

No.A.12024/05/2011-EH

Dated: 09<sup>th</sup> December, 2011

To

The Regional Executive Director  
NR/ER/SR/WR/NER

The Executive Director  
Indian Aviation Academy

The Airport Director  
Kolkata/Chennai

The Executive Director  
RCDU/FIU

The Principal – CATC, Allahabad

**Sub: Filling up the posts of Jr. Executive (PA) in the pay scale of Rs.16400-40500.**

Sir,

In order to fill vacancies in the grade of Jr. Executive (PA) from amongst Departmental candidates, the Competent Authority has approved as a special case to give another chance to those officials who qualified the written test but could not qualify the skill test i.e. Shorthand / Typing test.

A list of short listed candidates, who have qualified the written test for the post of Jr. Executive (PA) held at YWCA, New Delhi are required to appear in the **skill test** (Shorthand & Typing test) according to the following schedule and details as per **Annexure I to IV.**

Date	Venue	Batch Number & Duration	Reporting Time	No. of candidates
18/12/2011	YWCA, Jai Singh Road, Near Gurudwara Bangla Sahib, New Delhi	Batch No. – 1 (8.30 AM to 10.00AM) Both Shorthand & Typing test	8.00 AM	27
		Batch No. – 2 (10.30 AM to 12.00 Noon) Both Shorthand & Typing test	10.00 AM	26
		Batch No. – 3 (12.30 PM to 2.00 PM) Both Shorthand & Typing test	12.00 Noon	26
		Batch No. – 4 (2.30 PM to 3.30 PM) Shorthand test only	2.00 PM	24

*The candidates who qualified the Typing test have been exempted from appearing again for the same but will be required to appear for Shorthand test. On the contrary, the candidates those who have failed to qualify in either of the tests i.e. Shorthand & Typing test will have to appear in both.*

The shorthand test and typing test will be @ 100 w.p.m. and 60 w.p.m speed respectively for 10 minutes duration each. The candidates are required to do transcription and typing test on computers. Computers are provided at the examination centre. The candidates are requested to bring Identity Card, pen, eraser, sharpener etc. with them.

The stay arrangement for outstation candidates shall be made by CHQ and the candidates are requested to forward their requirement well in advance to General Manager (Admn) at Fax No.011-24622822 / 24615465 and in case of any difficulty may also contact Shri Chander Prakash, AM(PA) at Mobile No. 9971011707.

The short-listed candidates may be relieved well in time to attend the skill test at YWCA, New Delhi on 18<sup>th</sup> December, 2011 (Sunday) and they are entitled for TA/DA as per AAI Rules.

On selection the candidates shall be posted as per the vacancies available on All India basis and refusal will result in recovery of cost on various arrangements including stay and TA/DA.

The contents of this letter may kindly be brought to the notice of all short-listed candidates. In case, transfer of any incumbent, they may also be intimated.

Yours faithfully,

**(RAJ KUMAR)**  
GENERAL MANAGER (HR)

Encl: 04 pages.

Distribution:

- OSD to Chairman
- PS to Member (HR) / Member (Plng) / Member (ANS) / Member (Ops) / Member (Fin)
- EA to CVO
- All HODs at CHQ / Operational Offices / New Office Complex
- Shri D.R. Juyal, AGM (HR)
- GS – AAEU
- Office Order Bundle / Notice Board.

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**Annexure-I****Batch -I (Reporting Time 8.00 AM)**

**Candidates who could not qualify Both Tests (Shorthand & Typing) and now will appear in both tests Shorthand & Typing**

<b>S.No.</b>	<b>Name (S./Sh.)</b>	<b>Desig.</b>	<b>Station</b>
1	Aditi Bhattacharjee	Sr. Supdt.(Steno)	Guwahati
2	Afroz Khan	Sr.Asstt.(P&A)	Udaipur
3	Aman Kumar	Supdt.(Steno)	CHQ
4	Anita Rana	Supervisor(Steno)	CHQ
5	Bhabatosh Debnath	Sr. Supdt.(Steno)	Guwahati
6	Bhanu Prakash Nandam	Supervisor(Steno)	Chennai
7	Bichitrananda Mohapatro	Sr.Supdt.(Steno)	Kolkata
8	Beena KK	Asstt (O)	Calicut
9	Bipin Bihari Dubey	Sr.Supdt.(Steno)	Varanasi
10	Bishnu Prasad Sonowal	Supervisor(Steno)SG	Guwahati
11	Brijesh Parkash Gupta	Asstt. (O)NHS	CHQ
12	Chander Kanta	Sr.Supdt.(Steno)	CHQ
13	D. Radha	Asstt.(Steno)	Chennai
14	Deep Jyoti Gogoi	Asstt.(O)	Guwahati
15	Devansh Mani	Jr. Asstt.(O)	CHQ
16	Dhumal Rao Raghvendra Rao	Asstt.(O)	Visakhapatnam
17	Dhyan Singh Talk	Asstt. (Telecom)	Kolkata
18	Digamber Singh Negi	Supdt.(Steno)	CHQ
19	Dimple	Supdt.(Steno)NHS	RCDU
20	Garima Sharma	Supervisor(Steno)	Rangpuri
21	Ghanshyam Kuhad	Supervisor(O)	Ahmedabad
22	Ghoore Lal	Asstt.(O)	Lucknow
23	Gurumuchu Rajyalakshmi	Sr. Supdt.(Steno)	Mumbai
24	Harpreet Kaur	Sr. Asstt.(Steno)	CHQ
25	Hazel Vijaya Kumari Rita Concessao	Jr. Asstt.(O)	Mangalore
26	J.Magesh	Sr.Supdt.(Pers)	Chennai
27	Jadaun Ajaysinh	Supervisor(Steno)	Kolkata

**Annexure - II**

**Batch -II (Reporting Time 10.00 AM)**

**Candidates who could not qualify Both Tests (Shorthand & Typing) and now will appear in both tests Shorthand & Typing**

<b>S.No.</b>	<b>Name (S./Sh.)</b>	<b>Desig.</b>	<b>Station</b>
1	Jagdish Singh Negi	Supervisor(Steno)SG	Jaipur
2	Jitendra Kumar Singh	Supervisor(Steno)	SAP
3	Kailash Chander Pandey	Sr.Supdt.(Steno)SG	RHQ,NR
4	Kamla Shah	Supdt.(Steno)	CHQ
5	Kavita Srivastava	Supervisor(Steno)SG	RHQ,NR
6	Krishan Kumar	Asstt. (O)	AERAAT
7	Krishendu Mukhopadhyay	Asstt.(O)	Kolkata
8	M. Mahendran	Sr. Supdt.(Steno)	Chennai
9	Madhu	Supdt.(Steno)	CHQ
10	Mahender Singh	Supdt.(Steno)	CHQ
11	Mahendra Pal Singh	Supdt.(Steno)	SAP
12	Mahesh Babber	Asstt.(O)SG	Ludhiana
13	Mamta Kumari	Supdt.(Steno)	CHQ
14	Mayur Tandon	Supervisor(steno)	Opl.Off.
15	Md. Shamim Ahmad	Supdt.(Steno)	Rangpuri
16	Md. Zayaur Rashid	Asstt.(O)	Raipur
17	Mira Kulshreshtha	Sr. Asstt.(P&A)	Agra
18	N. Devendran	Sr.Supdt.(Steno)	Chennai
19	N. Paukhanmang	Sr.Asstt.(Steno)	CHQ
20	N.Venu	Asstt.(O)	Chennai
21	Navin Kumar	Jr. Asstt.(O)	Varanasi
22	Pradeep Kumar Das	Sr. Asstt.(Steno)	Kolkata
23	Pradeep Negi	Supdt.(Steno)	CHQ
24	R. Hariharan	Asstt.(O)	Trichy
25	Rachna Sendil Kumar	Asstt.(O)	Varanasi
26	Raj Kumar	Asstt.(O)SG	RHQ,NR

**Annexure-III**

**Batch –III (Reporting Time 12.00 Noon)**

**Candidates who could not qualify Both Tests (Shorthand & Typing) and now will appear in both tests Shorthand & Typing**

<b>S.No.</b>	<b>Name (S./Sh.)</b>	<b>Desig.</b>	<b>Station</b>
1	Rama Sharma	Sr. Supdt.(Hostess)	RHQ,NR
2	Ramchandra herdasani	Jr. Asstt.(O)	Bhopal
3	Rashmee Sahoo	Asstt. (O)	CHQ
4	Renu Khanna	Sr. Supdt.(Steno)	CRSD
5	Rita Kumari Prakash	Asstt.(O)	RHQ,NR
6	Ritu Mohan	Sr. Supdt.(Hostess)	RHQ,NR
7	Sanjay Kapoor	Supdt.(Steno)	CHQ
8	Sanjeeta Kiran Kumari Soreng	Supdt.(Steno)	Kolkata
9	Sanjit Kumar Srivastava	Sr. Supdt.(Steno)	Patna
10	Sarabjeet Kaur	Supervisor(Steno)	CHQ
11	Shachi Gupta	Supervisor(Steno)SG	RHQ,NR
12	Shaveta Anand	Supervisor(Steno)	Opl.Off.
13	Shyam Sunder Patil	Supervisor(Steno)SG	CHQ
14	Soni Gosain	Supervisor(Steno)	CHQ
15	Sreelatha Rajan Nair	Sr.Supdt.(Steno)	Mumbai
16	Sunita Chhabra	Jr. Asstt.(O)	RED,NR
17	Surendra B. Bhandari	Jr. Asstt.(O)	Amritsar
18	Sushma Singh	Supdt.(Steno)	CHQ
19	T. Senthil Kumar	Assitt.(O)	Madurai
20	Thamilarasi Srikanth	Asstt. (O)SG	CHQ
21	Tushar Dhanraj Burman	Jr. Asstt.(O)	Nagpur
22	U.Kavitha	Supervisor(Steno)	Chennai
23	Urmila	Sr.Supdt.(Steno)SG	RHQ,NR
24	V.V. Chandran	Supervisor(Steno)	Calicut
25	Vikas Kumar	Asstt.(FS)	FTC,ND
26	Vimala	Jr. Asstt.(O)	RED,NR

**Batch IV (Reporting time 2.00 PM) Annexure-IV****Candidates who qualified the Typing Test and will appear in Shorthand test only**

S.No.	Name (S./Sh.)	Desig.	Station
1	Bhupender Singh Negi	Supdt.(Steno)	CHQ
2	Bibhuti Jha	Supdt.(Steno)	CHQ
3	Chandra Shekhar	Supdt.(Steno)	CHQ
4	Dhamodaran K	Supervisor(Steno)	CHQ
5	Dileep Kumar	Supdt.(Steno)	CHQ
6	Hemaa Lohani	Supdt.(Steno)	CHQ
7	M.Selvi	Supervisor(Steno)	Chennai
8	Manas Kumar Mathur Soren	Asstt.(Steno)	Bhubaneswar
9	Manoj Kumar	Supdt.(Steno)	CHQ
10	Mukesh Saini	Sr. Supdt.(Steno)	CHQ
11	Nirmala Bhalla	Sr.Supdt.(Steno)	CHQ
12	Nitin Sharma	Supervisor(Steno)	SAP
13	Parul Chhabra	Supdt.(Steno)	Rangpuri
14	Prasanna Kumar Sahoo	Supdt.(Steno)	Kolkata
15	R. Malathi	Supervisor(Steno)	Chennai
16	Raghuvir Singh	Asstt. (HR)	CHQ
17	Rajni Chawla	Jr. Asstt.(O)	RHQ,NR
18	Ravinder Kr. Khasa	Supervisor(Steno)SG	RHQ,NR
19	Sargam Khanduja	Jr. Asstt.(O)	CHQ
20	Shiv Kumar Sharma	Supdt.(Steno)	RHQ,NR
21	Tarun Anand	Supervisor(Steno)	CHQ
22	Trilochan Singh Batra	Supdt.(O)	Dehradun
23	Vimal Kumar	Supervisor(Steno)SG	RHQ,NR
24	Vinod Singh Bhandari	Supdt.(Steno)	RHQ,NR

AIRPORTS AUTHORITY OF INDIA  
DIRECTORATE OF HR, HR CELL

No. A.12024/05/2011-HR

Dated: 09.12.2011

I. O. N

**Sub: Skill Test (Shorthand / Typing) for the post of Junior Executive (PA) in the pay scale of Rs. 16400-40500.**

Skill test (Shorthand / Typing) for the post of Junior Executive (PA) is scheduled for 18.12.2011(Sunday) at YWCA, New Delhi.

A list of outstation candidates attending the examination is enclosed. It is requested that the arrangement for their stay and transportation (from place of stay to examination centre and back) may be made. The candidates will be relieved on 18.12.2011(A/N).

**(ROSELIND JOSEPH)**  
**Assistant General Manager (HR)**

**Encl:** List of 44 outstation candidates (Total 3 pages)

**General Manager (Admn)**

Copy for information to:

- The Regional Executive Directors – NR / WR / ER / SR / NER
- The Executive Director – RCDU / FIU
- The Executive Director, Indian Aviation Academy
- The Airport Director, Chennai/Kolkata
- The Principal, CATC

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15.	Gurumuchu Rajyalakshmi	Sr. Supdt.(Steno)	Mumbai
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17.	J.Magesh	Sr.Supdt.(Pers)	Chennai

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21.	M. Mahendran	Sr. Supdt.(Steno)	Chennai
22.	M.Selvi	Supervisor(Steno)	Chennai
23.	Mahesh Babber	Asstt.(O)SG	Ludhiana
24.	Manas Kumar Mathur Soren	Asstt.(Steno)	Bhubaneswar
25.	Md. Zayaur Rashid	Asstt.(O)	Raipur
26.	Mira Kulshreshtha	Sr. Asstt.(P&A)	Agra
27.	N. Devendran	Sr.Supdt.(Steno)	Chennai
28.	N.Venu	Asstt.(O)	Chennai
29.	Navin Kumar	Jr. Asstt.(O)	Varanasi
30.	Pradeep Kumar Das	Sr. Asstt.(Steno)	Kolkata
31.	Prasanna Kumar Sahoo	Supdt.(Steno)	Kolkata
32.	R. Hariharan	Asstt.(O)	Trichy
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36.	Sanjeeta Kiran Kumari Soreng	Supdt.(Steno)	Kolkata
37.	Sanjit Kumar Srivastava	Sr. Supdt.(Steno)	Patna
38.	Sreelatha Rajan Nair	Sr.Supdt.(Steno)	Mumbai
39.	Surendra B. Bhandari	Jr. Asstt.(O)	Amritsar
40.	T. Senthil Kumar	Assitt.(O)	Madurai
41.	Trilochan Singh Batra	Supdt.(O)	Dehradun
42.	Tushar Dhanraj Burman	Jr. Asstt.(O)	Nagpur
43.	U.Kavitha	Supervisor(Steno)	Chennai
44.	V.V. Chandran	Supervisor(Steno)	Calicut