

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A Wholly Owned Subsidiary of AirIndia Limited)

Air India Air Transport Services Ltd. (AIATSL) wishes to maintain waitlist for immediate and future requirement to engage Indian Nationals, who meet with the requirements specified herein for the post of **Customer 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 International Airports, as indicated below .

The 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***, at the venue given below alongwith the application form duly filled in, requisite fee and documents as indicated at Sr. No.4(i) in HOW TO APPLY:

**OLD CARGO COMPLEX,JAL ROAD
NEAR STEEL GATE, IGI AIRPORT TERMINAL -1,
NEWDELHI- 110037**

**DATE OF WALK IN: FROM THURSDAY, 27TH JANUARY TO
MONDAY 31ST JANUARY, 2011.**

TIME OF REGISTRATION: 09.00 a.m. to 1200 Noon only on above dates

2. ELIGIBILITY CRITERIA AS ON 01.01.2011:

- i) **Qualification** – Graduate from a recognized university and basic knowledge of Computer operation.
- ii) – **Maximum age limit** – 28 years (33 years for SC/ST and 31 for OBC) For Ex-Serviceman as per rules.

CONSOLIDATED EMOLUMENTS- 1st Year-Rs.12000,2nd Year-Rs.13000,3rd Year ,Rs.14000 p.m.

3. SELECTION PROCEDURE:

Applicants walking in will have to appear for Group Discussion. Those who qualify the same would be required to appear for personal interview on the same day or on the following day(s).

4. HOW TO APPLY:

i) Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **01.01.2011** are required to WALK-IN to the venue, 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 4.(iii) below, alongwith 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 fee to be paid by Ex-Servicemen / applicants belonging to SC/ST communities. Please mention your full name on the reverse of the Demand Draft.

ii) 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.

iii) Self-attested copies of the supportive documents in respect of Item No. 2, 9, 10, 11, 11A, 12 & 13 of the Application Form must be submitted alongwith the application. **Original Certificates should not be submitted alongwith the application, but should be brought along for verification (i.e. SSC/HSC/Graduation Passing Certificates etc. alongwith mark sheets and other supporting documents, if any).** The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the application.

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iv) Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST Candidates.

v) 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.**

vi) 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.

5. General Conditions:

i) 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.

ii) 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.

iii) **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 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.

vi) Consideration of SC\ST\OBC candidates will be as per Government Directives on reservation of posts.

vii) SC/ST candidates called for Group Discussion\ 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.

viii) 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.

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ix) The applicant / candidates must ensure that they fulfill all the eligibility criteria, as on **01.01.2011** 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, services terminated, without giving any notice or reasons therefore.

x) 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**.

xi) For blank Application format please refer page 4 onwards.

For Office Use Only

Remarks : i)Advt	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 : Customer Agent (On Contract) **REGION :** Northern

Whether through Emp.Exchange (if yes)

Employment Registration No.....(Also attached copy of Registration Card)

1 *Full Name : (In BLOCK letters)*

_____	_____	_____
First	Middle	Surname

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 : _____ 8. Religion : _____

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.

11.(A) Whether having basic knowledge of Computer Operation

Yes

No

If yes, give details

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12. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

13. Particulars of Demand Draft (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 fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated without giving any notice or reasons therefore.**

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.)	
ix)	Cumputer Diploma/Certificate Course etc.	
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	