

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian nationals, at the following Stations who meet with the requirements specified herein, for ground duties at Airport, on a fixed-term contract, for a period of three years, for the following posts and to maintain a waitlist:

SR CUSTOMER AGENT – (Chennai – 07)
CUSTOMER AGENT – (Chennai- 80)
SR RAMP SERVICE AGENT - (Chennai - 15)
RAMP SERVICE AGENT – (Chennai –18)

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 Sr.No. **5.1** in *HOW TO APPLY*:

2.1. SR CUSTOMER AGENT

a) Qualification:

Graduate in any discipline (minimum three years' duration) from a recognized University and conversant with Basic Computer Application, ability to speak fluent English.

b) Experience:

Four years experience in fares, reservation, ticketing, computerized passenger check-in/ cargo handling area with any airline or IATA Travel Agency or Ground Handling agency.

c) Height:

Not below 158 cms. for male and 152.5 cms. for female. (Relaxation in height of 2.5 cms to SC/ST Candidates and candidates from North Eastern Region)

d) Upper Age Limit (As on 01 Nov 2011)

Gen: 30 years

OBc: 33 years

SC/ST: 35 years

For Ex-Servicemen as per Government guidelines.

e) Emoluments – Consolidated Amount :

1st Year- Rs.15,000/- p.m.

2nd Year Rs.16,000/-p.m.

3rd Year Rs.17,000/-p.m

f) Selection Procedure:

Personal Interview on the same day or any other day as may be communicated to the candidate.

Walk-in date: **22 Nov 2011**

Walk-In Registration Time :08.00 am to 11.00 am only

2.2. CUSTOMER AGENT

a) Qualification:

i) Graduate in any discipline (minimum three years, duration) from a recognized University with ability to speak fluent English and local language and conversant with basic computer operations.

ii) Height

Not below 158 cms. for male and 152.5 cms. for female (Relaxation in height of 2.5 cms to SC/ST Candidates and candidates from North Eastern Region)

b) Upper Age Limit (As on 01 Nov 2011)

Gen: 28 years

OBC: 31 years

SC/ST: 33 years

For Ex-Servicemen as per Government guidelines.

c) All inclusive Monthly emoluments of Rs.12000/-p.m.

d) Selection Procedure:

WALK-IN DATE: 23 and 24 Nov 2011

Walk-In Registration Time: 8.00 am to 11.00 am only

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

(ii) 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 Group Discussion i.e. Only if found **ELIGIBLE** on preliminary scrutiny, the candidates will be allowed to appear for Group Discussion / Personal Interview.

2.3. SENIOR 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 and 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.

Must posses valid Heavy Motor Vehicle Driving Licence at the time of appearing for Personal Interview.

b) Experience:

Four years experience in Maintenance and Operation of Ramp Equipment and Ramp Handling Procedures at the airport.

OR

Maintenance and Operation of Automobile/Hydraulic Equipment from Automobile/Hydraulic Equipment Manufacturer or their Authorised Service Centre.

c) Upper Age Limit: (As on 01 Nov 2011)

Gen: Not above 30 years

OBC Not above 33 years

SC/ST Not above 35 years

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

d) Emoluments:

1st year- Rs.15000/- p.m

2nd year- Rs. 16000/- p.m.

3rd Year- Rs. 17000/- p.m.

e) Selection Procedure:

Personal Interview on the same day or any other day as may be communicated to the candidate.

Walk in Date : 29 Nov 2011

Walk-In Registration Time :08.00 am to 11.00 am only

2.4. 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 and 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.

Must posses valid Heavy Motor Vehicle Driving Licence at the time of appearing for Trade Test.

b) Upper Age Limit: (As on 01 Nov 2011)

Gen: Not above 28 years

OBC Not above 31 years

SC/ST Not above 33 years

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

c) Emoluments:

1st year- Rs.12000/- p.m.

2nd year-Rs.13000/- p.m.

3rd Year-Rs.14000/- p.m.

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

Walk in Date : 30 Nov 2011& 01 Dec 2011

Walk-In Registration Time :08.00 am to 11.00 am only

5. How to apply :

5.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st Novemeber 2011** are required to **WALK-IN** to the venue given below, on the date and time as indicated above, along with the Application Form in the prescribed format, duly filled in Hindi or English, and requisite documents as indicated in Para **5.3** 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 Ltd.**", payable at **Mumbai**, which is not refundable. No fees to be paid by Ex-servicemen / applicants

belonging to SC/ST community. Please mention your full name on the reverse of the Demand Draft.

VENUE FOR CUSTOMER AGENT/SR CUSTOMER AGENT AND RAMP SERVICE AGENT / SR RAMP SERVICE AGENT

**AIR INDIA UNITY COMPLEX
PALLAVARAM CANTONMENT
GST ROAD (NEAR TAJ FLIGHT KITCHEN)
PALLAVARAM CANTONMENT
CHENNAI 600043
044-22561553**

(contact telephone numbers are given only for route direction).

5.2 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.

5.3 Self-attested copies of the supportive documents in respect of Item Nos. **2, 9, 10, 11, 12, 13** of the Application Form must be submitted along with the application. Original Certificates should not be submitted along with the application, but should be brought for verification. The Company is not responsible for returning any original copy/ies of Certificates /Testimonials submitted with the application. Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST candidates.

5.4. 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.

5.5. 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 along with "No Objection Certificate" from their present employer.

6. General Conditions :

6.1 The short listed candidates will be considered for engagement on a fixed-term Contract basis, subject to their Medical fitness, prescribed for the position.

6.2 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 candidates.

6.3. Period of Contract : Fixed Term Contract for a period of three years. 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.

6.4. Relaxation of height requirement up to 2.54 cms (1") will be considered for Gorkhas, Garhwalis and those hailing from North-East States & hilly areas. This relaxation will be granted to candidates who produce a Certificate of Domicile of these areas.

6.5. Consideration of SC/ST/OBC candidates will be as per Government Directives on reservation of posts.

6.6. SC/ST candidates called for PET/Report writing/ Personal Interview (s), residing beyond 80 kms. from the Test Center, 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.

6.7. Applications which are unsigned / incomplete / mutilated / received after the prescribed Walk-In date & Time / not in person will be rejected. Applications sent by email / post will not be considered.

6.8 The applicants / candidates must ensure that they fulfil all the eligibility criteria, as on **01 November 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 therefor.

6.8. 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.

6.10. Blank Application format is given below.

ADVT : Nov 2011

For Office Use Only

Remarks : i)Advt.

ROLL NO : _____

Authorised signatory

FORMAT OF APPLICATION

To,

Air India Air Transport Services Limited
C/o.Air India,
Air India Unity Complex, GST Road,
Pallavaram Cantonment, Chennai 600 043.

Paste
Recent colour
Photograph &
sign across

POST APPLIED FOR : _____ STATION :

1. Full Name : (In BLOCK letters)

First

Surname

Middle

1. 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) 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. Height : (Bare feet in cms.) _____ **(Attach Registered Medical Practitioner's Certificate)**

10. 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"

11. 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) _____ _____ _____				

12. 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.)

13. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

14. 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

15. Relatives working in Air India Charters Ltd / Air India Air Transport Services Ltd / Hotel Corporation of India Ltd /Air India

Name	Designation	Company	Relationship

16. **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 therefor.

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)	<i>Application Fee, wherever applicable</i>	
ii)	<i>School Leaving Certificate or SSC Passing Certificate</i>	
iii)	<i>Matriculation Mark-sheet</i>	
iv)	<i>12th Std / Pre-Degree Mark-sheet and Passing Certificate</i>	
v)	<i>1st Year Graduation Mark-sheet</i>	
vi)	<i>2nd Year Graduation Mark-sheet</i>	
vii)	<i>3rd Year Graduation Mark-sheet</i>	
viii)	<i>Degree Certificate or Provisional Degree Certificate</i>	
ix)	<i>Any other Certificate (IATA / Language, etc.)</i>	
x)	<i>Doctors' Certificate (in original) for Height</i>	
xi)	<i>Caste Certificate in case of SC / ST /OBC candidates</i>	
xii)	<i>Discharge Certificate in case of Ex-Servicemen</i>	
xiii)	<i>Experience Certificate (s) wherever applicable</i>	
xiv)	<i>Domicile Certificate, wherever applicable</i>	