

AIR INDIA AIR TRANSPORT SERVICES LIMITED

(A WHOLLY OWNED SUBSIDIARY OF NATIONAL AVIATION COMPANY OF INDIA LTD.)

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian nationals, at **KOZHIKODE**, 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 positions as indicated below and to maintain a waitlist of all categories, for the same:

1. LIST OF POSITIONS

Sr.Ramp Service Agents	-	22
Ramp Service Agents	-	47
Customer Agents	-	133

*These figures are indicative and 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***, to the venue, on the date and time for the respective category as given below, 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. ELIGIBILITY CRITERIA :

2.1 SR.RAMP SERVICE AGENTS

Qualification:

- a) 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, Welder-cum-bench-fitter, after passing SSC/equivalent examination with Hindi/English/Local Language, as one of the subjects.
- b) Must possess valid Heavy Motor Vehicle Driving Licence at the time of appearing for Personal Interview.
- c) **Experience:** Four years experience in Maintenance and Operation of Ramp Equipment and Ramp Handling procedures.
- d) **All inclusive Monthly emoluments:** Rs. 12000/-p.m.,
- e) **Selection Procedure :**
WALK-IN DATE : 08th & 09th October, 2009 (Thursday & Friday) only.
Walk In Registration Time 09.30 a.m. to 2.30 p.m.

Applicants walking in, will have to appear for a **Personal Interview, on the same day / following day(s).**

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 Personal Interview i.e. Only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for Personal Interview

2.2 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, Welder-cum-bench-fitter, after passing SSC / equivalent examination with Hindi / English / Local Language, as one of the subjects.

Must possess valid Heavy Motor Vehicle Driving licence at the time of appearing for Trade Test.

b) All inclusive Monthly emoluments of Rs. 8000/-

c) Selection Procedure:

WALK-IN DATE : 07th & 08th October, 2009 (Wednesday & Thursday) only

Walk-In Registration Time : 9.30 am to 2.30 pm only

(i) Applicants walking in, will have to appear for **Trade Test including Driving 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)**. Only those candidate having valid Heavy Motor Vehicle Driving licence will be allowed to appear for Trade Test.

(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 Trade Test i.e. Only if found ELIGIBLE on preliminary scrutiny, the candidates will be allowed to appear for Trade Test / Personal Interview.

2.3 CUSTOMER AGENT :

a) Qualification:

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

ii) **Height** : Not below 158 cms. for male and 152.5 cms. for female

- b) **Preferable :**
- i) Diploma in IATA-UFTA/IATA-FIATAA/IATA-DGR issued by IATA Montreal
 - ii) Diploma / Certificate in Computer Application
 - iii) Ability to communicate in foreign languages like French, German, Spanish, etc.
 - iv) One year experience in fares, reservation, ticketing, passenger / cargo handling area with any airline or IATA travel agency or ground handling agency.
- c) All inclusive Monthly emoluments of Rs. 8000/-

d) Selection Procedure :

WALK-IN DATE : 05th, 06th & 07th October, 2009 (Monday, Tuesday & Wednesday) only

Walk-In Registration Time : 9.30 am to 2.30 pm 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.

3 Language Proficiency : (Common for all above positions)
Should be fluent in Hindi, English & local language.

4 UPPER AGE LIMIT: (As on 1st October, 2009)

- (a) **For the post of Sr. Ramp Service Agent-**
General 30 years OBC 33 Years, SC/ST 35 Years.
- (b) **For the post of Customer Agent/Ramp Service Agent**
General 25 years OBC 28 Years, SC/ST 30 Years.
- (b) Relaxation in Age for Ex-Servicemen as per Government guidelines, for all the above positions.

5. How to apply :

5.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st October, 2009**, are required to **WALK-IN** to the venue given below, on the date and time prescribed for the respective category as indicated above, along with the Application Form in the specified 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 communities. Please mention your Full Name on the reverse of the Demand Draft.

**i. VENUE : KTDC TAMARIND, KONDOTTY
THURAKKAL P.O., T.B ROAD
KONDOTTY, MALAPPURAM -673638.
TEL- 0483 2717200**

FAX- 0495 2721221 (CCJ REGD OFFICE)

(Venue 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 & 14**, 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 along for verification.** The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the application.
- 5.4 Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST candidates.
- 5.5 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**
- 5.6** 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 candidate.
- 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 Emoluments : The job carries an all-inclusive package as indicated above plus Annual Retention Bonus as applicable, is also payable.
- 6.5 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.
- 6.6 Consideration of SC/ST/OBC candidates will be as per Government Directives on reservation of posts.
- 6.7 SC/ST candidates called for Trade Test/Group Discussion/ 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 re-imbursed second class to & fro rail / bus fare by the shortest route as per rules, on production of evidence to that effect.
- 6.8 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.
- 6.9 The applicant / candidates must ensure that they fulfil all the eligibility criteria, as on **1st October , 2009**, 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.
- 6.10 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.
- 6.11 Blank Application format is given below.

For Office Use Only**Remarks** : i)Advt./Emp.Exch**ROLL NO** : __________
Authorised signatory**FORMAT OF APPLICATION**

To,

Air India Air Transport Services Limited
First Floor, Transport Workshop Bldg
Air India GSD Complex,
Sahar, Andheri-East
Mumbai-400 099.

*Paste
Recent
colour
Photograph
&
sign across*

POSITION APPLIED FOR : _____ **STATION** : **KOZHIKODE**

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) :

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. 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. Height : (Barefeet in cms.) _____ **(For Customer Agents only)**
(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. Details of Heavy Motor Vehicle License : (For Sr.Ramp Service Agents & Ramp Service Agents only)

Licence No : _____ Valid Up to : _____

14. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

16. 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/-

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

Name	Designation	Company	Relationship

19. 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)	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 (IATA / Language, etc.)	
x)	Doctors' Certificate (in original) for Height - for Customer Agents	
xi)	HMV Driving Licence - for Sr.Ramp Service Agents/Ramp Service Agents	
xii)	Caste Certificate in case of SC / ST /OBC candidates	
xiii)	Discharge Certificate in case of Ex-Servicemen	
xiv)	Experience Certificate (s) wherever applicable	
xv)	Domicile Certificate, wherever applicable	