

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD.)

RECRUITMENT NOTICE : GOA

Air India Air Transport Services Ltd. (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 one year, for the post of Utility Agent cum Ramp Driver at GOA as mentioned below and to **maintain waitlist** for the same. Vacancies are indicative and may increase or decrease depending on Company's requirement. The break-up of vacancies are under:-

POST	OBC	OTHERS	TOTAL
UTILITY AGENT CUM RAMP DRIVER	02	14	16

Interested candidates are required to WALK-IN in person, to the venue, on the date and time as given below, alongwith the application form duly filled in and requisite fee and documents as indicated **at Sr.No.2 (How to apply)**.

ELIGIBILITY CRITERIA AS ON 1ST AUGUST, 2012

1. UTILITY AGENT CUM RAMP DRIVER:

a) Qualification

SSC / 10th Standard Passed with ability to speak English. Preference will be given to candidates conversant with the local language.

(The levels and eligibility for Utility Agent cum Ramp Driver is presently under review and candidates should keep themselves updated on the same from our website www.airindia.in)

b) Experience:

Minimum one year experience of Driving Heavy vehicles.

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

c) Age Limit : (as on 1st August, 2012)

General – Not above 28 years (Between 18 & 28 years)

O.B.C. - Not above 31 years (Between 18 & 31 years)

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

d) All inclusive monthly emoluments :

₹ 8,000/- per month.

e) **Selection Procedure:**

AT GOA

WALK-IN DATE

: 1st September, 2012

WALK IN REGISTRATION TIME

: 0930 hours to 1230 hours.

Registration/Trade Test/Personal Interview

VENUE

: Air India City Booking Office,
Dempo House, Nr.Municipal Market,
Panjim, Goa – 403 001

AT MUMBAI

WALK-IN DATE

: 12th September, 2012

WALK IN REGISTRATION TIME

: 0930 hours to 1230 hours.

Registration/Trade Test/Personal Interview

VENUE

: Regional Training Centre,
Next to Irani Cafeteria,
Near Air India Departure Cargo,
Santacruz Airport,
Vile Parle (East),
Mumbai – 400 099.

NOTE:

This exercise is being conducted in Mumbai but the posting for the same will be at Goa. Candidates appearing for walk in are advised to indicate the station applied for as “GOA”.

DRESS CODE:

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

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 Heavy Motor Vehicle Driving License will be allowed to appear for Trade Test.

Those who qualify in the Trade Test will have to appear for Personal Interview on the same day or any other day as may be communicated to the candidate. Candidates are required to make at their own cost 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 / following day(s) for Trade test i.e. Only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for Trade Test .

2. **How to apply:**

- 2.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 1st August, 2012, 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 2.3 below, alongwith 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 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.
- 2.2 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 carry twelve same photographs on matt finish paper with white background at the time of walk-in.
- 2.3 The Candidates should carry a set of Self-attested copies of the supportive documents along with the originals testimonials in respect of
1. **Educational Qualification (i.e. SSC, HSC with marksheets and passing certificate / Technical Qualification certificates compulsory) and Driving Licence.**
 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 alongwith them the appointment letter and the latest pay slip as supporting document.**
 4. **Caste Certificate in original in the prescribed central government (format alongwith photo copy duly attested in case of SC/ST/OBC Candidate .**
- The Application Form, must be submitted alongwith the above mentioned requisite documents. **Original Certificates should not be submitted with the application, but should be brought for verification alongwith 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 for verification may not be allowed for the Selection process.**
- 2.4 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.**
- 2.5 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 alongwith “No Objection Certificate” from their present employer.

3. General Conditions:

- 3.1** The short listed candidates will be considered for engagement on a fixed term Contract basis, subject to their Medical Fitness, prescribed for the position.
- 3.2** Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between ₹3000/- to ₹3500/-. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidate.
- 3.3 Period of Contract:** Fixed Term Contract for a period of one year. 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.
- 3.4 Emoluments:** The job carries an all-inclusive package as indicated above.
- 3.5** Consideration of SC/ST/OBC/Ex-Serviceman candidates will be as per Government Directives on reservation of posts.
- 3.6** SC/ST candidates called for Trade Test / 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.
- 3.7** 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.
- 3.8** The applicant must ensure that they fulfill all the eligibility criteria, as on 1st August, 2012, 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 with 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 therefore.
- 3.9** 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.
- 3.10** Performa Application format is given below.

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For Office use only				
Remarks:	Advertisement	Employment Exchange	ROLL NO.	TOKEN NO.
Authorised Signatory				

FORMAT OF APPLICATION – STATION APPLIED FOR - GOA

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)	: _____			
Whether through Employment Exchange (If yes)	: Employment Registration No. (Also attach copy of Registration Card)			
1. Full Name (in Block letters)	: _____			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">First</td> <td style="width: 33%; border: none;">Middle</td> <td style="width: 33%; border: none;">Surname</td> </tr> </table>	First	Middle	Surname
First	Middle	Surname		
a) Father's Name	: _____			
2. Date of birth (DD/MM/YYYY)	: _____			
3. Place and State of Birth	: _____			
4. Mailing Address	: _____ _____ _____ _____			
a) Telephone No. (Residence with STD Code)	: _____			
b) Mobile	: _____			
c) Email (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:		
8.	i) Do you have fluency in English		: Yes / No		
	ii) Conversant with local language		: Yes / No		
	iii) Conversant with basic Computer Operation		: Yes / No		
9.	a) Whether SC/ST/OBC/OTHERS : (Also mention sub-caste):				
		SC	ST	OBC	OTHERS
	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		
10.	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 _____				
	2 nd Year _____				
	3 rd Year _____				
	Any other (specify)				

List of following documents must be attached with the application):

(Please also bring all **ORIGINALS** for verification only along with self attested photo copies)

1.	Application Fee, wherever applicable.	
2.	School Leaving Certificate	
3.	Caste Certificate in case of SC / ST / OBC candidates.	
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 & passing certificate.	
7.	2 nd Year Graduation Mark-sheet & passing certificate	
8.	3 rd Year Graduation Mark-sheet, Degree Certificate or Provisional Degree Certificate	
9.	Any other Certificate (IATA/Language etc.)	
10.	Doctor's Certificate (in original) for Height & Weight (for Customer Agents)	
11.	HMV Driving License (for Sr. Ramp Service Agent / Ramp Service Agent)	
12.	Discharge Certificate in case of Ex-Servicemen	
13.	Experience Certificate(s) wherever applicable.	
14.	Domicile Certificate, wherever applicable.	