# ***AIR INDIA AIR TRANSPORT SERVICES LIMITED***

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

## RECRUITMENT FOR THE POST OF SECURITY AGENT

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian Nationals who meet with the following requirements stipulated for the post of **SECURITY AGENT**, for ground duties at the Airports of the following stations, on a Fixed Term Contract basis for a period of three years which may be renewed subject to their performance and the requirement of the Company - AIATSL, to fill-in the existing vacancies as shown below and to maintain a wait list for vacancies arising in future:

**(A) By Walk-in :**

| Region | No. of Vacancies | Candidates | Date & Time | Venue |
|---|---|---|---|---|
| **Western -** Mumbai & Other Outstations | 94 | With Airline Security Experience, AVSEC & X-BIS | 22 April 2014<br><br>Time : 9 am to 2 pm | Air India<br>Security Training Centre (STC)<br>Sports Building,<br>Old Airport,<br>Kalina,<br>Santacruz (E)<br>Mumbai- 400029 |
| | | Without Experience | 23 April 2014<br><br>Time : 9 am to 2 pm | Air India Modern School<br>Air India Housing Colony 1,<br>Kalina,<br>Santacruz (E)<br>Mumbai- 400029 |
| **The candidates interested in working at Outstations like Pune, Aurangabad, Nagpur & Goa may also walk-in** | | | | |

| Region | No.of Vacancies | Candidates | Date & Time | Venue |
|---|---|---|---|---|
| **Southern –** Chennai, Hyderabad & Other Outstations | 66 | With Airline Security Experience, AVSEC & X-BIS | 29 April 2014<br><br>Time : 9 am to 2 pm | Air India Sports Stadium, Air India Housing Colony,<br>GST Road, Meenambakkam,<br>Near Palavanthaangal Railway Station,<br>Chennai 600 027.<br>Tel No 044- 22561553 |
| | | Without Experience | 30 April 2014<br>Time : 9 am to 2 pm | |
| **The candidates interested in working at Outstations like Coimbatore, Madurai & Tirupati may also walk-in** | | | | |

Interested candidates are required to ***WALK-IN in person,*** to the venue, on the date and time as specified above along with the Application Form duly filled-in, requisite Fee in the form of Demand Draft and documents as indicated at Sr.No. **5** (HOW TO APPLY*).*

**(B) By making applications :**

| Region | Stations | No. of Vacancies | Last date for receipt of application |
|---|---|---|---|
| **Western/ Southern** | Ahmedabad | 21 | **28th April, 2014** |
| | Jamnagar | 2 | |
| | Vadodara | 2 | |
| | Rajkot | 2 | |
| | Surat | 1 | |
| | Kochi | 33 | |
| | Kozhkode | 21 | |
| | Thiruvananthapuram | 29 | |

The interested candidates are required to send their Application Forms duly filled-in, along with requisite Fee in the form of Demand Draft and documents as indicated at Sr.No. **5** (HOW TO APPLY) at the following address :

Dy.Manager-Personnel,
H.R.D. Department,
AIR INDIA AIR TRANSPORT SERVICES LTD.,
1st Floor, Transport Workshop Building,
Opp. Sahar Police Station,
Sahar, Mumbai 400 099.

**The venue and schedule of selection process of these applicants will be put on the website (www.airindia.in – Option : Careers). The candidates may check the same after 10th May, 2014.**

**Note :** The number of posts is indicative and reservation will be as per the Presidential Directives. The actual reservation of posts would depend upon the prevailing strength at the time of appointment

## 2. ELIGIBILITY CRITERIA AS ON 1ST MARCH 2014

### 2.i Educational Qualifications :

Graduate in any discipline (minimum 3 years' duration) from a recognized University with ability to speak English and conversant with local language.

In case of Ex-Servicemen who have acquired the Qualification equivalent to Graduation in the Armed Forces and have a service record of minimum 15 years in the Armed Forces, not below the rank of Junior Commissioned Officer or its equivalent in the other wings of Services, who had been discharged from the services during the preceding two years ;
**OR**
5 years in the Armed Forces, not below the rank of Captain or its equivalent in the other wings of Services, who had been discharged from the services during the preceding two years.

**2.ii Preferable :**
i) NCC 'C' Certificate
ii) One year experience in the related area
iii) Diploma / Certificate Course in Computer Applications

**2.iii Experience :** Experience is not a pre-requisite, however, those having airline security with AVSEC Qualifications and X-BIS Certification may walk-in on the date specified in the table **(A)** and make application as specified in the table **(B)** above.

**2.iv Height** : Not below 165 cms. for male and 153 cms. for female candidates. (Relaxation in height of 2.5 cms to SC/ST Candidates and for Gorkhas, Garhwalies and those hailing from North-East states and hilly areas on production of domicile of these areas as applicable).

### 2.v Upper age limit : as on 01st March 2014

General : Not above 28 years (born between 02.03.1986 and 01.03.1996)
OBC : Not above 31 years (born between 02.03.1983 and 01.03.1996)
SC/ST : Not above 33 years (born between 02.03.1981 and 01.03.1996)

**Relaxation in age limit :**
The experienced and trained candidates in airline security with AVSEC Qualifications and X-BIS Certification (current or otherwise) will be given relaxation in age to the extent of actual number of years of work experience in the field (The upper age-limit after relaxation will be 40 Years).
(Relaxation in age for Ex-servicemen : As per Government guidelines)

**3.** **EMOLUMENTS :** Rs. 13,800/- per month (all inclusive). On acquiring AVSEC qualification & X-BIS certification, additional allowances are applicable.

**4.** **SELECTION PROCEDURE :**

4.i(a). Applicants responding to (A) above will have to walk-in along with application in the prescribed format with copies of all the testimonials and requisite fee in form of Demand Draft on the dates, timings & venue as mentioned above.

4.i(b) Applicants responding to (B) above will have to send their applications in the prescribed format along with the copies of all the testimonials and requisite fee in form of Demand Draft, so as to reach on or before the specified date, at the above mentioned address.

4.ii Applicants having experience as specified at (2.iii) above will undergo the selection procedure comprising of Personal Interview only.

4.iii The applicants without experience who fulfill the eligibility criteria of the post, will have to undergo a Physical Endurance Test (PET) comprising running of 100 metres in 16 seconds OR 1000 metres in 4.5 minutes as opted by the candidates, on the same day / following day(s). A relaxation of 06 seconds will be given to the female candidates for running of 100 metres in Physical Endurance Test.

4.iv Those who qualify in the PET will have to appear for Report Writing Test (RWT) on the same day / following day(s). Those who qualify in the RWT will have to appear for Personal Interview (PI) on the following day(s). The outstation candidates are advised to make their own arrangement of boarding and lodging at their own cost, if required.

4.v **Dress Code :**

(a) The candidates, in their own interest should come prepared for the Physical Endurance Test with a tracksuit / pair of shorts and running shoes, etc.

(b) The candidates are required to appear for Personal Interview formally dressed.

**5.** **HOW TO APPLY :**

5.i Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1ST March 2014**, are required to respond as indicated in Para (A) & (B) above along with non-refundable Application Fee of Rs.500/- (Rupees Five Hundred Only) by means of a **Demand Draft** in

favour of "**Air India Air Transport Services Ltd**.", payable at **Mumbai**, No fees to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name on the reverse of the Demand Draft.

5.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.

5.iii Self-attested copies of the supporting documents in respect of Item Nos. **2, 3, 7, 11, 12, 14, 15 & 16**, 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.

5.iv Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, 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 OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Govt.**

5.v 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.i The short listed candidates will be considered for engagement on a fixed-term Contract basis for a period of three years, subject to their Medical fitness prescribed for the post. Placement of the selected candidates will be as per the operational requirement and at the sole discretion of the Management.

6.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 candidates.

6.iii 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.iv Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.

6.v **SC/ST candidates walked-in** on the specified dates, residing beyond 80 kms. from the venue, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.

6.vi Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.

6.vii The applicants must ensure that they fulfil all the eligibility criteria, as on **01st MARCH 2014**, 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 applicants in the application or testimonials attached/provided are found incorrect / false, or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefor.

6.viii 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 as **DISQUALIFICATION**.

6.ix Prescribed format of Application is given below :

**********

# ***AIR INDIA AIR TRANSPORT SERVICES LIMITED***

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

**ADVT : March 2014**

For Office Use Only

| Advertisement | Employment Exchange | SC/SC/ OBC/GEN / Ex-SM | Token No. | Eligible/ Not-Eligible ( E/NE ) | Remarks |
|---|---|---|---|---|---|
| | | | | | |
| Token / slip issued at the time of Registration to be attached with Application | | | Signature of the registering Officer | | |

**FORMAT OF APPLICATION**

**Paste**
Recent colour Photograph & sign across

To,

***AIR INDIA AIR TRANSPORT SERVICES LTD.***
1st Floor, Transport Workshop Building.
Air India GSD Complex,
Sahar, Andheri (East),
**MUMBAI – 400 099.**

POSITION APPLIED FOR *:* ***SECURITY AGENT*** *:* ***STATION*** *:*_____*( Please specify)*

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) : **YES / NO**
EMPLOYMENT REGISTRATION NO. _____
(ALSO ATTACH 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. Address for correspondence : _____

_____

_____

_____ **Pin Code** _____

**State :**_____

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

b) Mobile : _____ (Mandatory) c) Email :_____ (Mandatory)

5. Gender : Male / Female

6. Marital Status : Mark **'X'** in appropriate box.

| Unmarried | Married | Divorcee | Widow (er) | Separated |
|---|---|---|---|---|
| | | | | |

7. Nationality : _____

8. Religion : _____ 9. Mother Tongue : _____

10a. Height : (Bare feet in cms.) _____ 10b. Weight : _____ Kgs.

11. a) Whether SC / ST / OBC / GENERAL :( ALSO MENTION SUB-CASTE)

| 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

c) 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)

d) 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"

12. 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)** |
|---|---|---|---|---|
| 10th (SSC) | | | | |
| 12th (HSC or Pre-Degree) | | | | |
| 1st Year _____ | | | | |
| 2nd Year_____ | | | | |
| 3rd Year _____ | | | | |
| Any other (specify ) _____ _____ | | | | |

13. Fluency in languages : Mark **'X'** in appropriate column.

| **Languages** | **Read** | **Speak** | **Write** | **Remarks*** |
|---|---|---|---|---|
| a) English | | | | |
| b) Hindi | | | | |
| c) Local (Specify) | | | | |
| d) Others (Specify) | | | | |

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate. )

14. Work Experience (if any) :

| Organisation | Post Held | Period of Service | | Nature of Job |
|---|---|---|---|---|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |

15.

| | Date of getting certification | Validity | | Whether holding NCC 'C' Certificate |
|---|---|---|---|---|
| | | From | To | |
| AVSEC | | | | |
| X-BIS | | | | |

16. Particulars of Demand Draft issued -
(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.500/- |

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

| **Name** | **Designation** | **Company** | **Relationship** |
|---|---|---|---|
| | | | |
| | | | |

18. **<u>Declaration</u> : 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, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefor.

Place : _____ _____

(Signature of applicant)

Date : _____

**List of Documents (copies ) to be attached with the Application :**

**(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)**

| | | |
|---|---|---|
| i) | Application Fee, wherever applicable | |
| ii) | School Leaving Certificate or SSC Passing Certificate | |
| iii) | 10th Std / Matriculation Mark-sheet | |
| iv) | 12th Std / Pre-Degree Mark-sheet and Passing Certificate | |
| v) | 1st Year Graduation Mark-sheet | |
| vi) | 2nd Year Graduation Mark-sheet | |
| vii) | 3rd Year Graduation Mark-sheet | |
| viii) | Degree Certificate or Provisional Degree Certificate | |
| ix) | NCC "C" / Basic AVSEC / X-BIS Certificate | |
| x) | Doctors' Certificate (in original) for Height & Weight | |
| xi) | Caste Certificate in case of SC / ST /OBC candidates | |
| xii) | Discharge Certificate in case of Ex-Servicemen | |
| xiii) | Experience Certificate | |
| xiv) | Nationality / Domicile Certificate | |

**"This certificate MUST have been issued on or after 1st Apr 2013."**

**OBC Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:
District Magistrate/
Deputy Commissioner, etc.
Seal

**NOTE:** (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of _____ Village/Town _____. /District/Division* _____ of the _____ State/Union Territory belongs to the _____Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.
*The Constitution Scheduled Tribes Order, 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
*The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
*The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
*The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
*The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
*The Constitution (Pondicherry) Scheduled Castes Order, 1964.
*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of_____.

Place _____ Signature _____
Date _____ Designation _____
(with seal of Office)
State/Union Territory _____

* Please delete the words, which are not applicable.
@ Please quote specific Presidential Order
% Delete the Paragraph, which is not applicable

Note : (a) The term ‘ordinarily reside’(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).