qualify in the Trade Test will have to appear for a Personal Interview on the same day / following day(s).

e) **EMOLUMENTS (all inclusive)**

1 st Year	:	Rs. 9,200/- per month
2 nd Year	:	Rs.10,350/- per month
3 rd Year	:	Rs.11,500/- per month

f) **WALK-IN DATE** : 22nd February 2014 from 0900 Hrs. to 1400 Hrs.

VENUE : Air India Limited,
Engineering Complex,
New Technical Area,
Dum Dum, Kolkata – 700 052
(Opposite to Airport **SPEED POST** office)

HOW TO APPLY:

- a) Applicants meeting with the eligibility criteria mentioned in this advertisement as on **1st January, 2014** are required to WALK-IN to the venue given above, on the date and time as indicated above, along with the Application Form in the specified format, duly filled in Hindi or English and requisite documents as indicated in (c) 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 Limited 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 the post applied for on the reverse of the Demand Draft.
- b) A recent (not more than 3 months old) coloured passport size photograph (2.5 x 3.5 cms) of full face (front view) should be pasted neatly in the space provided in the application form. However, candidates are advised to keep 2 extra copies of passport size photographs readily available at the time of appearing for walk-in- interview.
- c) Self-attested copies of supportive documents in respect of Item Nos. 3, 10, 11, 12, 13, 14 of 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 or copies of certificates/testimonials submitted along with the application. Candidates who fail to produce the original testimonials for verification may not be allowed for the Selection process.
- d) Candidates belonging to OBC Category must submit a duly attested photocopy of Non-Creamy Layer certificate issued in 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.

- e) Applicants working in Government/Semi-Government/Public Sector Undertakings or autonomous bodies, must walk-in with the completed application form routed through Proper Channel along with No Objection Certificate from the present employer.

General Conditions :

- a) The short listed candidates must be considered for engagement on the fixed term Contract basis, subject to their medical fitness prescribed for the position.
- b) Candidates will have to bear the cost of the Pre-Employment Medical examination(s), which could be between Rs.500/- to 1000/-. Any additional tests, if required, the additional cost thereof will also be have to be borne by the candidate.
- c) **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.
- d) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per Government Directives on reservation of posts.
- e) SC/ST candidates called for Trade Test/Personal Interview 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 and fro rail/bus fare by the shortest route as per rules, on production of evidence to that effect.
- f) 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.
- g) The applicants must ensure that they fulfill all the eligibility criteria as on 1st January, 2014 and that the particulars furnished by them in the application are correct in all respects. 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 candidates in the application or testimonials supplied are found incorrect/false or not meeting 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 thereof.
- h) Any canvassing by or on behalf of the candidate or brining political or other outside influence with regard to their engagement/selection will be considered a DISQUALIFICATION.

i) Proforma Application format is given below :-

AIR INDIA AIR TRANSPORT SERVICES LIMITED
(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD.)

For Office Use Only

Remarks : 1) Advt./Emp.Exchange _____ _____	Roll No. Authorized
Signatory	

FORMAT OF APPLICATION

To
Air India Air Transport Services Ltd.,
C/o Air India Limited,
Engineering Complex,
New Technical Area,
Dum Dum, Kolkata – 700 052.

Paste recent
colour
photograph and
sign across
(Passport size)

POSITION APPLIED FOR

(Write in Capital letters): _____

Station: KOLKATA

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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2. Father's Name : _____

3. Date of birth (DD/MM/YYYY) : _____

4. Place and State of Birth: _____

5. Mailing Address

Pin Code: _____

a) Telephone No. (Residence with STD Code) : _____

b) Mobile: _____ c) E-mail (mandatory): _____

6. Gender (please tick whichever applicable): MALE / FEMALE

7. Marital status: Mark "X" in appropriate Box.

Unmarried	Married	Divorce	Widow(er)	Separated

8. Nationality:	9. Religion:
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10. a) Whether SC/ST/OBC/OTHERS : (Also mention sub-caste):

	SC	ST	OBC	General
Sub Caste				

(Indicate category to which you belong by marking "X" in the appropriate box and also mention sub-caste)

i) If SC/ST – attach copy of the caste certificate as per Central Govt. Format.

ii) 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 Govt. of India.

b) Whether Ex-Servicemen : 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 working in any Govt./Semi-Govt. / Public Sector Undertaking or autonomous body.

(If "YES" enclose "No Objection Certificate")

YES / NO

12. Educational / Technical Qualifications : (Matriculation / SSC onwards) :

Examination(s) passed (Specify Degree / Diploma / Course)	Name of the University / Institution	Date, Month and year of passing	Duration	Percentage of Marks (Class / Division)
10th (SSC)				
12th (HSC or pre-degree)				
Degree/Diploma				
1st Year				
2nd Year				

3rd Year				
Any other (specify)				

Candidates **must carry** all original testimonials alongwith a set of photo copy of SSC, HSC and Graduation (inclusive of Mark sheets, passing certificates. Candidates not having Convocation Certificate of Graduation are required to carry provisional passing certificate.

13. Fluency in languages: Mark "X" in the 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, alongwith copies of such certificates.

14. a) Work Experience (if any) :

Name of the Organisation	Post Held	Period		Nature of job
		From	To	

b) Details of HMV Licence (for the post of Utility Agent cum Ramp Driver)

Type of Licence	Validity		Issued at
	From	To	

15. Relaxation in Age due Experience

Name of the Organisation	Post Held	Period		Nature of job
		From	To	

16. Particulars of Demand Draft (in favour of **Air India Air Transport Services Ltd. payable at Mumbai**)

Name & Address of the issuing bank and branch.	Date of issue	Demand Draft No.	Amount

17. Do you have any relative working in Air India Charters Ltd. / Air India Air Transport Services Ltd. /Hotel Corporation of India Ltd. / Air India Ltd. If yes, furnish as given below:

Name	Designation	Company	Relationship

18. Declaration: I hereby certify that the foregoing information is best to 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 at any time without giving any notice or reason therefore.

19. Place :

18. Date : (Signature of the applicant)

Copy of following documents must be attached with the application
(please also bring all ORIGINALS for verification along with self attested photo
copies)

1	Application Fee, wherever applicable	
2	School leaving Certificate	
3	Caste Certificate in case of SC/ST/OBC	
4	Matriculation Mark-sheet and SSC Passing Certificate	
5	12 th Std./Pre-Degree Mark-sheet and Passing Certificate	
6	1 st Year Graduation Mark Sheet.	
7	2 nd Year Graduation Mark-sheet	
8	3 rd Year Graduation Mark-sheet & Passing Certificate	
9	Any other Certificate (IATA/Language etc.)	
11	Discharge Certificate in case of Ex-Serviceman	
12	Experience Certificate(s), wherever applicable	
13	Domicile Certificate, wherever applicable	
14	Driving Licence(s), wherever applicable	

“This certificate MUST have been issued on or after 1st Apr 2013.”

**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 is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt.
_____ of _____ Village/Town _____ District/Division
_____ in the _____ State belongs to the _____

Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the
_____ District/Division of _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/

Deputy Commissioner, etc.

Seal

NOTE: (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

- (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*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____

Date _____ Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary

Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

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).