

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

RECRUITMENT NOTICE: EASTERN REGION

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian Nationals, who meet with the requirements specified hereunder, for ground duties at **different airports at Eastern Region** for the post of **Ramp Service Agents /Ramp Service Agents(Lower Grade) for the following number of vacancies and to maintain a waitlist for appointment against attrition and to clear shortfall vacancies** on a fixed term contract for a period of three years, OR till such time AIATSL has the contract for ground handling functions. Vacancies are indicative and may increase or decrease depending on Company's requirement. The break-up of vacancies are as detailed below:

No. of Vacancies :

Station	SC	ST	OBC	Others	Total
Agartala	-	-	-	1	1
Bhubaneswar	-	-	-	1	1
Dimapur	-	-	-	1	1
Guwahati					
Dibrugarh	-	-	1	3	4
Silchar					
Imphal	-	-	-	1	1
Port Blair	-	-	-	2	2
Kolkata					31
Bagdogra	7	1	6	17	(including 1 for Bagdogra)

Priority will be given in engagement to the candidates empanelled for the post of Ramp Service Agent. The engagement in the post of Ramp Service Agent(Lower Grade) will be considered only on exhaustion of the waitlist for the post of Ramp Service Agent in respective categories.

Interested candidates are required to WALK-IN in person to the venue, on the date and time as given below 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 APRIL, 2013

RAMP SERVICE AGENT :

a) **Qualification :**

Three 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 & Training of any State Government with one year experience) after passing SSC/equivalent examination with Hindi/English/Local language, as one of the subjects.

Preference will be given to candidates conversant with the local language.

Candidates must possess valid Heavy Motor Vehicle Driving License at the time of appearing for Trade Test.

b) **All inclusive monthly remuneration :**

First Year : Rs. 12,000/- per month
Second Year : Rs 13,000/- per month
Third Year : Rs 14,000/- per month

RAMP SERVICE AGENT(LOWER GRADE) :

a) **Qualification :**

Three 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 & Training of any State Government with one year experience) after passing SSC/equivalent examination with Hindi/English/Local language, as one of the subjects.

Preference will be given to candidates conversant with the local language.

Candidate must possess one year valid Light Motor Vehicle Driving License at the time of appearing for Trade Test. However, if the candidate gets selected and acquires HMV License subsequently, offer letter for the post of Ramp Service Agent will be issued to him only after submission of his HMV License.

b) **All inclusive monthly remuneration :**

Consolidated emolument of Rs. 11,000/- per month.

After acquiring HMV permanent license, a fresh contract will be executed for a period of 3 years as Ramp Service Agent as per AIATSL terms and conditions.

Age Limit :

General – Not above 28 years

O.B.C. – Not above 31 years

SC/ST - Not above 33 years

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

SELECTION PROCEDURE :

Location	Date, Time and Venue of Walk-in-Selection
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Kolkata	27 th & 28 th April , 2013(Saturday & Sunday) from 0930 hrs. to 1230 hrs. VENUE : Air India Limited, Engineering Complex, New Technical Area, Dum Dum, Kolkata – 700 052 (Opposite Old Airport Post Office)
Port Blair	2 nd May , 2013 (Thursday)from 1030 hrs to 1330 hrs VENUE : Air India Ltd., 6, Kamraj Road,Port Blair-744 101
Bhubaneswar	4 th May, 2013(Saturday) from 0930hrs to 1230hrs. VENUE : Office of the Dy. Inspector General of Police, Group Centre, CRPF, CRPF Campus, Nayapalli, Bhubaneswar-751011, Odisha
Agartala	8 th May,2013(Wednesday) from 0930 hrs. to 1230 hrs. VENUE : Pragati Vidya Bhawan School, Pragati Road, Krishnanagar, Agartala, Tripura West, PIN-799 001
Guwahati	14 th May, 2013 (Tuesday) from 0930 hrs. to 1230 hrs. VENUE: Airlines House, Ganesh Guri, Dr. R.P.Road, Dispur, Guwahati- 781 006
Dibrugarh	22 nd May,2013(Wednesday) from 0930 hrs to 1230 hrs. VENUE : Air India Office, Jyoti Nagar, Dibrugarh-786 001
Dimapur	24 th May,2013(Friday) from 0930 hrs. to 1230 hrs. VENUE: Government Higher Secondary School, Half Nagarjan, Dimapur-797 112.
Imphal	02 nd June, 2013(Sunday) from 0930 hrs. to 1230 hrs. VENUE: Bhairordan Maxwell Hindi Primary and High School, Thangal Bazar, Imphal-795 001
Silchar	09 th June, 2013(Sunday) from 0930 hrs. to 1230 hrs. VENUE: Air India Ltd., Club Road, Silchar-788 001

DRESS CODE:

Candidates are required to appear for Trade Test/Interview formally dressed with leather shoes.

Candidates can appear only at one location. Any candidate found to be appearing at more than one location shall be disqualified and his candidature will not be considered any further and no correspondence in this regard shall be entertained.

Applicants walking in, will have to appear for Trade Test including Driving Test on the same day/following day(s). Only those candidates having valid one year Light Motor Vehicle Driving License(in case of RSA- Lower Grade)/ Permanent Heavy Vehicle Driving License (in case of RSA) will be allowed to appear for Trade Test.

Those who qualify in the Trade Test will have to appear for Personal Interview on the sane day or any other day as may be communicated to the candidate. Candidates are required to make at their own cost for boarding and lodging arrangements, if required.

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 or the following day(s) for Trade Test/Personal Interview i.e. only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for Trade Test/Personal Interview.

HOW TO APPLY:

- a) Applicants meeting with the eligibility criteria mentioned in this advertisement as on 1st April, 2013 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 only**, duly filled in 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 **Kolkata** 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.
- c) The candidates should carry a set of **Self-attested copies of supportive documents** alongwith the original testimonials in respect of :
1. Educational Qualification (i.e. SSC, HS & relevant Technical Qualification with marksheets and passing certificate compulsory).
 2. Date of birth proof (Original School Leaving Certificate or attested photo copy duly signed by the Principal of same School/College and SSC passing certificate.
 3. With regard to experience, candidates are advised to carry experience certificate and if currently employed they should bring along with them the appointment letter and the latest pay slip as supporting document.
 4. Caste Certificate in original in the prescribed central government format along with photo copy duly attested in case of SC/ST/OBC candidates.
 5. LMV/HMV Licence in original along with photocopy duly attested,

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 or 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 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) **Emoluments** : The job carries an all inclusive package as indicated above.
- e) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per Government Directives on reservation of posts.
- f) 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.
- g) Applications which are not as per the format given/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.
- h) The applicant must ensure that they fulfill all the eligibility criteria as on 1st April, 2013 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 the candidate is not meeting the eligibility requirements prescribed for the posts, the candidature is liable to be rejected and, if appointed, services terminated without giving any notice or reasons thereof.
- i) Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to their engagement/selection will be considered a **DISQUALIFICATION.**
- j) **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. _____
_____ Authorised Signatory	

FORMAT OF APPLICATION

To
 Air India Air Transport Services Ltd.,
 1st Floor, Transport Workshop Bldg.,
 Air India GSD Complex, Opp. Indian Oil Depot,
 Sahar, Andheri (East), Mumbai – 400 099.

Paste recent
 colour
 photograph and
 sign across
 (Passport size)

POSITION APPLIED FOR
 (Write in Capital letters): _____

Station: _____

Whether through Employment Exchange (If yes)
 Employment Registration No. _____ (Also attach copy of Registration Card)
 Place of Employment Exchange _____

1. Full Name (in Block letters): _____
First
Middle
Surname

a) Father's Name : _____

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

3. Place and State of Birth: _____

4. Mailing Address : _____

Pin Code: _____

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

b) Mobile : _____ c) E-mail (if any):: _____

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

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

Unmarried	Married	Divorce	Widow(er)	Separated

7.	Nationality:	7a) Religion:
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8. 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

9. 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)
10 th (SSC)				
12 th (HSC or pre-degree)				
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 Diploma (inclusive of Mark sheets, passing certificates.

10. 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.

11. Driving License Details:

Type of License : LMV/ HMV **VALID FROM** _____

LICENSE NO _____ **VALID UPTO** _____

ISSUING AUTHORITY _____

PLACE OF ISSUE _____

12. Experience:

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

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

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

14. 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

15. 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.

16. Place : _____ (Signature of the applicant)

17. Date : _____

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	Admit Card/Certificate of Class-X Pass issued by Board	
3	Caste Certificate in case of SC/ST/OBC(Central Format)	
4	Matriculation Mark-sheet and SSC Passing Certificate	
5	12 th Std./Pre-Degree Mark-sheet and Passing Certificate	
6	1 st Year Diploma Mark Sheet.	
7	2 nd Year Diploma Mark-sheet	
8	3 rd Year Diploma Mark-sheet & Passing Certificate	
9	Any other Certificate	
10	HEAVY/LIGHT Vehicle Driving License	
11	Discharge Certificate in case of Ex-Serviceman	
12	Experience Certificate(s), wherever applicable	
13	Domicile Certificate, wherever applicable	