

## **DRAFT ADVERTISEMENT**



भारतीय विमानपत्तन प्राधिकरण  
(मिनी रत्न - श्रेणी - 1 सार्वजनिक क्षेत्र का उद्यम)

राजीव गाँधी भवन, सफदरजंग हवाई अड्डा, नई दिल्ली - 110003

**AIRPORTS AUTHORITY OF INDIA**  
( A Miniratna - Category - 1 Public Sector Enterprise )

Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003

### **Advt. No.7/2015**

Airports Authority of India invites applications from eligible candidates to apply online through AAI's website: [www.aai.aero](http://www.aai.aero) for the post of Junior Executives (Air Traffic Control) to be filled as per details given below:

Post Code	Name of Post	No. of Vacancies & Reservation				
		General	OBC (NCL)*	SC	ST	Total
01	Junior Executive (Air Traffic Control)	101	54	30	15	200

**(NCL)= (Non-Creamy Layer)**

- The number of vacancies is tentative and may increase or decrease at sole discretion of AAI.
- Only Indian National fulfilling eligibility criteria can apply for the above post.
- The reservation for SC/ST/OBC (Non-Creamy Layer) will be applicable as per the Government of India rules.
- Category and Sub-Category [SC/ST/OBC (NCL)/Ex-Serviceman] once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible later on. Vacancies reserved for OBC (NCL) category are available to OBC candidates belonging to Non-Creamy Layer (NCL) only as per Govt. of India Guidelines.

#### **1. IMPORTANT DATES:**

Event	Date	Timings
Opening Date for On-Line Registration of Applications	9 <sup>th</sup> January, 2016	10.00 AM onwards
Last Date for Completion of Step-1 of On-Line Registration	30 <sup>th</sup> January, 2016	Up to 1800 hrs.
Last Date for depositing examination fee at State Bank of India*	4 <sup>th</sup> February, 2016	Banking business closing Hours
Last Date for completion of Step-2 of On-Line Registration which is also closing of Registration	9 <sup>th</sup> February, 2016	Up to 1800 hrs.

\*Closing hour of business

*For more details, please refer to instructions under "HOW TO APPLY" in this advertisement while filling up on-line registration form and also detailed instructions given in main instructions page of on-line application.*

*Candidates in their own interest are advised, not to wait till the last date & time and register their application well in advance. AAI shall not be held responsible, if the candidate is not able to submit his/her application due to last minute rush.*

**2. MINIMUM QUALIFICATION :**

**The candidate should possess the following qualifications for on-line registration of application:**

**Junior Executive (ATC):**

Regular full time Bachelor's Degree of three years in Science (B.Sc.) with Physics and Mathematics from a recognized university with minimum 60% marks or full time regular Bachelor's degree in Engineering in any discipline from a recognized University with minimum 60% marks.

The candidate shall have minimum proficiency in both spoken and written English of the level of 10+2 standard. He/she shall also attain the ICAO language minimum proficiency level 4 (operational) for the purpose of issue of license or rating. Any candidate who is not able to attain ICAO proficiency level 4 or able during the training, his /her services are liable to be terminated.

The **departmental candidates** possessing recognized degrees obtained through part-time/correspondence/distance education mode are also eligible to appear in the computer based test/online examination.

**Important Instructions:**

- (a) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/OGPA in the application. Candidate will have to produce the certificate/document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.
- (b) Round off %age will not be acceptable under any circumstances for consideration for appointment i.e. 59.99% will be treated as less than 60%.
- (c) The date of declaration of result / issuance of Mark Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account.

**3. Scale of Pay: Rs.16400-3%-40500 (E-1)**

**Emoluments:** In addition to Basic Pay, increment @3% of Basic Pay, Dearness Allowance, Perks @ 46% of Basic Pay, HRA and Other benefits which includes CPF, Gratuity, Social Security Schemes, Pension, Medical Benefits, uniform etc., are admissible as per AAI rules.

The total emoluments per annum would be around Rs.7 lakhs for the post of Junior Executive.

**4. AGE LIMIT AS ON 30.01.2016**

- (a) Not more than 27 years for Unreserved Candidate.
- (b) Not more than 30 years for OBC candidate.
- (c) Not more than 32 years for SC/ST Candidate.
- (d) For Ex-servicemen, age relaxation is applicable as prescribed by Govt. of India orders issued from time-to-time.
- (e) Relaxation by 05 (Five) Years for the candidate who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.80 to 31.12.1989 and candidate has to provide the certificate for the same issued by District Magistrate/Block Development Officer/Sub Divisional Officer at the time of interview.
- (f) Upper age limits are relaxable by ten years for Candidates who are in regular service of AAI.

- (g) The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted. No subsequent request for its change will be entertained.
- (h) Candidature may be cancelled at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in this advertisement and his/her claim towards SC/ST/OBC.

## 5 SELECTION PROCEDURE:

S.No.	Name of Post	Procedure
1	Junior Executive(ATC)	Online test, Voice Test and Interview. There will not be any negative marking for wrong answer attempted by the candidates. The computer based test/examination will be generally in conformity with the educational standards and/or technical qualifications prescribed for the posts as per the syllabus available at the Link given under Careers tab of <a href="http://www.aai.aero">www.aai.aero</a> .

- Screening and eligibility will be based on the details provided by the candidate. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.
- The candidates found provisionally eligible shall be shortlisted for Online test/voice test/interview and provisional admit cards will be issued accordingly.
- Candidates already working in Government/Semi-Government/Public Sector Undertaking are required to produce **"No Objection Certificate"** from the present employer at time of document verification/interview. They are advised to seek prior approval from Competent Authority in their own interest before applying through online registration form because in the absence of 'No Objection Certificate', such candidates will not be allowed to appear in the interview.
- During document verification, the candidate will have to produce their Original Certificates along with one set of self attested photocopies and original Fee Challan [*Loss of Original Fee Challan shall be the sole responsibility of the candidate*]. No additional time will be given and the candidature/interview of candidate for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.
- Appointment of successful candidates will be subject to verification of various original documents relating to Age, Qualifications, Caste & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of AAI.
- Mere fulfilling of the minimum qualifications will not vest any right on candidates for being called for interview. No interim correspondence will be entertained.
- AAI reserves the right to raise the minimum eligibility standards as well as the right to fill or not to fill all or any of the above given vacancies without assigning any reason whatsoever.
- No separate communication will be issued regarding results except to the selected candidates.
- Subsequent changes if any, made in the recruitment advertisement shall be communicated through the website. Hence, the candidates are advised to visit email account/AAI website regularly for further updates.
- Training period/Bond amount/bond period will be intimated alongwith terms and conditions of appointment.

## 6. EXAMINATION CENTRES

The Written Examination may be held at **TEN CITY Centres (Delhi/Mumbai/Kolkata/Chennai/Hyderabad /Trivandrum/Allahabd/Guawahati/Nagpur/Ahmedabad)** only. However the number of centres will increase or decrease depending upon the number of applications received. In case the number of candidates are more in a particular city than the capacity, candidates may be allotted nearby cities to the main city of examination also. Applicants should clearly indicate their order of preference for any two "Examination Centres", for written test according to their preferred option of the centre in the online application format. No request for change of examination centre will be entertained after final submission of application form.

- (i) *The Online Question Paper will be in bilingual (English & Hindi Language only).*
- (ii) *Candidates coming late will not be allowed. The candidates will be required to report at the examination centre at least 90 minutes before the commencement of the online examination.*
- (iii) *Time Schedule may change depending upon number of applications received for a particular post.*
- (iv) *It is compulsory for candidates to carry a photo ID such as Voter's ID, Driving License, ID Cards issued by Government(s) or other Offices, Aadhaar Card. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.*

**7. APPLICATION FEE AND MODE OF REMITTANCE:**

- **Application Fee of Rs.1000/- (Non-Refundable) for the post** is to be deposited by the candidates through System Generated Challan at any branch of State Bank of India only. **However, the SC/ST/Women applicants are exempted from payment of fees.** Fee submitted by any other mode will not be accepted.
- Fees once paid will not be refunded under any circumstances. For depositing the requisite fee, candidates should visit the website: [www.aai.aero](http://www.aai.aero) and download the challan form available in the website. The candidates have to visit any branch of the **State Bank of India** for depositing the fee through pre-printed challan only.
- Candidates are advised to retain the "ORIGINAL" (candidate's copy) Challan and keep it safely as it will be required to be produced at the time document verification/interview (in case of selection).

**8. HOW TO APPLY:** Candidates are advised to read the following instructions carefully before applying on-line and also all the instructions given on main instruction page of on-line applications:

- i) Candidates are required to apply On-line through AAI website [www.aai.aero](http://www.aai.aero) in English only. The link is available on [www.aai.aero](http://www.aai.aero) under tab "CAREERS". No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps for successful registration of the application.
- ii) Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for written test/interview or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box). The candidates are, therefore, requested to check regularly their e-mail for any communication from AAI. Under no circumstances, the candidate should share/mention e-mail ID or password to/or any other candidate /person. **Please note that the Admit Card for written examination will not be sent by post.**
- iii) The candidates should ensure completion of both the **Step-1** and **Step-2** of the registration process and depositing of application fee (*if applicable*) in any branch of State Bank of India by the stipulated date and time given in para 1 of this advertisement.
- iv) Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/information:-
  - (a) His/her educational qualification details with percentage of marks as per eligibility criteria.
  - (b) His/her personal details.
  - (c) His/her Caste/Category Certificate (for SC/ST/OBC-NCL Candidates).
  - (d) His/her Discharge Certificate in case of Ex-Serviceman Candidates.
  - (e) His/her scanned photograph and signature (as per dimensions given below).
  - (f) Any other details/documents required relating to eligibility criteria.

**9. PLEASE REFER DETAILED INSTRUCTION SHEET WHILE FILLING UP THE ONLINE REGISTRATION FORM**

**SIGN-UP:**

- A) Candidates are now ready to apply on-line by visiting the AAI website and going to the tab "CAREER" on AAI website: [www.aai.aero](http://www.aai.aero).

- B) First, the candidate has to sign up with valid email ID. After sign up, the system will generate user name and password which will be sent to the Email ID of the candidate.
- C) Now the candidate has to login as a registered user and change the password as per his/her choice.

#### STEP-1:

- a) Candidates are now ready to apply on-line by revisiting the AAI website [www.aai.aero](http://www.aai.aero) and going to the tab "CAREER" on AAI website : [www.aai.aero](http://www.aai.aero).
- b) The candidates should now fill up all the required information in the on-line form about himself/herself correctly and register. Candidates should take utmost care to furnish the correct details while filling in on-line application. **Any mistake committed by the candidate shall be his/her sole responsibility.** The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (**Step-1**). Once the application is submitted (**Step-1**) no change/edit will be allowed thereafter.
- c) On completion of **Step-1**, a message will be received in candidate's registered email ID conveying his registration number, password and a link for printing the bank challan. The candidate should take a print of the bank challan. This completes the **Step-1** of on-line registration process. **The candidate applying under SC/ST/Women categories are exempted from payment of fee (are not required to generate Bank Challan) as such they shall move to Step-2 of registration process directly.**
- d) The candidate should present the bank challan printed after **Step-1** & deposit the requisite fee by presenting the bank challan printed under **Step-1** to any branch of State Bank of India on all bank working days (after minimum 24 hrs of **Step-1** completion). The Bank will return one copy of bank challan to the candidate as a token of receipt after accepting the examination fee. The copy of challan will also contain a transaction/journal number.
- e) Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference.
- f) On successful registration of on-line application **Step-1**, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

#### STEP-2:

- a) The candidates, who have deposited application fee, may check and confirm their payment status **minimum 48 hrs after** deposit of the application fees (**from the closing hour of Bank Business**). In case, the candidate deposited the fee at SBI and he is not able to confirm the deposit of the fee on AAI website after 48 hrs., then he should fill in the details in the "Grievance Redressal Form", given at the end of this advertisement and send the same by email along with the scanned copy of the paid bank challan to [aaatchelp2016@gmail.com](mailto:aaatchelp2016@gmail.com). Only on confirmation of payment of fees, the candidate will be able to access **Step-2** of application for uploading of photograph & signature.
- b) After depositing the examination/application fee in **State Bank of India**, candidate should keep the following items ready for completion of **Step-2** of registration:
  - i) Clearly scanned copies of latest photograph and signature of self, as per prescribed dimension. In case the face in the photograph or signature is unclear, the candidate's registration may be rejected.
  - ii) Registration number and password conveyed earlier to him through AAI's e-mail under **Step-1** of the on-line registration.
  - iii) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.
- c) The mere fact that a candidate obtaining a Registration No. through On-Line for this particular advertisement would not bestow on him/her the candidature for selection process. The candidate has to ensure that he/she has successfully completed both STEP-I and STEP-II of the On-Line Registration Form.

- d) **FORGET PASSWORD:** If the candidate forgets his password, he may access the same by clicking "FORGOT PASSWORD" and by filling the necessary details as required by the system.
- e) Instructions regarding scanning of **PHOTOGRAPH** and **SIGNATURE:** Scanned image of his/her photograph and signature, should be as per the specifications given below:
- I) Photograph Image:**
- Photograph must be a recent passport size colour picture (Clicked in year 2015)
  - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
  - Look straight at the camera with a relaxed face.
  - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
  - If you have to use flash, ensure there's no "red-eye".
  - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
  - Size of scanned photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.
  - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.
- II) Signature Image:**
- The applicant has to sign on white paper with Black ink pen.
  - The signature must be signed only by the applicant and not by any other person.
  - The signature will be used to put on admit card and wherever necessary.
  - If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
  - Please scan the signature area only and not the entire page.
  - Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred)
  - Ensure that the size of the scanned image is not more than 20kb.
- III) Scanning the photograph & signature :**
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
  - Set Color to True Color
  - File Size should be as specified above.
  - Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
  - The image file should be JPG/JPEG format. An example file name is: Image01.Jpg or image0.1jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon."
  - Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using "Save As" option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the "Image" menu.
  - Similar options are available in other photo editor also.

- If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- The candidate should now login to upload his/her photograph and signature, as per the instructions given in the following paragraphs:

**iv) Direction regarding uploading the photograph and signature:**

- While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
  - There will be two separate links for uploading photograph and signature.
  - Click on the respective link to Upload Photograph/Signature.
  - Browse and select the location where the scanned photograph/signature file has been saved.
  - Select the file by clicking on it.
  - Click the 'Open/Upload' button. With this command the photograph/signature will get uploaded.
- d) The applicants are also advised to verify the 'transaction number' of the challan appearing on the screen at the time of **Step-2** of the on-line registration to ensure that the same matches with the transaction number mentioned on the copy of the challan given to them by the bank where they have deposited the fee. Candidates are advised to inform the AAI in case any discrepancy is noticed by them.
- e) After the registration is confirmed by the system after completion of **Step-2**, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain a copy of information filled in by the candidate. The candidate should keep a copy of this information sheet after signing the same for his future guidance. **Under any circumstances, this should NOT be sent to AAI.**

**10. Other Instructions:**

- (i) Admit card for written test/interview, containing the details of the centre/venue for the test/interview etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the AAI website using their registration number and the password. Candidates will not be allowed to appear for written test/interview without valid admit card.
- (ii) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para-1 of this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the AAI's website on account of heavy load on internet/website jam/disconnection.
- (iii) AAI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the AAI.
- (iv) Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
- (v) **The Admit cards issued to the candidates are purely provisional.** However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the AAI, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/service in AAI on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in AAI.**
- (vi) The decision of the AAI about the eligibility, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding. No correspondence will be entertained in this regard.

- 11. IDENTITY VERIFICATION:** The candidates called for interview shall be advised to produce certain documents in original and also to submit the attested photocopies thereof at the time of document verification. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the

documents, he/she will not be allowed to appear for interview and his/her candidature will be treated as cancelled.

12. **BACKGROUND CHECK:** In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of AAI.
13. **SC/ST Certificate:** Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to submit the attested copy of Caste certificate issued by the Competent Authority at the time of document verification.
14. **OBC Certificate:** OBC candidates included in the **Central List** having certificate for the current financial year in the format prescribed by Central Government for Government Services will be given benefit of OBC Reservation. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC community as per rule of Government of India as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his/her appointment that he/she does not belong to the Creamy Layer of OBC. OBC Non Creamy Layer Certificate for admission to educational purposes will not be considered.
15. If the SC/ST/OBC-NCL/PWD certificate has been issued in a language other than English/ Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
16. The process of written test/interview does not involve any correspondence by the AAI with candidate at any stage regarding deficiency in application/documents/payment of examination / application fee, etc. It shall be responsibility of the candidate to satisfy himself/herself to furnish correct, complete and desired information/documents etc. No correspondence will be entertained from the candidates found ineligible and not called for interview or document verification or for non-selection.
17. AAI will not bear any liability on account of Salary/ leave salary/ pension contribution etc., if any, of previous employment of any candidate already working in Government/Semi Government/Public Sector Undertaking.
18. Selected candidates are liable to be posted anywhere in India
19. **ACTION AGAINST MISCONDUCT:**
  - (i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
  - (ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
    - a) Using unfair means during the examination; or
    - b) Impersonating or procuring impersonation by any person; or
    - c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
    - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
    - e) Canvassing in any form /Using undue influence for his/her candidature by any means; or
    - f) Submitting of false certificates/documents /information or suppressing any information at any stage; or
    - g) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/PWD/Ex-Servicemen) while appearing in the examination or thereafter; or
    - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
    - i) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices;



- j) Possessing any form of textual material/handwritten (or typed) pages etc. in addition to rendering himself/herself liable to **legal**/criminal prosecution, will also become liable to be:
- i) Disqualified from the examination and/or ;
  - ii) Debarred either permanently or for a specified period from any examination / recruitment and/or ;
  - iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of AAI.
20. Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, Ipad and other computing / communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by AAI/Examination Centre.
21. There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/printed material /calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in AAI and also action may be taken against him under Indian Penal Code.
22. **Information on website only:** All correspondence with candidates shall be done through e-mail only. All information regarding examination schedule/admit card/ interview call letters etc. shall be provided through email/uploading on AAI website. Responsibility of receiving, downloading and printing of admit card/interview call/ any other information shall be of the candidate. AAI will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time. Candidates are not required to send any document to AAI.
23. Court of jurisdiction for any dispute will be at Delhi.
24. Only queries related to ONLINE APPLICATION SOFTWARE such as submission of application, OTP, challan etc. the candidate is advised to fill Grievance Redressal Form attached with this advertisement and send the same to aaiatchelp2016@gmail.com.
25. No query seeking advice on eligibility will be entertained.
26. Candidates will have an option to respond either in Hindi or English during interview.
27. The decision of AAI in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
28. AAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any further notice/any reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.

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## Grievance Redressal form

Sl. No.	Particular	Details
(i)	Name of the candidate	
(ii)	Registration / ID Ref. No.	
(iii)	Date of deposit of fee*	
(iv)	Branch code (where deposited)*	
v)	Amount including bank charges * (Rs.)	
vi)	Mention the nature of problem in brief	
vii)	Mobile No.	
viii)	E-mail ID	

**Scanned copy of the paid challan is to be uploaded by candidate on AAI website.**

( \* In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on AAI website **after 48 hrs** of the deposit of the fee **(from the closing hours of Bank Business)**)

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